



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JULY 9, 2024 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 – June 25, 2024
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There are no delegations
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Temporary Road Closure Request – Alberta Trappers Association
8. Reports
 - (a) Council Reports
 - (b) CAO's Report for month ending June 30, 2024
 - (c) Council Action List to June 25, 2024

9. Minutes

- (a) Barrhead & District Family Community Support Services – May 16, 2024
- (b) Community Futures Yellowhead East – February 15, 2024
- (c) Community Futures Yellowhead East – March 21, 2024
- (d) Community Futures Yellowhead East – April 18, 2024
- (e) Community Futures Yellowhead East – May 22, 2024

10. Bylaw

- (a) Draft Bylaw 05-2024, amending Land Use Bylaw 04-2015 (no supporting documents included in the meeting package)
- (b) Draft Bylaw 06-2024, Park and Public Facilities Bylaw

11. Correspondence Items

- (a) Letter from the Mr. Ric McIver, Minister of Municipal Affairs dated June 10, 2024
- (b) Email from MLA Glenn van Dijken dated June 25, 2024

12. For the Good of Council

13. Tabled Items

14. Closed Session

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JUNE 25, 2024,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor McKenzie, Crs: D. Kluin, R. Klumph, A. Oswald, D. Smith and D. Sawatzky
Officials: Ed LeBlanc, CAO, Gary Hove, Regional Fire Chief, Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen, Barrhead Regional Fire Services' Members

ABSENT Cr. T. Assaf

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

AGENDA The agenda was reviewed.

210-24 Moved by Cr. Sawatzky that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of June 11, 2024, were reviewed.

211-24 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of June 11, 2024 be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Gary Hove, Regional Fire Chief, Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen, Barrhead Regional Fire Services' members at 5:31 p.m.

The members discussed the recent Fire Department Instructors Conference (FDIC), held in Indianapolis, Indiana that they attended.

EXITED Mayor McKenzie and Council thanked Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen, Barrhead Regional Fire Services' members for their presentation and they along with Regional Fire Chief Gary Hove exited the Chambers at 6:03 p.m.

212-24 Moved by Cr. Kluin that Council accepts the presentation from the Barrhead Regional Fire Services' members, Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen, as information.

CARRIED UNANIMOUSLY

BANK STATEMENT

The Monthly Bank Statement for the month ended May 31, 2024, was received.

213-24 Moved by Cr. Oswald that Council approves the Monthly Bank Statement for the month ended May 31, 2024, as presented.

CARRIED UNANIMOUSLY

**COUNCIL MEETINGS –
SUMMER MONTHS SCHEDULE**

For Town Council to discuss the frequency of Council Meetings during the summer months, was received.

214-24 Moved by Cr. Klumph that Council cancels the July 23, 2024, the August 27, 2024 and the September 24, 2024 Council Meetings.

CARRIED UNANIMOUSLY

**FUNDING APPLICATION – ENABLING
ACCESSIBILITY FUND SMALL
PROJECTS COMPONENT**

For Town Council to discuss the merits of submitting a federal grant application for improving accessibility, was received.

215-24 Moved by Cr. Kluin that Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the Enabling Accessibility Fund Small Projects Component.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of June 25, 2024, were reviewed:

- Family & Community Support Services Society
- Library Board
- Yellowhead Regional Library Board

216-24 Moved by Cr. Sawatzky that the following Reports to Council as of June 25, 2024, be accepted as information and as presented:

- Family & Community Support Services Society
- Library Board
- Yellowhead Regional Library Board

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council was reviewed:

- Yellowhead Regional Library – June 17, 2024

217-24 Moved by Cr. Klumph that the Minutes to Council of the Yellowhead Regional Library – June 17, 2024 be accepted as information and as presented.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items were reviewed:

Letter from Mr. Ric McIver, Minister of Alberta Municipal Affairs, advising that the Canada-Alberta agreement for the Canada Community-Building Fund (CCBF) for 2014-24 expired on March 31, 2024. The Alberta government is in negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

Email dated June 14, 2024 from the Engagement Team, Municipal Services Division, Alberta Municipal Affairs, regarding Council to submit a request for a meeting with Minister Ric McIver during the September 25-27, 2024 convention.

Letter from the Barrhead Public Library Board dated May 24, 2024, thanking the Town of Barrhead for the annual monetary assistance grant.

218-24 Moved by Cr. Smith that Council accepts the following correspondence, as information:

- from Mr. Ric McIver, Minister of Alberta Municipal Affairs, advising that the Canada-Alberta agreement for the Canada Community-Building Fund (CCBF) for 2014-24 expired on March 31, 2024.
- From Municipal Services Division, Alberta Municipal Affairs regarding an inquiry if Council would like to meeting with the Minister of Municipal Affairs during the September, 2024 convention.
- from Barrhead Public Library Board dated May 24, 2024, thanking the Town of Barrhead for the annual monetary assistance grant.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Sawatzky thanked the staff from the Town's Recreation & Parks Department for their efforts for the recent Indigenous Day event.

Cr. Klumph noted that the Town staff members were very pleasant and very helpful at the Toxic Round-up event.

Cr. Kluin acknowledged and thanked all the volunteers that helped with the Street Festival event.

Mayor McKenzie mentioned the All-Wheel Skate Park event and commended everyone that was involved in organizing it.

RECESSED

219-24 Moved by Cr. Sawatzky to recess the meeting at 6:29 p.m.

CARRIED UNANIMOUSLY

RECONVENED

220-24 Moved by Cr. Sawatzky to reconvene the meeting at 6:55 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION – LAND
FOIP ACT SECTION 16**

221-24 Moved by Cr. Oswald that Council go in closed session at 6:55 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

222-24 Moved by Cr. Klumph that the Council come out of closed session at 7:51 p.m.

CARRIED UNANIMOUSLY

ADJOURN

223-24 Moved by Cr. Klumph that the Council Meeting be adjourned at 7:52 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: July 9, 2024

Re: Temporary Road Closure Request – Alberta Trappers Association

1.0 PURPOSE:

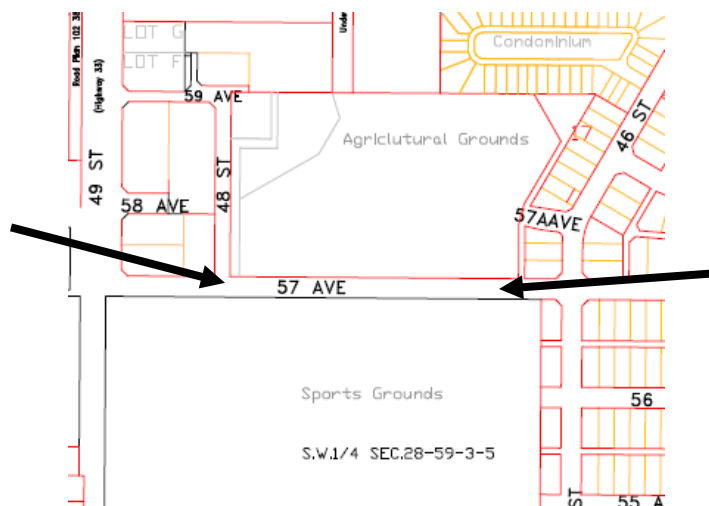
For Town Council to consider a request to temporarily close a portion of 57th Avenue.

2.0 BACKGROUND AND DISCUSSION:

The Alberta Trappers Association will be hosting an event in Town on July 12th and 13th. Their office has requested the temporary closure of a portion of 57th Avenue from 48th street to 46th street in order to accommodate their event.

In accordance with the Town's Road Closure Policy No. 32-010 "any new requests for road closures will be presented to Council for approval...."

Below is the proposed avenue closure in question:



3.0 ALTERNATIVES:

3.1 Council approves the request from the Alberta Trappers Association to temporarily close a portion of 57th Avenue from 48th street to the lane west of 46th street for their event scheduled to be held on July 12th and 13th, 2024 from 8:00 a.m. to 11:00 p.m.

3.2 Council denies the request from the Alberta Trappers Association to temporarily close a portion of 57th Avenue from 48th Street to the lane west of 46th Street for their event scheduled for July 12th and 13th, 2024.

4.0 FINANCIAL IMPLICATIONS:

Should Council authorize the request the Town's Public Works Department or Parks and Recreation Department would be required to arrange for barricades and applicable temporary signs.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The Association is anticipating approximately 400 – 500 participants to visit the Town of Barrhead.

8.0 ATTACHMENTS:

8.1 Special Event Application from the Alberta Trappers Association.

9.0 RECOMMENDATION:

Council approves the request from the Alberta Trappers Association to temporarily close a portion of 57th Avenue from 48th street to the lane west of 46th street for their event scheduled to be held on July 12th and 13th 2024 from 8:00 a.m. to 11:00 p.m.

(original signed by the CAO)

Edward LeBlanc - CAO

SPECIAL EVENT APPLICATION

Date: July 03/24

APPLICANT INFORMATION:

Applicant: Alberta Trappers Assoc. Phone No.: 780-549-6626

Cell No. 780-307-4578 email: albertkarenmast@gmail.com

Address: 62116 Rnge. Rd 31 Barrhead ^{County of} Postal Code: T0G-1R2

EVENT INFORMATION:

Event Location Barrhead Arena/Ag grounds

Type of Event – please provide information:

Alberta Trappers Assoc. Rendezvous

Number of attendees anticipated at the event: 4-500

Event Date: July 12, +13 Time: from 5:00AM to 12:00AM.

Road Closure required? Yes No Closure Times: from 8:00AM to 11:00PM
(If yes, please provide a map of the location of the requested road to be closed)

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

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

SPECIAL EVENT CHECK LIST

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

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

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

**COUNCIL REPORTS
AS OF JULY 9, 2024**

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

C.A.O Report

To: Town Council

Date: July 9, 2024

Re: June, 2024 C.A.O. Report

Enforcement Services:

- New files generated from June 1st, 2024 – June 30th, 2024
 - Total: 24 files
 - Animal Control matters/Miscellaneous: 6 file
 - Traffic Enforcement: 5 files (speeding, distracted driving, etc)
 - Bylaw Issues: 13 files
- Unresolved files carried over from previous reporting period:
 - Traffic Enforcement: 10 files
 - Bylaw Issues: 3 files
 - Animal Control/Misc.: 2 files

Transportation Services:

- Repaired driveway at Servus Credit Union
- Placed cold mix on the north side of Subway
- Repaired/replace water valve 55 Ave and 46 St
- Two garbage crews to catch up after long weekend
- Waiting for estimates/quotes for pavement patching and sidewalks
- Street sweeping, crack filling, repairing potholes and hauling compost is ongoing
- Preparing and updating documents for upcoming external safety audit
- Scrap metal removed at the regional Landfill
- The following is the data from this year's Hazadous Round-up:
 - 64 loads from Town residence
 - 18 loads from County residence
 - 7 medium tires
 - 34 deposits of chemicals
 - 43 electronic items
 - 21 oil jugs
 - 40 paint containers

Economic Development Services:

In respect to the Community's Alberta Advantage Immigration Program, the following is the statistics for the period ending June, 2024:

<u>Employers:</u>	June 30, 2024	Program To date (November 7, 2022 – June 30, 2024)
Employers that have expressed interest	2	41
Employers enrolled	1	30 (13 active employers with open vacancies)
<u>Candidates:</u>		
Candidates that have expressed interest	3	179
Candidates endorsed:	4	112
Current foreign workers	4	72
International applicants	0	40
<u>Positions:</u>		
Positions supported by AAIP	5	167 (45 positions currently vacant)
Positions filled through AAIP	4	112
Started working & living in the community	3	61
Pending arrival to Canada	1	51

Fire Protection Services:

- Incidents from June 1, 2024 – June 30, 2024:
 - **Fires: 1** (9.75 hours or 5.3% of the total man hours for the month of June)
 - **Rubbish or grass fires: 2** (17.5 hours or 9.6% of the total man hours for the month of June)
 - **Vehicle accidents: 2** (34.0 hours or 18.6% of the total man hours for the month of June)
 - **Ambulance assists: 22** (76.0 hours or 41.7% of the total hours for the month of June)
 - **False alarms: 12** (45.25 hours or 24.8% of the total man hours for the month of June)

During the month of June there were a total of 39 calls which represented a total of 182.5 firefighter hours.

- Training:
 - NFPA 470 Operations completed
 - NFPA 1002 driver operator Starts, 8 students
 - NFPA 1001 level 1 continues
 - Hose loads and deployment high rise packs
 - Interior attack and SCBA
 - Rapid Intervention Team obstacle course
- Other:
 - Tower 6 annual testing and repairs to steering complete
 - Members attend Golf Tournament fund raiser for Grizzly Trail Fire and Rescue \$12,853.00
 - Members attend Street Festival and raise \$2,400.00
 - Members assist with School slip and slide event - 3 junior members graduate High school
- Membership total: 50. 43 responding, 4 new recruits, 3 off on maternity leave.

The following chart outlines the total ambulance assist calls responded by the Regional Fire Department, for the month of May 2024:

Response Levels	June, 2024	Town or County		Year to Date	Town or County
Level A – Not serious (ie: lift assist)	2	2 – Town 0 - County		9	8 - Town 1 - County
Level B – More serious (ie: medical alert alarm)	0	0 - Town 0 - County		7	5 – Town 2 - County
Level C – Serious (ie: stroke or abnormal breathing)	3	3-Town 0 - County		16	13 – Town 3– County
Level D – Possible life threatening (ie: chest pains, unconscious, overdose)	14	9 - Town 5 – County		95	75 – Town 20 – County
Level E – Life Threatening (ie: cardiac arrest, ineffective breathing)	2	2 – Town 0 - County		9	7 – Town 2 – County
Other	1	1 – Town 0 - County		5	5 – Town 0 - County
Total calls	22	17 – Town 5 – County		141	113 – Town 28 - County
Total hours spent on ambulance calls	76.0 hours or 41.7 % of total hours			338.1 hours or 35.7% of total hours	
Fire Dept. arriving before EMS	14			86	
Fire Dept. arriving before EMS (%)	63.6 %			63.2%	

Note 1: All ambulance assist calls are initiated by the Ambulance’s Dispatch Centre.

Recreation Services:

➤ Operational:

- June 6th Seniors Expo went well
- June 7th Musical Playground about 75 were there to enjoy the event
- June 16th Father's Day event approx. 50 participated in the giveaway, and numbers were high (100 or so) for the dad's swim event,
- June 22 All-Wheels Park Party saw about 60 all-wheel enthusiasts take part
- Marked out walking path for labyrinth
- Installed new runners at cemetery, top with dirt and seeded
- Ready agenda for refrigeration plant start up,
- Installation of new compressor in curling rink
- Finish new basketball court
- Repair diamond number four in the sports grounds
- Gathering documents and organizing for Safety Audit
- Creating a 2025 events calendar to be ready for the new school year,
- Open for hockey camp,
- Prep AG grounds for August rodeo.

➤ Upcoming Special Events:

- July 1st – Canada Day Event
- July 12th and 13th – Alberta Trappers Association Rendezvous
- July 20th – Ag. Society – Demolishing Derby
- August 16th Fitset Ninja Camp
- August 22nd Old Time Ball Game

Edward LeBlanc – CAO

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF JUNE 25, 2024

Resolution Number	Resolution	Comments	Status
<u>June 25, 2024 Council Meeting</u>			
215-24	Moved by Cr. Kluin that Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the Enabling Accessibility Fund Small Projects Component.	A member of the Accessibility Coalition Committee is preparing the grant application in co-operation with Town's Administration.	In Progress
<u>June 11, 2024 Council Meeting</u>			
205-24	Moved by Cr. Sawatzky that Council deny the request from the Barrhead & District Senior Citizens Society for their facility upgrades.	The Society was advised of Council's decision.	Completed
199-24	Moved by Cr. Oswald that Council instruct Administration to move forward with the development of a Community Recreation Advisory Committee.		In Progress
198-24	Moved by Cr. Assaf that Council amends Road Closure Policy No. 32-010 to include All-Wheel Park Party – 55A Street from 55th Street to 51st Avenue.		Completed
<u>January 23, 2024 Council Meeting</u>			
024-24	Moved by Cr. Sawatzky that Council directs Administration to proceed with the development of an outdoor basketball court in Lions Park with a cement base at a budgetary cost of \$54,000.00, as presented.	Cement pad is completed. Anticipating the landscaping and the installation of basketball equipment to be completed by July 12th.	In Progress
<u>May 9, 2023 Council Meeting</u>			
144-23	Moved by Cr. Sawatzky that Council instructs Administration to prepare a report exploring the merits of obtaining an accreditation under the Alberta Safety Codes and presenting it to the Municipal Planning Commission for their consideration and recommendation to Town Council.	The noted report will be presented to the MPC at their next regular meeting.	In Progress
<u>December 14, 2021 Council Meeting</u>			
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	During the Commission's November 27, 2023 meeting, the Board approved their 2024 Operating Budget which includes a contribution of approximately \$ 41,000.00 towards the Town's operational expenses for the main Lift Station and Lagoon. Moving forward, the existing Operating Agreement between the Town and the Commission allows for these new expenses to be incorporate in future Commission's operating budgets.	In Progress


Regular Board Meeting Minutes
Thursday, May 16th, 2024


Present	<p>Anthony Oswald – Vice Chair Albert Mast – Secretary/Treasurer Karen Pronishen – Executive Director Kay Roberts – Finance Terese Koch – Recording Secretary</p> <p>Sally Littke, Paul Properzi, Jean Loitz Kavitha Kamalahasan, Peter Kuelken, Tom Carroll</p>	
Absent/ Regrets	<p>Leslie Penny – Chair, Dausen Kluin, Bill Lane</p>	
	<p>1) <u>Call to Order:</u> The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order by Anothony Oswald at 9:30 am.</p>	
24/05-01	<p>2) <u>Acceptance of Agenda – Additions/Deletions</u></p> <p>Moved by Jean Loitz to accept the agenda. Seconded by Albert Mast.</p>	Carried
	<p>3) <u>Board Delegation/Presentation</u></p> <ul style="list-style-type: none"> • No Presentation 	
24/05-02	<p>4) <u>Items for Approval</u></p> <p>a) Moved by Sally Littke to accept the minutes of the regular Board meeting for Barrhead and District FCSS Society from April 18th, 2024. Seconded by Tom Carroll.</p>	Carried
24/05-03	<p>b) Financial Statements. Moved by Peter Kuelken to accept the financial statements for the 80/20 General Account, Community Account and Casino Account for the period ending, April 30th, 2024, as presented. Seconded by Paul Properzi.</p>	Carried

<p>24/05-04</p> <p>24/05-05</p> <p>24/05-06</p> <p>24/05-07</p> <p>24/05-08</p> <p>24/05-09</p>	<p>5) <u>New Business:</u></p> <p>1) Selection of Executive and Committees</p> <p>a. Moved by Sally Littke to approve the new executive. Leslie Penny as Chair, Jean Loitz as Vice-Chair, and Albert Mast as Secretary, Treasurer. Seconded by Paul Properzi.</p> <p>b. Moved by Tom Carroll to have signing authority designated to Leslie Penny, Jean Loitz, Albert Mast, Karen Pronishen (Executive Director), and Terese Koch (Executive Admin).</p> <p>c. Moved by Jean Loitz to have the establishment of Board committees as presented. (See the email attachment for the committee members list) Seconded by Albert Mast.</p> <p>2) Board to sign Declarations</p> <p>3) Community Development Strategy Moved by Alberta Mast to accept the information provided by Peter Kuelken as information. Seconded by Sally Littke.</p> <p>4) Summer Business Hours Moved by Jean Loitz that the FCSS office will be closed on Fridays for summer starting June 28th, up to and including August 30th. First Friday back is September 6th. Seconded by Tom Carroll.</p> <p>5) 2022 FCSS Annual Report Moved by Peter Kuelken to accept the report as presented. Seconded by Paul Properzi.</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p>
	<p>6) <u>Old business</u></p> <ul style="list-style-type: none"> None at this meeting. 	
<p>24/05-10</p> <p>24/05-11</p>	<p>7) <u>Items for Information</u></p> <p>a) Director's Report – Accepted as information. Moved by Albert Mast to accept the above report as information. Seconded by Kavitha Kamalahasan.</p> <p>b) After the Bell – Moved by Paul Properzi to accept as information. Seconded by Albert Mast</p>	<p>Carried</p> <p>Carried</p>
<p>24/05-12</p>	<p>8) <u>Board Development</u></p> <p>1) FCSS 101 Slides Moved by Paul Properzi to accept the above slide presentation as information. Seconded by Albert Mast.</p>	<p>Carried</p>
	<p>9) <u>In Camera</u></p>	

	10) Next Meeting Thursday, June 20 th , 2024	
24/05-13	11) Adjournment Moved by Paul Properzi to adjourn the meeting at 10:41 am. Seconded by Sally Littke.	Carried

Barrhead & District Family and Community Support Services Society
Regular Board Meeting of May 16th, 2024


_____ Chairperson


_____ Recording Secretary

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday February 15, 2024

In Attendance

Daryl Weber, Ty Assaf, Jim Hailes, Robin Murray, Dave Kusch, Nick Gelych
 MARVIN SCHATZ, ANNA GREENWOOD, SERENA LAPOINTE, LIZ KRAWIEC

REGRETS:

- | | | |
|--|---|----------------|
| 1) CALL TO ORDER: | Meeting Called to Order by Vice Chair Daryl Weber @ 1:05 pm
Board Chair took over meeting @ 2:05PM | |
| 2) ADOPTION OF AGENDA: | <u>Motion# 53 Moved by Robin Murray</u>
<i>That the Agenda be accepted as presented</i> | CARRIED |
| 3) MINUTES OF PREVIOUS MEETING: | <u>Motion # 54 Moved by Jim Hailes</u>
<i>That the minutes of the January 18, 2024, regular board meeting be accepted as presented.</i> | CARRIED |
| 4) TREASURERS REPORT: | Financials As Attached
Sunlife Report – Attached
<u>Motion# 55 Moved by: Ty Assaf</u>
<i>Motion to adopt the treasurers report as presented.</i> | CARRIED |
| 5) CHAIR REPORT | 5.1 Board Chair Update –
<ul style="list-style-type: none"> ➤ CFNA – Messages from the Chair: Resignation of ED, RRRF Position Paper Acknowledgment. <u>Motion # 56 Moved by: Dave Kusch</u>
<i>Motion to accept the CFNA Message from the Chair as information.</i> | CARRIED |
| | <ul style="list-style-type: none"> ➤ CFNC – Advocacy Efforts, Key Messaging, Government Relations Toolkit. <u>Motion # 57 Moved by: Ty Assaf</u>
<i>Motion made providing staff with direction to request a meeting with the regional MP's requesting their attendance at the March/April/May meeting if available to discuss advocating in support of the CF messaging going into the next budget deliberations as per the CF Network of Canada Government Relations Toolkit.</i> | CARRIED |
| 6) IRC REPORT | 6.1 Business Analyst Update –
<ul style="list-style-type: none"> ➤ RRRF Outcome Update ➤ Refinancing/New Loan Update ➤ Client Update: 6.2 Update – Urgent Client Meeting Held Feb 8, 2024
Provide Board with an overview of meeting necessity & outcomes.
<u>Motion # 58 Moved by: Daryl Weber</u>
<i>Motion to accept the direction provided to staff at the emergency Board/IRC meeting in regard to action to be taken with Client.</i> | CARRIED |

6.3 CGI Loan Program Update: For Information Attached.

6.4 Audit Dates Confirmed:

Motion # 59 Moved by: Robin Murray

Motion to accept Business Analyst Update and other IRC agenda items as information.

CARRIED

7) OLD BUSINESS

7.1 2024 – 2025 Operations Plan Due – Revised and Submitted Copy attached as per motion 49/2024.

7.2 External Funds Investment Committee (Daryl, Serena, Ty, Nick)
Set Meeting Date: ED to send out meeting date and agenda material for a tentative evening meeting the week of March 4-7

7.3 Lemonade Day – Board ROI – Feedback – Swan Hills On board

7.4 CFLIP Investment Pool – Discussion- Set Committee/Meeting

➤ **Draft Info Attached**

Board Committee Struck: Nick, Ty & Marvin?

To review existing policy, cflip investment rates to provide final recommendation to the board. ED will arrange to provide information and possible meeting arrangements with the CFLIP Investment Firm.

7.5 Strategic Planning Session- Ongoing research

7.6 Board Training: Review attached.

Board Member requested a copy of the full list of training modules and the certification criteria. Ed to forward information.

Motion # 60 Moved by: Dave Kusch

Motion to accept Old Business as Information.

CARRIED

8) NEW BUSINESS

8.1 Annual Council Presentations: Dates Set, Presentation Being Developed. Request for Recommendations to be Included?

8.2 CRA – Online Portal Access Completed – Daryl Weber assisted with set up.

Motion # 61 Moved By: Daryl Weber

Motion instructing Executive Director, to seek legal advice, regarding process involved to change of Articles of Association and company status to include Executive Director as a non-voting board member, so that CRA recognizes the position as a legal company member, with priority status on the CRA Business account.

CARRIED

**9) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS**

9.1 Executive Director - As presented

9.2 CED Report – As Attached For Information

9.3 DSS Report –As Attached For Information

Motion # 62 Moved by: Robin Murray

Motion to accept staff reports as information.

CARRIED

10) ROUND TABLE

Town of Barrhead: Ty Assaf: Council reviewing Taxi Bylaw, AHS sent letter providing funding for fire department volunteers.

Village of Alberta Beach: Daryl Weber: Ongoing conflict between bordering community fire departments,
Sno Mo days going ahead within a reduced capacity

Town of Onoway: Robin Murray- Fire Department conflict effects town of Onoway as well.
CAO/Mayor attending leaders caucus meeting.
Public has been informed as per public election referendum, town of Onoway is currently having a Municipal Forensic Audit conducted by MMP.

Woodlands County – Dave Kusch:
Council recently met with Forestry Minister to discuss anticipated changes to funding and cost requirements involved with continued operations of the airport. Ongoing discussions underway.
Council discussing possible tax incentives to help small business growth within the county.

Town of Fox Creek – Jim Hailes
Discussion shared regarding Fox Creeks efforts in consideration of building a strip leading up to the Fox Creek airport.
Prep taking place for fire season. Paving projects being reviewed.
Way fare Signage up

County of Lac Ste Anne: Nick Gelych
County Fire Department Conflicts include Lac Ste Anne County as well.
Way finder development completed, discussion regarding challenges to get commercial land developed.
Regional Medial Clinic Discussed – Challenges with AHS and the College of Physician and Surgeons required to get a dr. New Dr to start next week in Onoway.

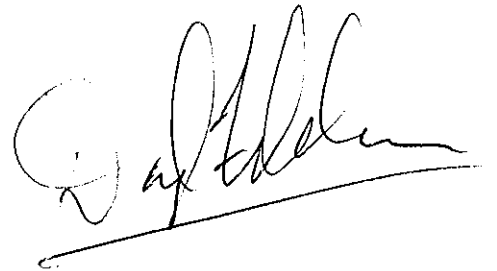
11) ADJOURNMENT

Motion 63 Moved by Dave Kusch
Motion to adjourn @ 3:25 pm.

12) NEXT MEETING

March 21, 2024 *

CARRIED



Daryl Weber

March 27 2024

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday March 21, 2024

In Attendance : MARVIN SCHATZ, JIM HAILES, LIZ KRAWIEC, DARYL WEBER, ANNA GREENWOOD, SERENA LAPOINTE (VIRTUAL) MATTHEW HARTNEY, LILIAN WISSER

REGRETS: NICK GELYCH, TY ASSAF, ROBIN MURRAY, DAVE KUSCH

1) CALL TO ORDER:	Meeting Called to Order at 1:01PM
2) ADOPTION OF AGENDA:	<p><u>Motion# 64 Moved by Marvin Schatz</u> <i>That the Agenda be accepted as presented</i></p> <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<p><u>Motion # 65 Moved by Jim Hailes</u> <i>That the minutes of the February 15, 2024, regular board meeting be amended as indicated.</i></p> <p>Motion to change the spelling on Anna's name and add the time of when Board Chair took over meeting.</p> <p style="text-align: right;">CARRIED</p>
4) TREASURERS REPORT:	<p>Monthly Financials As Attached Year End Financials As Attached</p> <p><u>Motion# 66 Moved by Liz Krawiec</u> <i>Makes the motion to adopt the monthly treasurers report as presented.</i></p> <p style="text-align: right;">CARRIED</p> <p><u>Motion# 67 Moved by: Jim Hailes</u> <i>Motion to accept the year end budget results as presented and accounted for.</i></p>
5) CHAIR REPORT	5.1 Board Chair Update – Absent from Meeting
6) IRC REPORT	<p>6.1 Business Analyst Update –</p> <ul style="list-style-type: none"> ➤ RRRF Outcome Update- Board Advised Default Letter Sent ➤ Client Update: Restaurant Client – Client update provided to board. <p><u>Motion # 68 Moved by Anna Greenwood</u> <i>Motion to accept Business Analysis update as information.</i></p> <p style="text-align: right;">CARRIED</p> <p>6.2 RRRF Refinancing Loan Request: Staff presented client request for RRRF refinancing.</p> <p><u>Motion # 69 Moved by: Liz Krawiec</u> <i>Motion made by Liz recommending the board approve the RRRF Refinancing Loan Request, as recommended by staff.</i></p> <p style="text-align: right;">DEFEATED</p>

Motion # 70 Moved by: Marvin Schatz

Motion made directing staff to continue supporting RRRF clients not eligible for re-financing, in order to accommodate reduced payments when necessary.

CARRIED

Motion # 71 Moved by: Serena Lapointe

motion made to extend additional 3 months of interest only payments for CGI Loan 5 Client.

CARRIED

6.3 CGI Loan Program Update: Dollars being returned to CFYE to continue the CGI program, and interest.

Recommendation to continue with existing policy/procedure processes previously passed.

7)

7.1 -2024/2025 Annual Budget & Business Proposal – Postponed to April Board Meeting for Approval.

7.2 2023 Draft Annual Council Presentation Attached for Information and or Recommendation if additional information suggested or removed.

Items 7.1 & 7.2 tabled until April Meeting to review and approve all at once. Council Presentation was included in Meeting Package.

7.3 – Strategic Planning Facilitator Confirmed: Holly Sorgen, Grande Prairie CF. Full Day Session – Provide some date options to confirm with facilitator.

Board approved facilitator, looking for date confirmation. Facilitator unavailable on our May board meeting date

8) NEW BUSINESS

8.1 4th Quarter Prairies Can Report Due – April 20, 2024

8.2 2022/2023 – Annual Performance Report Due – May 31, 2023

8.3 Annual Audit Presentation June 20th & AGM June 20th, Meeting to start at 11:00 am – Lunch Included.

Motion # 72 Anna Greenwood

Motion to accept the New Business Report as information.

CARRIED

9) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS

9.1 Executive Director - Not available

9.2 CED Report – As Attached For Information

9.3 DSS Report –As Attached For Information

Motion # 73 Moved by: Liz Krawiec

Motion to accept staff reports as information.

CARRIED

10) ROUND TABLE

Town of Mayerthorpe: Anna Greenwood

- CAO/Mayor going on Trade Mission to India- Growing Globe Immigration arranging meetings with Textile, Manufacturing, Food & Beverage businesses. They will be visiting 5 cities while they are there.
- Housing shortage still an ongoing issue.
- Potential to get businesses in "Gasoline Alley."

Town of Fox Creek – Jim Hailes:

- Approval 5 million for fire prevention by government

Town of Swan Hills – Liz Krawiec:

- Working on Fire Prevention
- First joint meeting with Big Lakes – special waste committee
- Direction on where its going & what's wanted.
- RMA coming up.

County of Barrhead – Marvin Schatz:

- Land use bylaw working – misinformation circulating, creating concerns.

Town of Whitecourt – Serena Lapointe:

- Passed borrowing bylaw – Arts & Culture Centre
- Fire update – dead tree removal underway.
- Whitecourt Launch Grant Program – CFYE partnering on program providing support to small business applicants, reviewing business plans etc.
- Wolverines – landed in top spot in league.
- Snow removal program – plowed to sides previously now getting removed.

Village of Alberta Beach – Daryl Weber:

- Sno Mo Days – successful
- Update on Fire Department agreement between Alberta Beach and Onoway.

11)

Motion 74 Moved by: Marvin Schatz

Motion to adjourn meeting at 2:10pm

CARRIED

April 18, 2024,

NEXT MEETING:



May 22 2024

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday April 18, 2024

In Attendance : Nick Gelych, Daryl Weber, Liz Krawiec, Marvin Schatz, Serena Lapointe, Robin Murray, Anna Greenwood, Jim Hailes, Ty Assaf
REGRETS: Dave Kusch

1) CALL TO ORDER: Meeting Called to Order: Board Chair Nick Gelych called the meeting to order at 1:03 pm

2) ADOPTION OF AGENDA: **Motion# 1 Moved by Daryl Weber**
That the Agenda be accepted as presented

CARRIED

3) MINUTES OF PREVIOUS MEETING: **Motion # 2 Moved by Robin Murray**
That the minutes of the February 15, 2024, regular board meeting be approved as amended.

Motion# 3 Moved by: Jim Hailes
That the minutes of the March 21st board meeting be accepted as provided.

CARRIED

4) TREASURERS REPORT: **4.1 Monthly Financials - Attached**

Motion# 4 Moved by Liz Krawiec

Makes the motion to adopt the monthly treasurers report as presented.

CARRIED

- Board member inquired about the option of paying Equifax annually rather than monthly. BA will look into this

4.2 CFYE 2023/2024 - Q3&4 – Quarterly Reports - Attached

** Note – Total Annual Loan Dollars Lent out*

4.2 Motion # 5 Moved by Ty Assaf

Board motioned to table 4.2 CFYE Quarterly Reports until next meeting when they could review the exact \$figure shortage for the MPS required to be lent out in loan dollars. Executive Director to provide board members with a copy of the report via email.

4.3 CFYE 2024/2025 – Fiscal Budget For Approval – As presented -- draft attached. RFD attached.

Motion# 6 Moved by: Marvin Schatz

Motion to approve the 2024/2025 CFYE fiscal budget as presented, with the inclusion of One Hundred Thousand Dollars being provided from the CFYE Stakeholder Investment Fund.

CARRIED:

5) CHAIR REPORT

5.1 Board Chair Update –

As verbal presentation provided by chair Nick Gelych

Motion # 7 Moved by Serena Lapointe

To accept as information.

CARRIED

6) BUSINESS ANALYST
IRC REPORT

6.1 Business Analyst Update:

Monthly Loan/Update/ Delinquency Report:

Motion # 8 Moved by Liz Krawiec

Motion to accept Business Analysis update as information.

CARRIED

6.2 Client Requests/IRC Recommendations: – If Applicable:

No requests received.

7) OLD BUSINESS

7.1 – Strategic Planning Facilitator Confirmed:

Motion # 9 Moved by: Serena Lapointe

Motion to approve hosting the CFYE Strategic Planning Session in Person on May 22nd at Country Comfort Cabins & RV in Barrhead County

CARRIED

8) NEW BUSINESS

**8.1 ED Annual Performance Review : May 16th, 5 Year Review -
Action Item:**

Motion # 10 Moved by: Ty Assaf

Motion approved requesting Executive Director to provide board and staff with a 360 -performance evaluation survey to be completed and returned to board chair for use in conducting the annual Executive Director Position Review.

CARRIED

8.2 June 5th Joint Training Session: with CFYE & CFWY Board and Staff, CAO's & EDO's – *Is your Community Prepared for a Natural Disaster and Economic Disaster?*

8.3 – Disaster Recovery & Business Continuity Project: CF Round Table Meeting – June 6, Board Members Included. – Project Change Report

Motion:# 11 Moved by: Anna Greenwood

To accept new business 8.2/8.3 for information, acknowledging the date changes to June 11th & June 12th.

CARRIED.

9) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS

9.1 Executive Director - Attached for Information

9.2 CED Report – Attached For Information

9.3 DSS Report – Attached For Information

Motion # 12 Moved by: Robin Murray

Motion to accept staff reports as information.

CARRIED

10) ROUND TABLE

Town of Barrhead – Ty Assaf: McDonalds opening in Barrhead
Residential Land Sold – Commercial Building, offices etc.
New Dr Clinic opening
11.5 acres being developed at Chrissy’s Crossing – Grocery Store etc
Council approved a 2% tax increase

Town of Mayerthorpe: Anna Greenwood
NEW CAO hired and started
Volunteer Appreciation night being hosted
A number of historical buildings from the Town of Mayerthorpe, were recently featured on a TV show.
4 businesses recently sold in town
Our Fairthorpe Event being held in May 2, 2024

Town of Onoway – Robin Murray
Interest in Industrial Park
Sold vacant residential lot
New Ec Dev Committee held a breakfast meeting, good turnout
Public Information shared regarding Forensic Audit being conducted – Media Release available for more details
Public Update regarding the conclusion of Fire Department contract with the Town of Onoway.
Information shared regarding Mayor, Dept Mayor and Councillor re-call petition being called.

Town of Fox Creek – Jim Hailes
Fire Preparedness BBQ held for community agencies and residences to hear towns plans etc for the upcoming season.

Town of Whitecourt – Serena Lapointe
Smart Start Program – grass cutting along residential property’s recommended particularly near power lines.
Town passed a Tax Bylaw increase of 3.779%
2 business closing new business purchasing and moving into the furniture store.
Residents upset with tree clearing being completed to make way for new drug store going in beside Extra Foods.
New Department Head of Infrastructure hired – Drew Hadfield
Chamber of Commerce Trade Fair – May 11 weekend
Party in the Park June 14 – 15

County of Barrhead – Marvin Schatz
New Road Construction Product being trialed.
0% Tax Increase for Residence passed, along with a 2% increase for Non Residential property bylaw passed.

Town of SwanHills – Liz Krawiec
Golf Course Fundraiser and ATV rally being held

Village of Alberta Beach – Daryl Weber
New Daycare opened up – 12 families registered to date

Lac Ste Anne County – Nick Gelych
Wayfinder Sold to new owners – Procan

11)

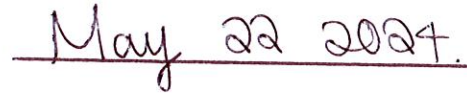
NEXT MEETING:

Talk of increasing employees from 60 -110
Challenges being faced by county regarding efforts for Business Attraction &
Investment Development

Motion # 13 Moved by: Marvin Schatz

Motion to adjourn meeting at

Cancelled in Lieu of Strategic Planning Session - May 22, 2024

A handwritten signature in dark ink, appearing to be 'MS', written over a horizontal line.The date 'May 22 2024' written in dark ink, underlined.

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Country Comfort Cabins & RV – Barrhead, AB
 2325 Township 572, County of Barrhead
Wednesday May 22, 2024

In Attendance : ROBIN, NICK, DARYL, JIM, ANNA, TY, SERENA, LILIAN, MICHELLE, IAN, HOLLY
REGRETS: MARVIN, DAVE, LIZ

1) CALL TO ORDER	Meeting called to order: 9:40	
2) ADOPTION OF AGENDA	Motion # 14 Moved by: Daryl Weber <i>That the agenda be accepted as presented.</i>	CARRIED
3) MINUTES OF PREVIOUS MEETING :	Motion # 15 Moved by Serena Lapointe <i>That the minutes of the April 18, 2024, regular board meeting be approved as amended.</i>	CARRIED
4) TREASURERS REPORT:	4.1 Monthly Financials - Attached Motion# 16 Moved by Jim Hailes <i>Makes the motion to adopt the monthly treasurers report, requesting a response be provided via email explaining the temporary travel expense shortfall as identified in this month's financials.</i>	CARRIED
	4.2 CFYE 2023/2024 - Q3&4 – Quarterly Reports - Tabled from last meeting. Motion # 17 Moved by: Jim Hailes <i>Motion to accept the reported, Quarterly Reports for Q3&4. As provided.</i>	CARRIED
5) CHAIR REPORT	5.1 Board Chair Update – Nothing to Report	
6) BUSINESS ANALYST IRC REPORT	6.1 Monthly Loan/Update/ Delinquency Report: <ul style="list-style-type: none"> • <i>No Governance Concerns at this time</i> Motion # 18 Moved by Daryl Weber <i>Motion to accept Business Analysis update as information.</i>	CARRIED
7) OLD BUSINESS	C 7.1 – Annual Audit <i>In house portion of Audit completed, draft report expected shortly.</i> Board Recommended the topic of Board Succession Planning be added to the agenda at the AGM – Creating a Package for Board and Councils 7.2 Lemonade Day – Approx 90 participants registered. <i>Registrations Numbers Strong - In Person and Virtual Training to start next week. All communities participating again this year.</i> Motion # 19 Moved by:Anna Greenwood <i>Motion to accept old business for information only</i>	CARRIED

8). NEW BUSINESS

8.1 CFYE Annual Performance Review-

Motion # 20 Moved by:

Motion to approve the draft presented, pending final spelling and grammar edits. Approved for submission to Prairies Can.

CARRIED

9) EXECUTIVE DIRECTOR

UPDATE

STAFF REPORTS

10) ROUND TABLE

11)

12) NEXT MEETING

9.1 Executive Director - Staff Reports Tabled

9.2 CED Report

9.3 DSS Report

- Tabled

Motion # 21 Moved by: Ty Assaf

Motion to adjourn meeting at 9:58

AGM & Audited Financial Presentation – June 20

AGM REMINDER: lunch will be provided, elections for executive positions and IRC Chair will be held.

*JW
June 20/24*

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: July 9, 2024
Re: Bylaw 06-2024, Parks and Facilities Bylaw

1.0 Purpose:

For Council to pass all three readings to Bylaw 06-2024, Parks and Facilities Bylaw.

2.0 Background and Discussion:

The purpose of Bylaw 06-2024 Parks and Facilities Bylaw is to incorporate a few new clauses from the existing Bylaw 09-2022.

Similar to previous years, this Spring/early Summer the Town has seen a few visitors staying at the Town's Rotary Park that are not necessary our preferred patrons or target market. The attached revised bylaw would provide Administration with additional authority to have some potential corrective measures in place, moving forward.

For ease of reference and convenience any proposed new wording is found highlighted in yellow.

3.0 Alternatives:

- 3.1 Council pass all three readings to Bylaw 06-2024, Parks and Facilities Bylaw, as presented.
- 3.2 Council instructs Administration to amend the proposed Bylaw 06-2024, Parks and Facilities Bylaw as directed and pass all three readings.
- 3.3 Council tables proposed Bylaw 06-2024, Parks and Facilities Bylaw and instructs Administration to provide further information and bring back the information at the next scheduled Council Meeting.

4.0 Financial Implications:

Not applicable

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

Limited

8.0 Attachments:

8.1 Draft Bylaw 06-2024, Parks and Facilities Bylaw

9.0 Recommendations

Council pass all three readings to Bylaw 06-2024, Parks and Facilities Bylaw, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 06-2024
PARKS AND PUBLIC FACILITIES BYLAW

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

WHEREAS, pursuant to Section 7 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto (the “MGA”), a municipality has jurisdiction to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; respecting the safety, health, welfare and protection of people, property, activities and things in, on, or near a public place or a place that is open to the public

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

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

1. **TITLE:**

That this Bylaw shall be cited as the Parks and Public Facilities Bylaw.

2. **DEFINITIONS:**

In this Bylaw:

- a) “Abandoned” means left at a location in any of the following circumstances:
 - i. Without a permit or other similar authorization;
 - ii. A motor vehicle/ camping unit left unattended for 24 hours or more
 - iii. Unattended in a condition that constitutes a present or potential hazard to persons, animals or property;
 - iv. After the authorization to be in that area expires; and/or,
 - v. Is located in a prohibited area.
- b) “Animal” means a domestic animal and includes an animal that is wild by nature but has been domesticated.
- c) “Campground” means any area within the Town of Barrhead that is operated or managed by the Town where overnight camping is permitted.
- d) “Camping Unit includes but is not limited to:
 - i. tent;
 - ii. tent trailer;
 - iii. truck camper;
 - iv. van;
 - v. camper trailer, and/or;
 - vi. motor home.
- e) “Campsite” means a designated or assigned area in a campground where over night camping is allowed for a fee.
- f) “CAO” means the Chief Administrative Officer of the Town of Barrhead
- g) “Council” means Council of the Town of Barrhead
- h) “Highway” means a highway as described in the Traffic Safety Act, R.S.A., T-6, as amended
- i) "Municipal tag" means a ticket or similar document issued by the Town pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;

- j) “Open Space” means any land in Town which is owned, developed, used, leased controlled or managed by the Town, including but not limited to: municipal reserve land, environmental reserve land , walking trails, public parking lots, highway buffer strips, boulevards, utility right of ways, etc.
- k) “Peace Officer” means an enforcement officer appointed by the Town and includes a community peace officer, bylaw enforcement officer or member of the Royal Canadian Mounted Police;
- l) “Park” means any land designated by the Town of Barrhead for recreational use and may include but is not limited to; campgrounds, day use area, playgrounds, splash park, skateboard park, ball diamonds, off leash dog park, etc.
- m) “Public Facility” means a recreational or cultural facility located in the Town of Barrhead including but not limited to; golf course, swimming pool, arena, rodeo grounds, seniors’ centers, bowling alley, curling rink, museum, cemeteries, gazebos etc.
- n) “Registered User” means that person who is at least 18 years or age and is named on the registry for a campsite; this individual shall be deemed responsible for the activities in and around a campsite with respect to camp rules, regulations and penalties. In case of no registration, this shall default to the person occupying a campsite.
- o) “Regulations” means rules/bylaws governing the usage of open spaces, parks and public facilities as approved by the Town of Barrhead
- p) “Violation Tag” means a violation ticket issued under Part 3 of the Provincial Offences Procedures Act.

3. GENERAL

a) Open Space/Park

No person shall carry on the following activities in a park or open space area without written permission of the Town:

- i. leave or store personal property.
- ii. set up a temporary shelter, tarp or canopy or other such devise.
- iii. drive or arrange for a vehicle or equipment to be driven through a park.

b) Vehicles

No Person shall:

- i. contravene the provisions of the Traffic Safety Act;
- ii. operate a motor vehicle within a park, open space or campground, except on a highway
- iii. operate an off-highway vehicle within a park or campground.
- iv. notwithstanding the above, the provisions restricting or prohibiting the driving or parking of vehicles in a park do not apply to the following vehicles while engaged in the course of their duties:
 - emergency vehicles;
 - vehicles owned or operated by the Town of Barrhead;
 - Alberta Infrastructure vehicles;

- service vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cable television systems.

c) Animal Control

- a person shall not permit or otherwise allow an animal to run at large within a park, campground, or public facility unless it is a posted designated off-leash area.
- a person whose animal defecates on park property, in a campground or public facility shall remove it immediately.
- a Peace Officer may refuse to admit to a park or campground or require to be removed from a park or campground any animal if, in their opinion, it is not under the control of a responsible person or may be a nuisance or damage to the life, safety, health, property or comfort of any person or animal in the park or campground.

d) Liquor-Cannabis-Tobacco

- The consumption of liquor and/or cannabis may be permitted only at individually designated campsites subject to the provisions of the Alberta Gaming, Liquor and Cannabis Act, or any other federal or provincial regulation pertaining to alcohol and/or cannabis use.
- In an effort to protect children and limit second-hand exposure, public smoking or vaping of cannabis will be prohibited from any public place/park where tobacco is restricted.

e) Open Fire Pits

- Where the Town of Barrhead Fire Chief is of the opinion that a fire hazard exists, notices shall be posted for the purpose of prohibiting the setting, lighting or maintain of fires in the Town of Barrhead.
- no person shall
 - leave an authorized fire unattended;
 - deposit or dispose of hot coals, ashes, embers or any other burning or smoldering material in a place other than a stove, fire pit or other place provided for that purpose.
 - set, light or maintain a fire in a park or campground, where signs or notices have been erected prohibiting

f) Camping

- No Person shall remain overnight in a park except in a campground or an area designated for temporary overnight use, unless they have permission of the Town to do so.
- No person shall occupy a campsite in a campground without payment of a fee as set by the Town.
- No person shall occupy a campsite in a campground longer than 14 consecutive days within a 30 day period this will include any camping equipment on site. Camping equipment onsite at the end of the 14 day stay limit shall be removed and impounded by the Town. An extension of this will require written permission of the CAO of the Town of Barrhead
- The Town reserves the right to restrict or evict users of the campground who violate any sections of this bylaw. Any camper who is evicted from the campground may not be permitted back to the campground for up to a 2 year period.

g) Nuisances

- i. persons using a park or campground shall keep the land and improvements in a clean and tidy condition.
- ii. persons vacating a park or campground shall restore the land and improvements as nearly as possible, to a clean and tidy condition as they found it.
- iii. If, in the opinion of a Peace Officer, a nuisance exists, they may order the person to abate the nuisance.
- iv. persons shall not bring commercial or residential waste matter into a park or campground for disposal.

h) Damaging Property

No person shall remove, destroy, mutilate, deface, or misuse any property; and/or construct unauthorized objects or buildings in any park, campground or public facility within the Town limits.

i) Non-Profit/Profit Business Operations

No person or enterprises shall operate a business in a park, open space, campground or public facility unless they have received written permission from the Town of Barrhead for that purpose.

4. ENFORCEMENT

a) Powers of the Peace Officer

A Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw and may

- i. prohibit the entry of any person into a campground of public facility for non-payment of fees;
- ii. remove any motor vehicle/camping unit at the owners' expense that is in contravention of any part of this bylaw;
- iii. enter on and inspect any land, road, or structure in a park, campground or public facility;
- iv. request a person to cease from any action or conduct that may be dangerous to life or property or detrimental to the use and enjoyment of the park by other person;
- v. issue an order to vacate a campsite, day use area, public facility or park and;
- vi. issue a municipal tag to a person that is in contravene to any regulations or legislations under this bylaw, the person to whom the Municipal Tag was issued shall not be liable to prosecution in respect of the contravention of this Bylaw.
- vii. including the issuance of a Municipal Tag, may issue a Violation Ticket pursuant to either Part 2 or Part 3 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, or at any time before or after a Municipal Tag has been issued.

5. ADMINISTRATION

a) Rules of Interpretation

- i. Any headings in this Bylaw are for guidance purposes and convenience only.
- ii. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- iii. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license
- iv. Wherever the singular or masculine is used throughout this Bylaw, the same shall be construed as meaning the plural or feminine respectively as the context may require.
- v. Where the provisions of this Bylaw conflict with any other Bylaw enacted by the Town of Barrhead, the provisions of this Bylaw shall apply.
- vi. Bylaw 09-2022 is hereby repealed

This Bylaw shall come into force upon third and final reading.

Read a first time this _____ day of _____, A.D., 2024.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, A.D., 2024.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, A.D., 2024 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Administration

cc: File

Date: July 9, 2024

Re: Correspondence Items

Item (a) Letter dated June 10, 2024 from Mr. Ric McIver, Minister of Alberta Municipal Affairs, explaining Alberta's introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*.

Recommendation:

That Council accepts the letter from Mr. Ric McIver, Minister of Alberta Municipal Affairs, explaining Alberta's introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024* as information.

Item (b) Email dated June 25, 2024 from MLA Glen van Dijken, outlining the Town's concerns regarding Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*.

Recommendation:

That Council accepts the email dated June 25, 2024 from MLA Glen van Dijken, explaining Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024* as information.

(Original signed by the CAO)
Edward LeBlanc
CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115275

June 10, 2024

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

Dear Mayor McKenzie:

Thank you for your letter of May 27, 2024, to the Honourable Danielle Smith, Premier of Alberta, and me, regarding Alberta's introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*. I am pleased to respond on behalf of the Government of Alberta.

As you are aware, the recently passed Bill 20 will modify two key pieces of legislation for Alberta municipalities – the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)*. Bill 20 will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials. I realize there has been much misinformation about the contents and intent of this bill, and I am pleased to respond.

Under Canada's Constitution, there are two levels of government that are defined: provincial and federal. All municipal matters fall under provincial jurisdiction. The Government of Alberta has delegated significant authority to locally elected municipal governments under the *MGA*, to make decisions of a local nature on behalf of their residents. This said, all municipal jurisdictions are subject to provincial legislation and authority.

Through the powers in the Constitution and the *MGA*, the provincial government has always had the ability to dismiss a councillor, and it is a process that is not taken lightly. As you may be aware, I recently made the decision to dismiss a mayor and several councillors. More information on that situation is available at www.alberta.ca/chestermere-municipal-inspection.

This process was done through a municipal inspection and ministerial order. While this process may be appropriate for most cases, there may be situations that require an expedited process as outlined in Bill 20. I strongly believe in local decision-making, but like all governments, municipalities must focus on matters within their delegated responsibility when making their decisions.

.../2

Similarly, the province's authority to repeal or amend bylaws is not new. The *MGA* already provides Cabinet the ability to intervene in planning and development bylaws; however, this ability has never been used. In 2022, the government introduced Bill 4, which amended the *MGA* to repeal bylaws related to face mask mandates in the City of Edmonton. This was an example of a municipal bylaw that was contrary to provincial public health advice. The changes in Bill 20 will enable government to address similar situations through a more expedited process; however, it remains that this would be only used in rare circumstances.

On May 23, I tabled additional amendments, to further clarify the intent of this bill. The amendments can be found at www.alberta.ca/strengthening-local-elections-and-councils. I encourage you to review the bill with amendments directly for more information on the contents of Bill 20.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws or order public votes on possible dismissal of a councillor will be considered as a last resort; I anticipate that these powers will be used very rarely, if ever.

In addition, the updates to the *MGA* and the *LAEA* will enhance transparency and ensure that local elected officials are held accountable to the Albertans they represent. We are strengthening public trust in local elections by eliminating the use of electronic tabulators. It is important for Albertans to feel they can trust the methods and results of local elections and requiring all ballots to be counted by hand will give Albertans that assurance.

Bill 20 will also enable the option to have criminal record checks as a part of candidate nomination packages and will allow local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. I will also note that no candidate will be required to join a political party – they will always remain voluntary and local.

Bill 20 will also increase transparency in campaign financing. In 2018, the government at the time banned corporation and union donations to individual candidates. Rather than taking the "big money" out of local elections, donations shifted to third-party advertisers. For example, Calgary's Future raised \$1.7 million to endorse nine specific candidates who were elected in the 2021 municipal election. By enabling corporation and union donations at a cap of \$5,000 per municipality, voters will have public records of the unions, corporations, and individuals supporting candidates. We are also introducing an expense cap for municipal campaigns to limit donations collected and keep local campaigns focused on the current election.

Albertans deserve to have faith in their local governments, and Albertans expect municipal leaders to behave responsibly to reflect the interests and needs of the community. Occasionally, the provincial government is asked to look into the management of an Alberta municipality and the leadership of its elected officials. We always treat such requests with the due diligence they deserve. Albertans deserve a provincial government that can respond promptly to extraordinary situations that occur within a municipality.

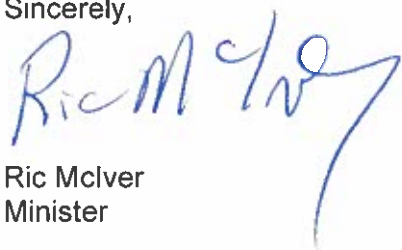
Bill 20 also includes amendments to the *MGA* that will encourage housing development in municipalities. Affordable and attainable housing has become one of the most urgent concerns across the country, and the Government of Alberta is unlocking options for municipalities to consider as they take local action to address housing affordability. The amendments to the *MGA* will create balance between appropriate engagement with residents and stakeholders and prompt municipal planning and development decisions. This ensures that municipalities have greater flexibility to tackle their housing priorities while providing residents with the opportunity to have their say about development plans in their communities.

This bill was informed by feedback my ministry received from Albertans in 2021-23. The results of the consultation surveys can be found at www.alberta.ca/local-elections-and-councillor-accountability-engagement. I appreciate your feedback and your participation in the discussion of this important piece of legislation. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve.

Now that Bill 20 has passed, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Thank you for writing.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is fluid and cursive, with a long, sweeping tail that extends downwards and to the right.

Ric McIver
Minister

cc: Honourable Danielle Smith, Premier of Alberta

Edward LeBlanc

From: Dave McKenzie
Sent: June 25, 2024 12:13 PM
To: Ty Assaf; Anthony Oswald; Dausen Kluin; Dave Sawatzky; Don Smith; Rod Klumph
Cc: Edward LeBlanc
Subject: Fwd: [EXTERNAL] - 2024-06-25 Response Town of Barrhead Bill 20

FYI

Dave McKenzie

Mayor



Town of Barrhead
Box 4189, 5014-50 Avenue Barrhead, AB T7N 1A2
T 780-305-9843 | barrhead.ca
dmckenzie@barrhead.ca

Begin forwarded message:

From: Athabasca-Barrhead-Westlock <Athabasca.Barrhead.Westlock@assembly.ab.ca>
Date: June 25, 2024 at 9:47:56 AM MDT
To: Dave McKenzie <DMcKenzie@barrhead.ca>
Subject: [EXTERNAL] - 2024-06-25 Response Town of Barrhead Bill 20

You don't often get email from athabasca.barrhead.westlock@assembly.ab.ca. [Learn why this is important](#)

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

Dear Mayor McKenzie:

Thank you for your letter of May 27, 2024, outlining the concerns of the town regarding Bill 20: the *Municipal Affairs Statutes Amendment Act, 2024*. I am pleased to provide a response.

It is important that municipal governments have the authority and ability to govern and advocate for their priorities and the interests of their residents. Bill 20 will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

After the introduction of Bill 20 in late April, the Honourable Minister McIver, Minister of Municipal Affairs, recognized and listened to the concerns of municipal partners and brought forward amendments in late May which acknowledged and incorporated the feedback he had received. In particular, additional amendments have clarified when

Cabinet can consider intervention on a local municipal bylaw, and has removed the ability of Cabinet to dismiss a councillor. Cabinet retains the ability, where warranted, to order a public vote on the possible removal of a councillor, meaning this will be left to the voters to determine, as it should be.

The *Municipal Government Act (MGA)* amendments resulting from Bill 20 include defining private and pecuniary interests. This provides guardrails to determine if a councillor should disclose a conflict of interest or a perceived conflict of interest. This disclosure must be recorded in the meeting minutes and is an important tool to offer transparency to the public. Prior to Bill 20, elected officials could only recuse themselves for matters in which they had a financial interest.

Additionally, Bill 20 will create regulation making authority to prescribe the types of studies that a developer is allowed to request prior to a development approval. This step is to ensure that planning and development approvals are not being delayed unnecessarily and that municipalities are working towards accelerating housing development in their boundaries. Further discussions and engagement with municipal stakeholders will occur prior to the development of this regulation.

The preparation and maintenance of a permanent electors register for a municipality will be based on a sharing agreement with Elections Alberta (EA) to use information from the provincial voter registry. The EA provincial voter register includes up to 90 per cent of provincial electors and by sharing this information, municipalities will not need to conduct their own enumeration or census to create an elector register. The permanent electors register will be a critical tool to validate the eligibility of an electors and ensure elections are administered efficiently.

I understand your concerns regarding financial disclosures prior to elections. For a general election, on or before March 1 of each year, each candidate who receives contributions must file a campaign disclosure statement with the local jurisdiction. In the case of a by-election, the candidate must file a campaign disclosure statement with the local jurisdictions no later than 120 days after the by-election. The financial disclosure statement requires reporting contributions, fundraising amounts, the use of private funds by the candidate up to the \$10,000 limit, and any other revenues. The statement also requires an itemized list of campaign expenses.

For the election year, or for a by-election, candidates must report their total campaign surplus and campaign deficit. Campaign financial disclosure transparency is strengthened in Bill 20 by requiring annual disclosure statements to be publicly available on the website belonging to the local jurisdiction. Prior to this change, financial statements were only available in person during regular business hours for a period of 4 years after the election.

In conclusion, as mentioned by Minister McIver, Bill 20 was informed by feedback received from Albertans in 2021-23. The results of the consultation surveys can be found at www.alberta.ca/local-elections-and-councillor-accountability-engagement.

Minister McIver continues to reiterate that the Government of Alberta remains committed to fairness and due process, and will continue working with local authorities to ensure Albertans have the effective local representation they deserve.

For more information on Bill 20, please visit:
www.alberta.ca/strengthening-local-elections-and-councils.

Sincerely,

Glenn

Glen van Dijken, MLA
Athabasca-Barrhead-Westlock

cc: Honourable Ric McIver, Minister of Municipal Affairs

Glenn van Dijken, MLA
Athabasca-Barrhead-Westlock

Barrhead Constituency Office
Tel: 780-674-3225

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.