AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, MARCH 9, 2021 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 – February 23, 2021

4. Public Hearings

   (a) There are no Public Hearings

5. Delegations

   (a) Delegation at 5:30 p.m. – Mr. Steve Jack, Barrhead Regional Water Commission

6. Old Business

   (a) There is no Old Business

7. New Business

   (a) Community Organization Property Tax Exemption Applications
   (b) Purchase of a new Garbage Truck
   (c) Municipal Election Special Ballot
   (d) Appointing Officers for the 2021 General Municipal Election
   (e) Appointments to the Local Assessment Review Board and the Composite Assessment Review Board
   (f) Bank Statement – month ending February 28, 2021
   (g) Deferred 2021 Property Tax Payment Plan

8. Reports

(a) Agricultural Society
(b) Attraction & Retention Committee
(c) C.A.O.'s Report
(d) Council Action List

9. Minutes

(a) There are no Minutes

10. Bylaw

(a) Draft Bylaw 03-2021, the Traffic Bylaw

11. Correspondence Items

(a) Letter from the Municipality of Crowsnest Pass

12. For the Good of Council

13. Tabled Items

14. Closed Session

(a) Pursuant to Section 16 of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, FEBRUARY 23, 2021,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

Others: Barry Kerton, Barrhead Leader

ABSENT Cr. S. Oswald

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

AGENDA The agenda was reviewed.

055-21 Moved by Cr. Kluin that the agenda be accepted with the following additions:

- 8(f) Barrhead Agricultural Society Report
- 8(g) Chamber of Commerce Report

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of February 9, 2021, were reviewed.

056-21 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of February 9, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Mr. Wayne Ellerington from Ellerinton LLP, Chartered Professional Accountants at 5:31 p.m.

Mr. Wayne Ellerington discussed and reviewed with Council the 2020 Auditor's Report.

Cr. Klumph thanked Administration and Public Works and all staff for a job well done on the finances.

057-21 Moved by Cr. Klumph that Council accepts the Auditor's Report from Ellerington LLP, regarding the 2020 audit, as presented.

CARRIED UNANIMOUSLY

058-21 Moved by Cr. Assaf that Council approve the 2020 Audited Financial Statement, as presented.

CARRIED UNANIMOUSLY

059-21 Moved by Cr. Assaf that Council approve the 2020 Audited Financial Information Return, as presented.

CARRIED UNANIMOUSLY

EXITED Mayor McKenzie and Council thanked Mr. Wayne Ellerington for his presentation and he exited the Chambers at 5:40 p.m.

DELEGATION

Mayor McKenzie and Council welcomed Mr. Steve Kamminga, President and Mr. Gary Saumers, Vice-President of the Paddle River Golf and Country Club and at 5:42 p.m.

Mr. Gary Saumers gave an update to Council on the irrigation system repairs and discussed with Council the proposed financial contribution towards the required repair to the Club's irrigation system.

Council continued to discuss with Mr. Steve Kamminga and Mr. Gary Saumers the repairs needed.

Mr. Steve Kamminga and Mr. Gary Saumers suggested another meeting with Council once all funding avenues are exhausted.

Cr. Smith suggested that Council provide funding to the Golf Course and maybe it can be paid back with the future funding.

EXITED

Mayor McKenzie and Council thanked Mr. Steve Kamminga and Mr. Gary Saumers for their presentation and they exited the Chambers at 6:10 p.m.

060-21 Moved by Cr. Assaf that Council donate to the Paddle River Golf and Country Club funding up to $7,500.00 to pay for the repairs to the irrigation system and the Golf Club to continue to fundraise for the cost of repairs.

CARRIED UNANIMOUSLY

PUBLIC ACCESS TO THE INDOOR WALKING TRACK

To provide Council with a response in respect to opening the Town's Walking Track to the general public, was received.

Ed LeBlanc, CAO advised Council and answered questions.

061-21 Moved by Cr. Kluin that Council receive this report on providing public access to the Town's Indoor Walking Track, as information.

CARRIED UNANIMOUSLY

MONTHLY BANK STATEMENT

The Monthly Bank Statement for the month ended January 31, 2021, was received.

062-21 Moved by Cr. Klumph that Council approve the Monthly Bank Statement for the month ended January 31, 2021, as presented.

CARRIED UNANIMOUSLY

REPORTS TO COUNCIL

The following Reports to Council as of February 23, 2021, were reviewed:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board
- Barrhead Agricultural Society Report
- Chamber of Commerce Report

063-21 Moved by Cr. Kluin that the following Reports to Council as of February 23, 2021, be accepted as information:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board
- Barrhead Agricultural Society Report
- Chamber of Commerce Report

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council of the Barrhead & District Family and Community Support Services Society – January 21, 2021, were reviewed.

064-21 Moved by Cr. Penny that the Minutes of the Barrhead & District Family and Community Support Services Society – January 21, 2021, be accepted as information.

CARRIED UNANIMOUSLY

BYLAW 03-2021, THE TRAFFIC BYLAW

Proposed Bylaw 03-2021, the Traffic Bylaw, was presented.

065-21 Moved by Cr. Penny that Bylaw 03-2021, the Traffic Bylaw be tabled to the next Council Meeting.

CARRIED UNANIMOUSLY

CORRESPONDENCE ITEMS

The following correspondence items were reviewed:

Letter from the Volunteer Appreciation Evening Planning Committee, dated January 26, 2021, advising that the Committee has chosen to fund recognition items for Volunteer of the Year 2021.

066-21 Moved by Cr. Klumph that Council accepts the letter from the Volunteer Appreciation Evening Planning Committee, dated January 26, 2021, advising that the Committee has chosen to fund recognition items for Volunteer of the Year 2021, as information.

CARRIED UNANIMOUSLY

A copy of a letter from the Yellowhead Region Chamber of Commerce, dated February 11, 2021, originally sent to the Honourable Jason Kenney, requesting that the Government of Alberta re-evaluate the parameters regarding businesses ability to re-open.

067-21 Moved by Cr. Penny that Council accepts the letter from the Yellowhead Region Chamber of Commerce, dated February 11, 2021, originally sent to the Honourable Jason Kenney, requesting that the Government of Alberta re-evaluate the parameters regarding businesses ability to re-open, as information.

CARRIED UNANIMOUSLY

2020 Fact Sheet from Family and Community Support Services Society.

068-21 Moved by Cr. Kluin that Council accepts the 2020 Fact Sheet from Family and Community Support Services Society, as information.

CARRIED UNANIMOUSLY

Letter from the Alberta Police Interim Advisory Board, dated February 15, 2021, ensuring that municipalities continue to have an understanding of the work the Board is doing.

069-21 Moved by Cr. Klumph that Council accepts the letter from the Alberta Police Interim Advisory Board, dated February 15, 2021, ensuring that municipalities continue to have an understanding of the work the Board is doing, as information.

CARRIED UNANIMOUSLY

Letter from the Alberta Police Interim Advisory Board, dated January 29, 2021, providing the Board's report on recommendations for 2021-22 policing priorities.

070-21 Moved by Cr. Assaf that Council accepts the letter from the Alberta Police Interim Advisory Board, dated January 29, 2021, providing the Board's report on recommendations for 2021-22 policing priorities, as information.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Kluin commended the Recreation Department on having the outdoor ice in such good shape and complimented the Public Works department on a good job of the snow removal.

RECESSED

071-21 Moved by Cr. Klumph to recess the meeting at 6:52 p.m.

CARRIED UNANIMOUSLY

RECONVENED

072-21 Moved by Cr. Assaf to reconvene the meeting at 7:24 p.m.

CARRIED UNANIMOUSLY

CLOSED SESSION – FOIP ACT SECTION 16

073-21 Moved by Cr. Smith that Council go in closed session at 7:24 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

074-21 Moved by Cr. Smith that Council come out of closed session at 7:42 p.m.

CARRIED UNANIMOUSLY

ADJOURN

075-21 Moved by Cr. Assaf that the Council Meeting be adjourned at 7:42 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

_____
Mayor, David McKenzie

_____
CAO, Edward LeBlanc

Item No. 5(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: 5:30 p.m. Delegation: Barrhead Regional Water Commission – Revisions to Bylaw No. 2.

1.0 PURPOSE:

For Council to receive the Barrhead Regional Water Commission's draft revisions to Bylaw No. 2, as information.

2.0 BACKGROUND AND DISCUSSION:

During the November 25th Barrhead Regional Water Commission, the Board passed first reading to the attached revised Bylaw. Before the Board proceeds with the second and third reading, they would like to receive some feedback from both the Town and the County.

The new proposed wording seen in the attached bylaw are underlined. While the proposed deletions are highlighted in yellow and have a strikethrough.

3.0 ALTERNATIVES:

3.1 Council receives the Barrhead Regional Water Commission – draft revisions to Bylaw No. 2, as information and as presented.

3.2 Council instructs the Barrhead Regional Water Commission to provide further information to the draft revisions to Bylaw No. 2 and to bring back the information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The Water Commission's Board of Directors have total autonomy in its decision ability and does not require any formal direction or permission from either the Town or the County in their business affairs.

8.0 ATTACHMENTS:

8.1 Barrhead Regional Water Commission – draft revisions to Bylaw No. 2.

9.0 RECOMMENDATIONS:

Council receives the Barrhead Regional Water Commission – draft revisions to Bylaw No. 2, as information and as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

BARRHEAD REGIONAL WATER COMMISSION

BYLAW NO. 2

Being a By-Law, governing the fees to be charged by the Commission and the governance of administration of the Commission.

WHEREAS pursuant to the provisions of the Municipal Government Act, the Board of the Commission must pass Bylaws respecting, governing the fees to be charged by the Commission for services and may pass Bylaws respecting the provision of the Commission's services and the governance of the administration of the Commission.

NOW THEREFORE the Board enacts the following:

1. DEFINITIONS

1.1 "Act" means the *Municipal Government Act*, R.S.A. 2004, c. M-26;

1.2 "Annual Meeting" means the Meeting of the Board and the Members to be held on a date and at a location to be determined by the Board in accordance with this Bylaw;

1.3 "Auditor" means the auditor of the Commission appointed by the Board pursuant to Section 5.5 hereof;

1.4 "Board" means the Board of Directors of the Commission;

1.5 "Budget" means the capital budget and the operating budget required by the Act;

1.6 "Commission" means the Barrhead Regional Water Commission;

1.7 "Director" means the representative of a Member on the Board appointed in accordance with Bylaw 1;

1.8 "Financial Plan" means the financial plan for the Commission for the forthcoming three (3) financial years, as it exists from year to year;

1.9 "Manager" means the person appointed by the Board as Manager in accordance with this Bylaw;

1.10 "Member(s)" means those members set out in the Regulation;

1.11 "Regulation" means

1.12 “Regular Meeting” means the meetings of the Board to be held each year on dates and at locations to be determined by resolution of the Board pursuant to Section 4.5 hereof;

1.13 “System” means the Water Plant, pipelines, reservoirs, pump stations and control systems operated by the Commission for the purpose of providing water to the members and customers of the Commission.

1.14 “Special Meeting” means a meeting of the Board called in accordance with Section 4.6 of this Bylaw;

1.15 "Water Services" means all treated water services provided by the Commission; and

1.16 All other words in this Bylaw are as defined or used in the Act or the Regulation.

2. OBJECTS

2.1 The objects of the Commission are:

(a) to provide wholesale treated water services to its Members;

(b) to provide water services to other customers on such terms and conditions as the Commission may determine.

3. MANAGEMENT

3.1 The management of this Commission shall be vested in the Board.

4. BOARD OF DIRECTORS

4.1 The Chair:

(a) may call a Special Meeting at the discretion of the Chair; and

(b) shall call a Special Meeting upon receipt of written request by at least Three (3) Directors.

4.2 Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone or by facsimile transmission or any electronic medium not less than forty-eight (48) hours before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if:

(a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or

(b) All the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.

4.3 A Director may participate in a Board meeting or at a meeting of a committee of the Board by means of telephone conference or other electronic communications medium that permits each of the Directors to hear each of the other Directors and to be heard by each of the other Directors.

4.4 Any matter properly placed before a meeting of the Board shall be decided by a majority of the votes cast by the Directors at the relevant Board Meeting.

4.5 A quorum of the Board shall be a majority of the Directors.

4.6 The Board shall be responsible for the management and conduct of the affairs of the Commission, which responsibility shall include, but not be limited to, the following:

(a) to approve the Financial Plan for the forthcoming three (3) years and the Budget for the forthcoming year;

(b) to maintain the operations of the Commission in a manner which benefits the Members; and

(c) to cause the minute books and financial records of the Commission to be maintained and to make the same available to the Members.

4.7 The Directors shall receive for attending any Board meeting or for carrying out any Director's responsibilities, meeting fees and expenses including travel expenses as permitted by the rates and fees set out the Financial Plan and Budget.

5. MEETINGS

5.1 The Board shall call an Annual Meeting which shall be held no later than April 30th of each year.

5.2 Written notice of the Annual Meeting shall be provided to each Member by mail postmarked not less than thirty (30) days prior to the date of the Annual Meeting.

5.3 At the Annual Meeting, the Auditor shall present the audited financial statements of the Commission and the Chair shall report on the activities of the past year of the Board and the future plans of the Commission.

5.4 At the first meeting of the Board following the Annual Meeting, the Board shall appoint the Auditor for the ensuing year who shall report to the Board on the annual financial statement of the Commission and on the financial procedures and activities of the Commission.

5.5 The Chair shall establish the agenda for any meeting of the Board. Directors shall be entitled to add items to the proposed agenda by submitting a written request to the Manager at least twenty-four (24) hours before the meeting.

5.6 The Board shall adopt the agenda at the beginning of the meeting and may, upon agreement of a majority of those Directors present at the meeting add or delete items from the agenda.

6. ADMINISTRATION

6.1 The Chair shall appoint all officials and committees as directed by the Board.

6.2 The Chair shall be an ex-officio member of all committees.

6.3 The Chair shall vote on all matters before the Board.

6.4 The Chair shall perform all other and such other duties as are usually performed by the Chair.

6.5 The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.

6.6 In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.

6.7 During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Board for that purpose shall exercise the duties and powers of the Chair.

6.8 The Manager shall act as the administrative head of the Commission and the without limiting the foregoing, the Manager shall:

(a) ensure that the policies and programs of the Commission are implemented;

(b) advise and inform the Board on the operations and affairs of the Commission;

(c) maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;

(d) perform the duties and exercise the powers assigned to the Manager in this Bylaw

(e) perform the duties and exercise the powers required of the Manager in the Act or any other applicable legislation;

(f) make decisions on the approval of applications of single-family residences to connect to the water pipelines under the control of the Barrhead Regional Water Commission;

(g) cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;

(h) cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Commission;

(i) cause to be rendered to the Board at Regular Meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;

(j) cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;

(k) cause all notices to be given to Members and to Directors required by this Bylaw;

(l) cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered up when required by the *Act* or when authorized by the Board to such person as may be named by the Board; and

(m) shall carry out any lawful direction of the Board from time to time.

6.9 The Board may select as Manager:

(a) an individual that is an employee of the Commission;

(b) an individual, municipality, or firm engaged on a contractual basis;

on such terms and conditions as may be acceptable to the Board.

6.10 In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

6.11 Any one of the Chair or Vice-Chair, together with the Manager are authorized to execute and deliver any cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission.

6.12 The Board may, from time to time, appoint an assistant manager who shall be authorized, in the absence the Manager, to perform such duties of the Manager as the Board may prescribe.

6.13 Members shall have the right to inspect and may obtain extracts or copies of all books and records of the Commission.

7. VOLUME OF WATER SUPPLIED

7.1 Each member of the Commission shall be entitled to the following minimum annual allocations in cubic meters:

Town of Barrhead	630,013	cubic meters
County of Barrhead No. 11	54,500	cubic meters

and the Commission shall undertake to provide capacity within the system to supply the volume of water annually requested by each member. The Commission may at its discretion, provide to Members volumes of water exceeding these allocations.

The 25-Year projected consumption volumes in cubic meters:

Town of Barrhead	902,645	cubic meters per year
County of Barrhead No. 11	103,000	cubic meters per year

7.2 Members shall provide the Commission in the fall of each year, a request for water for the next ensuing year, based on a reasonable estimate of the

volume of water expected to be required to meet the needs of the Member's customers in that next year, together with a forecast of volumes anticipated to be required by the member for the second through fifth ensuing years.

7.3 Where the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous year's volumes, until such time as the Commission is able to fully supply the volume required.

8. FINANCIAL

8.1 In this section:

(a) "Cash Basis" means the method of calculating water services rates which includes the cash expenditures and restrictions of surplus for future expenditures of the Commission and System incurred or expected to be incurred in a financial year.

(b) "Cost of Services Basis" means the method of calculating water services rates utilizing the principles set out in the American Water Works Association manuals of practice dealing with utility rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the *Alberta Utilities Commission*, such approach also being referred to as the "utility rate model".

8.2 The financial year of the Commission shall be the calendar year.

8.3 The Board shall adopt prior to end of each financial year a Financial Plan for the forthcoming three (3) financial years which will include the formal Operating and Capital Budgets for the next financial year, and which will set out the:

(a) Estimated water volume to be delivered by the System to Members and Customers in the next financial year plus forecasted volumes for the following two years.

(b) Estimated expenditures and expenses for each year of the next three years for the Commission and the System,

(c) Estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission,

(d) Capital projects planned and expected to be completed in the forthcoming financial year and the second and third financial years of the Financial Plan, and

(e) Rates of remuneration and expenses to be provided to the Directors.

8.4 The Commission shall set out in the annual Financial Plan and Budgets, the fees and rates to be levied on Members and customers for water services provided by the Commission and shall adopt such fees and rates by Bylaw.

8.5 The aggregate annual revenue from service fees and rates for water services charged by the Commission to the Members and Customers shall not be less than the estimated aggregate amount required to cover all annual costs and other commitments of the Commission less any grants, transfers from reserves, interests, rents and other revenue (net revenue requirement).

8.6 The rate for water services to Members shall be a common rate per cubic meter (/m3) of water delivered to the Member or Customers. The Commission may calculate the water services rate for Members and Customers on a Cash Basis or on a Cost of Service Basis. The rate /m3 shall be calculated by dividing the net revenue requirements in Clause 8.5 by the total estimated water volume identified in Clause 7.2.

8.7 Where a Cash Basis is to be used, the following expenses shall be included in the rate calculation:

(a) The operations of the Board and administration,

(b) The operations of the Water Treatment and Transmission System,

(c) Restrictions of surplus for specified operating purposes (transfers to operating reserves), and

(d) Expenses for capital purposes including debt servicing expenditures, acquisition of capital assets and restriction of surplus for future capital purposes (transfer to capital reserves).

8.8 Where the Cost of Service Basis is to be used the following shall be included in the rate calculation:

(a) Cash expense for the operations of the Board and administration,

(b) Cash expense for the operations of the Water Treatment and Transmission System,

(c) Net of Annual Amortization of Tangible Capital Assets less the Annual Amortization of external capital funding contributions (No Cost Capital), and

(d) Return on the Utility Rate Base.

~~8.9 Without limiting the requirements for the Budget pursuant to the Act, the Board in fall of each year will prepare the Financial Plan for the forthcoming three (3) financial years and Budget for the next financial year which will set out the:~~

~~(a) expected consumption requirements of the Members;~~

~~(b) estimate expenditures for the:~~

~~(i) operations of the Board and Manager;~~

~~(ii) operations of the system;~~

~~(iii) purchase of water;~~

~~(iv) repayment of debt obligations;~~

~~(v) non cash expenditures; and~~

~~(vi) return on equity and investments;~~

~~(c) estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission;~~

~~(d) second and third year projections of operating expenditure, revenue requirements and rate trends;~~

~~(e) capital projects planned and expected to completed in the forthcoming financial year and the second and third financial years of the Financial Plan;~~

~~(f) estimated costs and sources of revenue for each year of the Financial Plan;~~

~~(g) rates of remuneration and expenses to be provided to the Directors.~~

~~8.10 Subject to and in accordance with the Act and the Budget, the Commission may:~~

~~(a) accumulate operating surplus funds to an amount up to but not exceeding 50% of the annual operating expenditures in any year; and~~

~~(b) accumulate capital reserve funds to an amount up to but not exceeding the total expected capital expenditures in the three years of the Financial Plan and Budget.~~

8.9 Each Director shall be entitled to vote on the Budget and on the Financial Plan.

8.10 Upon receipt of authorization from the Board to distribute the proposed Budget and Financial Plan, the Manager shall distribute to each Member a complete copy of the proposed Budget and Financial Plan for the relevant financial year.

8.11 Any Member may submit comments and questions to the Board in writing in relation to the Budget and the Financial Plan within thirty (30) days immediately following the date of distribution of the Budget and the Financial Plan.

8.12 After the thirtieth (30th) day immediately following the date of distribution of the Budget and the Financial Plan, the Directors shall finalize and approve the Budget and the Financial Plan for the relevant financial year. For the purposes of this paragraph, approval of the Budget and the Financial Plan shall require a majority of those votes cast to be in favour

If the Budget and Financial Plan are not both approved by majority vote as aforesaid, the Manager shall, as soon as reasonably practicable thereafter, deliver to each Member a revised Budget and Financial Plan for approval in accordance with this paragraph and such process shall continue until the Budget and the Financial Plan for the relevant financial year have both been approved.

8.13 Subject to the Act, the Manager may, during any financial year, present to the Members amendments to the Budget and the Financial Plan for the then current financial year. Any amendments to the Budget and the Financial Plan shall be made in accordance with the procedure for approval of the Budget and the Financial Plan set forth in paragraphs 8.5, 8.6 and 8.7, herein.

~~8.14 The Commission shall set out in the annual Budget and Financial Plan, the rate to be charged by the Commission for providing Water Services to the Members and customers. The rate to Members shall be a common rate, calculated by dividing the estimated costs of the system determined under~~

~~clause 8.10, by the total volume of water requested by the Members under Clause 7.2 and anticipated to be sold to customers.~~

~~8.15 The estimated costs of the system shall be determined on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Board, such approach being commonly referred to as the "utility rate model" and shall include full recovery of the annual costs of the Commission for those cost components set out in clauses 8.2 and 8.3.~~

8.14 For those Members purchasing water from the Commission, the Members shall pay to the Commission the product of the actual volume of water purchased by the Member in a year times the rate set out in clause 8.9. Notwithstanding the actual volume of water purchased, the Member shall be responsible for a minimum payment to the Commission of 90% of the volume requested by the Member under clause 7.2 times the rate set out in clause 8.9

9. CUSTOMERS AND RESTRICTIONS IN USE OF WATER

9.1 The Commission shall not sell Water Services to a Member and a Member shall not resell Water Services to any customer for the purpose of the supply of Water Services for water flood injection into any geological subsurface structure or formation for oil and gas recovery.

9.2 The Commission may terminate the supply of water services to any Member for failure to pay for water services received from the Commission.

9.3 Water Services provided by the Commission will be sold at a uniform rate to each Member. The Commission shall be entitled to terminate supply of water services to a Member if the Commission determines that the Member is selling water under the Commission's uniform rate.

10. CHANGE IN MEMBERSHIP

10.1 The Board may agree to the addition of a municipality as a Member of the Commission if sufficient capacity for the supply of water can be made available.

10.2 A new Member shall be required to pay an amount to be calculated at the time of application.

10.3 Any contribution received by the Commission under Clause 10.2 shall enure to the benefit of the existing members in the proportion to the contribution of the existing members to the Commission from the date of inception of the Commission to the date of entry of any new member.

10.4 A Member may withdraw from membership of the Commission upon five (5) years notice. The withdrawing Member may sell the equity contributed by the Member during the Member's term of membership of the Commission to any other Member of the Commission for such compensation and on such terms as the parties may agree subject to the approval of the Board. However, the Commission or any Member shall not be obligated to purchase the withdrawing Member's proportionate share of the system. The Commission shall not utilize the capacity of the system related to the withdrawing Member's equity or utilize the withdrawing Member's water volume allocation without fair compensation.

11. AMENDMENTS

11.1 An amendment to this Bylaw may be passed by the Board by a majority of the Directors of the Board.

11.2 Written notice of a proposed amendment to the Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

READ A FIRST TIME this 8th day of November, 2018

READ A SECOND TIME this ____ day of _____, 2019

READ A THIRD TIME this ____ day of _____, 2019

_____
CHAIRPERSON

_____
MANAGER

Item No. 7(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Community Organization Property Tax Exemption Applications

1.0 PURPOSE:

Community Organization Property Tax Exemption applications for registered Non-profit organizations or groups.

2.0 BACKGROUND AND DISCUSSION:

Municipal Government Act section 362(1)(n)(i) to (v) and *Community Organization Property Tax Exemption Regulation* (COPTER) 281/1998 provide opportunities for registered non-profit organizations or groups to apply for property tax exemptions on the properties they own or lease.

Examples of the types of properties that may be considered for property tax exemption are ones held by a registered non-profit organization for community games, sports, youth sports and properties used for charitable or benevolent purposes which is for the overall benefit of the general public.

Subject to the criteria contained with the noted MGA and Regulation applications are completed by the non-profit organization or group and submitted to the Town for review by Administration staff. The applications are then forwarded to our Assessor to determine if they comply with the MGA and Regulations and should be “considered” for the property tax exemption.

MGA Section 362(1) subsections (n)(i) to (n)(v) and *Community Organization Property Tax Exemption Regulation* 281/1998 are attached for additional information.

Pursuant to Section 17 of the COPTER regulation if a property tax exemption has been granted by the municipality Council may waive the annual application process for up to 3 years.

It is recommended that Council waive the annual application process as most of these registered non-profit agencies have been in operation for many years and with the size of our community we are usually aware of any changes that may occur regarding their occupancy and tax exemption status.

Letters will be provided to organizations that Council grants the property tax exemption to with the requirement that they advise of any changes in location, registered non-profit status and that the annual application process has been waived for three years. If the property is being leased a copy of this letter will also be provided to the property owner.

Attached is a listing identifying the 8 new applications that have been received for Council's consideration. We conducted a review of the applications process and it was determined that we also required updated applications for 5 properties that were previously granted tax exemption status and they are included on the listing as well.

Applications were to be submitted to the Town by November 30th, however we advised our Assessor that they would be received, reviewed and provided to him after that date and he advised that would be acceptable.

The Town's Assessor has reviewed all 13 applications and provided recommendation that the non-profit organizations on the listing be granted the property tax exemptions.

3.0 ALTERNATIVES:

3.1 That Council grant property tax exemptions for the 13 non-profit organizations identified on the attached listing.

3.2 That Council grant property tax exemptions for specific non-profit organizations identified on the attached listing.

3.3 That Council waive the annual property tax exemption application process for 3 years to the non-profit organizations granted the exemption at this meeting.

4.0 FINANCIAL IMPLICATIONS:

No property taxes will be collected for the properties that have been granted the property tax exemption. The estimated municipal portion of taxes is $ 29,890.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Community Organization Property Tax Exemption Application Listing with recommendations

8.2 *Municipal Government Act* RSA 2000 Section 362(1)(n) (i) to (v)

8.3 *Community Organization Property Tax Exemption Regulation* 281/1998

9.0 RECOMMENDATION:

1. That Council approve the 13 Non-Profit Community Organization Property Tax Exemption applications as indicated on the listing provided.

   AND

2. That pursuant to Section 17 of AR281/1988 Council waive the annual application process for the 13 Non-Profit Community Organizations on the listing provided for a period of 3 years.

(original signed by the CAO)
Edward LeBlanc
CAO

	COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION APPLICATIONS			2021	2020 Municipal	Estimated		
				Applicable	Tax	Municipal	Exemption MGA (section)	Assessor
Roll	Registered Non-profit Applicant	Description	Address	Assessment	Rate	Only Taxes	& AR 281/98 Regulation (part)	Recommendation
1XXXX	Blue Heron Support Services Assocation	Assisted Living Residence	49 Ave	298,800	9.0557	$ 2,706.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
2XXXX	Outreach for Life Assoc. Edmonton	Pregnancy Care Centre	50 Ave	113,020	14.6687	$ 1,658.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
2XXXX	Ripple Connection Support Centre	Drop-in Centre	50 St	267,600	14.6687	$ 3,925.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
3XXXX	Blue Heron Support Services Assocation	Assisted Living Residence	50 Ave	235,700	9.0557	$ 2,134.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
4XXXX	Barrhead Combative Arts Association	Facility space for Martial Arts	49 St	193,830	14.6687	$ 2,843.00	MGA 362(1)(n)(ii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
6XXXX	Blue Heron Support Services Assocation	Assisted Living Residence	55 St	236,000	9.0557	$ 2,137.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
7XXXX	Blue Heron Support Services Assocation	Assisted Living Residence	45 St	250,700	9.0557	$ 2,270.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
8XXXX	Ripple Connection Support Centre	Thrift Store	48 St	216,100	14.6687	$ 3,170.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Grant exemption
1XXXX	Paddle River Golf Club - Licensed premises area	Golfing	49 St	52,900	14.6687	$ 776.00	MGA 362(1)(n)(ii) and AR 281/98 Pt. 1, 2 & 3	Maintain exemption
2XXXX	Blue Heron Support Services Assocation	2nd Hand Store	51 Ave	339,000	14.6687	$ 4,973.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Maintain exemption
4XXXX	John & Gerald Support Fellowship	Assisted Living Residence	47 St	215,700	9.0557	$ 1,953.00	MGA 362(1)(n)(iii) and AR 281/98 Pt. 1, 2 & 3	Maintain exemption
7XXXX	Barrhead Curling Club - Licensed premises area	Curling	49 St	19,700	14.6687	$ 289.00	MGA 362(1)(n)(ii) and AR 281/98 Pt. 1, 2 & 3	Maintain exemption
7XXXX	Blue Heron Bowling Association - Licensed premises area	Bowling	49 St	72,000	14.6687	$ 1,056.00	MGA 362(1)(n)(ii) and AR 281/98 Pt. 1, 2 & 3	Maintain exemption
13 properties				2,511,050		**$ 29,890.00**		

MUNICIPAL GOVERNMENT ACT

Chapter M-26

Exemptions for Government, churches and other bodies (in part)

362(1) The following are exempt from taxation under this Division:

(n) property that is

(i) owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality,

(ii) held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public,

(iii) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by

(A) the Crown in right of Alberta or Canada, a municipality or any other body that is exempt from taxation under this Division and held by a non-profit organization, or

(B) by a non-profit organization,

(iv) held by a non-profit organization and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*, or

(v) held by and used in connection with a society as defined in the *Agricultural Societies Act* or with a community association as defined in the regulations,

and that meets the qualifications and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations;

Province of Alberta

MUNICIPAL GOVERNMENT ACT

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 295/2020

Current as of December 18, 2020

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 295/2020)

ALBERTA REGULATION 281/98

Municipal Government Act

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

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Interpretation

1(1) In this Regulation,

(a) "Act" means the *Municipal Government Act*;

(b) "charitable or benevolent purpose" means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;

(c) "general public" means pertaining to the general community, rather than a group with limited membership or a group of business associates;

(d) "professional sports franchise" means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;

(d.1) "subsidized accommodation" means

(i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the rent at a percentage of household income or provides the facility with ongoing operating funds,

(ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount, and

(iii) accommodation where the Government of Alberta sets the mortgage payments as a percentage of income;

(e) "taxation" means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, "community association" means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

(a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or

(b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.

(3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008

Part 1
General Rules

Application

2 This Regulation applies to taxation in 1999 and later years.

Part of a property

3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

(2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

(a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or

(b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

(a) the organization or association is a society incorporated under the *Societies Act*, or

(b) the organization or association is

(i) a corporation incorporated in any jurisdiction, or

(ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

(a) race, culture, ethnic origin or religious belief,

(b) the ownership of property,

(c) the requirement to pay fees of any kind, other than minor entrance or service fees, or

(d) the requirement to become a member of an organization.

(2) The requirement to become a member of an organization does not make the use of the property restricted so long as

(a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and

(b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.

(3) Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property

would contravene a law does not make the use of the property restricted.

Gaming and liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming, Liquor and Cannabis Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a casino facility licence is issued is not exempt from taxation.

AR 281/1998 s8;56/2019;295/2020

Part 2
Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

(a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the

general public in the municipality in which the property is located, and

(b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

AR 281/98 s10;182/2008

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the

property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

Part 3
Other Property Exempt Under Section 362(1)(n)

Definitions

13 In this Part,

(a) "arts" means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;

(b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;

(c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;

(d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;

(e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;

(e.1) "residents association" means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

(i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,

(ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or

(iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;

(f) "retail commercial area" means property used to sell food, beverages, merchandise or services;

(g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;

(h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

(a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;

(b) a facility used for fairs or exhibitions, including agricultural exhibitions;

(c) a facility used for the arts or a museum;

(d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);

(e) a facility used by a linguistic organization if

(i) the use of the property by the general public is actively encouraged, and

(ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;

(f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if

(i) the use of the property by the general public is actively encouraged, and

(ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;

(g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where the majority of the organization's beneficiaries do not reside in the municipality;

(h) a facility used as a thrift shop;

(i) a facility used as a sheltered workshop;

(j) a facility operated and used by a chamber of commerce;

(k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if

(i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and

(ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

(a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:

(i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and

(ii) a description of any retail commercial areas in the facility,

(b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,

(c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,

(d) the property is not disqualified by virtue of subsection (2) or (3), and

(e) the requirements of subsections (4) and (5), if applicable, are met.

(2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

(3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.

(4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and

(b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) no disposition of the property may be made without the approval of the municipality, and

(b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010

Waiver of application requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under

section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

(a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and

(b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, "exempt facility" means a facility or part of a facility

(a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or

(b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

(a) the non-profit organization, society as defined in the *Agricultural Societies Act,* community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and

(b) the net income from the retail commercial area is used

(i) to pay all or part of the operational or capital costs of the exempt facility, or

(ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5
Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2023.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015;257/2017;220/2018

Item No. 7(b)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Purchase of a new garbage truck

1.0 Purpose:

For Council to authorize the purchase of a new garbage truck.

2.0 Background and Discussion:

The draft 2021 Capital Budget includes a budget of $400,000.00 for the purchase of a new garbage truck.

The source of funding was derived from:

➢ Municipal Sustainable Initiative Capital funding	260,000.00
➢ Prior years Capital Equipment Reserve	140,000.00
Total	400,000.00

In regards to the Town's solid waste collection system, the Town currently operates a 2018 Peterbilt 520 and a 2012 International unit.

On January 19, 2021, Administration issued at Request For Proposal for a new garbage Truck via the Alberta Purchasing Connection platform.

Administration only received two formal responses. Attached is the summary.

The strategy would be to dispose of the 2012 unit once the new unit is fully integrated into the Town's system.

Administration is recommending the purchase of the 2021 Peterbilt 520 unit as it is identical to the unit currently in the Town's fleet.

Administration also would like authorization from Council to dispose of the 2012 unit. The current market value of the 2012 unit is estimated to be $6,000.00 – $8,000.00

3.0 Alternatives:

3.1 Council approves the purchase of a new 2021 Heil Odyssey Half Pack Residential Refuse Truck on a 2021 Peterbilt 520-unit chassis in the amount of $389,900.00 (G.S.T. excluded) and further;

a) Authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.

3.2 Council tables the potential purchase of a new 2021 residential refuse garbage truck and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 Financial Implications:

The source of funding has been secured.

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

Limited to the reporting and reconciling of the 2021 Municipal Sustainable Initiative Grant from the Province.

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 Summary of the quotes received.

9.0 Recommendations

Council approves the purchase of a new 2021 Heil Odyssey Half Pack Residential Refuse Truck on a 2021 Peterbilt 520-unit chassis in the amount of $389,900.00 (G.S.T. excluded) and further;

b) Authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.

(Original signed by the CAO)
Edward LeBlanc
CAO

Town of Barrhead

Request For Proposals - Issued January 19, 2021

Garbage Truck Unit

Vendor	Specifications	Delivery	Price (G.S.T. excluded)
Raymax Equipment Sales Ltd.	All specifications as outlined in the Request For Proposals were included in the tender price.	April - May, 2021	389,900.00
Haul-All Equipment Sales	The quoted unit has 10,000 lbs. less compaction force as what was specified in the Request For Proposal. The Vendor also quoted a Titan Compactor and not a Heil Compactor as requested in the Town's Request for Proposal	October - November, 2021	362,058.00

Item No. 7(c)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Municipal Election Special Ballot

1.0 Purpose:

For Council to provide direction in respect to offering Special Ballots during the October 18, 2021 general municipal election.

2.0 Background and Discussion:

The Town since the 2004 municipal election has provided the opportunity for residents to apply for a Special Ballot. A Special Ballot is a mail in vote for those unable to vote in person because of a physical disability or absent from the local jurisdiction, or a returning or deputy returning officer.

Administration is recommending once again that the Special Ballot option be offered to residents unable to vote at a Voting Station during the October 18, 2021 general municipal election.

3.0 Alternatives:

3.1 Council approves that Special Ballots be made available to residents unable to vote at a voting station during the October 18, 2021 general municipal election.

3.2 Council tables the matter of providing Special Ballot for the October 18, 2021 general municipal election and to instruct Administration to provide further information for the next regular Council Meeting.

3.3 Council receives the report relating to providing Special Ballot for the October 18, 2021 general municipal election, as information.

4.0 Financial Implications:

Minimal

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

A copy of Section 77.1 of the Local Authorities Election Act

9.0 Recommendations

Council approves that Special Ballots be made available to residents unable to vote at a voting station during the October 18, 2021 general municipal election.

(Original signed by the CAO)
Edward LeBlanc
CAO

Vote by special ballot

77.1(1) An elector who is unable to vote at an advance vote or at the voting station on election day because of

(a) physical disability,

(b) absence from the local jurisdiction, or

(c) being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence

may apply to vote by special ballot.

(2) An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:

(a) in writing;

(b) by telephone;

(c) by fax;

(d) in person;

(e) by e-mail;

(f) by secure website.

(2.1) If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.

(2.2) Repealed 2012 c5 s114.

Item No. 7(d)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Appointing officers for the 2021 General Municipal Election

1.0 Purpose:

Appointing officers for the 2021 general municipal election.

2.0 Background and Discussion:

Section 13 of the Local Authorities Election Act (LAEA) requires the Returning Officer and Substitute Returning Officer be appointed in the year in which the election occurs, although both Returning Officer and Substitute Returning Officer were appointed during the Annual Organizational Meeting in October 2020, the LAEA requires the appointments to be made in the year of the election.

3.0 Alternatives:

3.1 Council appoints Cheryl Callihoo as Returning Officer and Kathy Vickery as Substitute Returning Officer for the purpose of conducting the 2021 general municipal election.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

None

9.0 Recommendations

Council appoints Cheryl Callihoo as Returning Officer and Kathy Vickery as Substitute Returning Officer for the purpose of conducting the 2021 general municipal election.

(Original signed by the CAO)
Edward LeBlanc
CAO

Item No. 7(e)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Appointments to the Local Assessment Review Board and the Composite Assessment Review Board

1.0 Purpose:

A request from Capital Regional Assessment Services Commission (CRASC) to appoint the Assessment Review Board Members.

2.0 Background and Discussion:

In reference to Bylaw 06-2019, the Capital Regional Assessment Services Commission provides the Town with administrative services for the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB). The Bylaw also refers that Council will annually appoint the list of Commission members and the Chair to LARB and CARB along with the Assessment Review Board Clerk. On February 22, 2021 the Commission forward the relevant names to our office.

3.0 Alternatives:

3.1 Council appoints Darlene Chartrand, Tina Groszko, Stewart Hennig, and Richard Knowles to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board and further;

3.1 (a) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board, and further;

3.1(b) Council appoints Richard Barham as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 An e-mail from CRASC dated February 22, 2021.

9.0 Recommendations

a) Council appoints Darlene Chartrand, Tina Groszko, Stewart Hennig, and Richard Knowles to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board and further;

b) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board, and further;

c) Council appoints Richard Barham as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

(Original signed by the CAO)
Edward LeBlanc
CAO

Kathy Vickery

From: Archie Grover
Sent:
To:

Good evening to you all,

This email is to provide you with your list of ARB Officials for 2021. We only have 5 panelists this year due to the retirement of Judy Bennett. We do have some feelers out in hopes that we will be able to find a suitable candidate.
I have been having a problem with my computer so if you find a duplicate just ignore one of them, also if you received this information
before please excuse me for that. Better 2 then none.
We have some new ARB members listed here and if that is you please have your Council appoint by resolution the following as your ARB Officials for 2021.
If you have any questions or concerns with this request please do not hesitate to contact me.

Archie.

ARB Chairman – Raymond Ralph

Certified ARB Clerk – Richard Barham

Certified Panelists – Darlene Chartrand
Tina Groszko
Stewart Hennig
Richard Knowles
Raymond Ralph.

Archie Grover, Manager
Capital Region Assessment Services Commission 11810
Kingsway Avenue NW
Edmonton AB TSG OXS

Item No. 7(f)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Bank Statement – for month ending February 28, 2021

1.0 Purpose:

To approve the Monthly Bank Statement for the month ended February 28, 2021.

2.0 Background and Discussion:

Not applicable.

3.0 Alternatives:

3.1 For Council approves the Monthly Bank Statement for the month ended February 28, 2021, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended February 28, 2021 and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 Monthly Bank Statement

9.0 Recommendations

That Council approves the Monthly Bank Statement for the month ended February 28, 2021, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED FEBRUARY 28, 2021

PER TOWN OF BARRHEAD:	ATB FINANCIAL GENERAL ACCT	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	637,102.43	7,311,455.44	0.00
Receipts	125.00	605,870.06	
Interest	97.77	3,568.04	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	640.80	
SUBTOTAL	637,325.20	7,921,534.34	0.00
Disbursements	0.00	1,757,351.35	
Debentures/Interest	0.00		
School Requisition	0.00	0.00	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	616.75	
Postdated Cheques	0.00	0.00	
NET BALANCE AT END OF MONTH	637,325.20	6,163,566.24	0.00

****

PER BANK:			
Balance at end of month	637,325.20	6,240,368.68	0.00
Outstanding Deposits	0.00	195,570.50	
SUBTOTAL	637,325.20	6,435,939.18	0.00
Outstanding Cheques	0.00	272,372.94	
NET BALANCE AT END OF MONTH	637,325.20	6,163,566.24	0.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED FEBRUARY 28, 2021

Financial Institution	Term Amount	Interest Rate	Term Started	Investment Details
	-			
Total	$ -			

Item No. 7(g)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Deferred 2021 Property Tax Payment Plan

1.0 Purpose:

For Council to provide direction to Administration in the preparation of a Property Tax Installment Plan Bylaw for 2021.

2.0 Background and Discussion:

During the April 28th, 2020 Council Meeting, Council passed all three readings to Bylaw 06-2020 – Property Tax Installment Plan Bylaw, as a result of the Covid pandemic.

The bylaw provided some financial options in respect to the payment of property taxes; some of the details are as follows:

- Offering residential tax accounts, currently on the monthly installment plan to defer their payments for up to three months, but be fully paid by December 31, 2020.
- For tax accounts not currently on the monthly installment plan, offering them the opportunity to participate in the installment plan by July 15th with full payment by the end of December 31st, 2020.
- Offering non-residential accounts, the ability to amortize their 2020 and their estimated 2021 property taxes to participate in the installment plan with full payment by the end of December 31st, 2021.

- All installment plan would not be subject to any penalty charges, providing payments remain in good standing and adhere to the terms of the agreement.

The following are the results of the passage of Bylaw 06-2020:

- 3 additional non-residential accounts enrolled in the monthly installment payment plan
- 15 additional residential accounts enrolled in the monthly installment payment plan
- 1 non-residential account enrolled in the 2020/2021 - 17-month payment plan
- 19 non-residential accounts deferred their property taxes for three months

Currently, 25% of all tax accounts are enrolled in the monthly installment payment plan.

Should Council direct Administration to prepare a 2021 Municipal deferral payment plan Bylaw it would probably be presented at the same time as when the 2021 Mill-Rate Bylaw is presented to Council.

3.0 Alternatives:

3.1 Council instructs Administration to prepare a Property Tax Installment Plan Bylaw, and present it during a future Council meeting.

3.2 Council instructs Administration to provide further information to a proposed Property Tax Installment Plan Bylaw, and bring back the information at the next Council Meeting.

4.0 Financial Implications:

With the current low interest rates and the uncertainty on the number of additional tax accounts that would take advantage of the various deferral payment plans, it is difficult to determine the actual amount of interest earn the Town would forfeit in relation to the reduced cash flow.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

None.

7.0 Political/Public Implications:

With the proposed deferral payment plan, it would continue to demonstrate to the various tax accounts that Council has heard the local financial challenges and are doing their part to assist residents and local businesses.

8.0 Attachments:

8.1 By-law 06-2020

9.0 Recommendations

Council instructs Administration to prepare a Property Tax Installment Plan Bylaw, and present it during a future Council meeting.

(Original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 06-2020

PROPERTY TAX INSTALLMENT PLAN BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 09-2001, THE PROPERTY TAX INSTALLMENT PLAN BYLAW

WHEREAS, Council considers it desirable, expedient and in the best interest of the Town of Barrhead to amend Bylaw 09-2001, THE PROPERTY TAX INSTALLMENT PLAN BYLAW.

NOW THEREFORE the Municipal Council of the Town of Barrhead in an open meeting hereby enacts as follows:

1. That for the 2020 property tax year only, residential ratepayers have until July 15, 2020, if they wish to enter into a property tax installment agreement with the Town of Barrhead, but the property taxes must be paid in full by December 31, 2020.

2. That for the 2020 property tax year only, residential ratepayers that currently are on a monthly installment plan have until July 15, 2020, if they wish to notify the Town of Barrhead in order to defer their payments for up to three months, but the property taxes must be paid in full by December 31, 2020.

3. That for the 2020 property tax year only, non-residential ratepayers have until July 15, 2020, if they wish to enter into a property tax installment agreement with the Town of Barrhead but the property taxes must be paid in full by December 31, 2020, alternatively;

4. That for the 2020 and the 2021 property tax years only, non-residential ratepayers have until July 15, 2020, if they wish to enter into a property tax installment agreement with the Town of Barrhead, but the 2020 and 2021 property taxes must be paid in full by December 31, 2021.

5. That for the 2020 and the 2021 property tax years only, multi residential properties of four or more units may take advantage of a property tax installment agreement, as outlined in the above noted Clause # 3 and 4.

6. That installment agreements will not be subject to any penalty charges, providing payments remain in good standing and adhere to the terms of the agreement.

7. That all previous endorsed tax installment plan agreements will continue to be honored by both the property owner and the Town however, the non-residential accounts will have the option to replace the existing agreement with a new agreement to take advantage of the various options outlined in this bylaw.

8. That this Bylaw once passed and signed shall form part of By-Law 09-2001, the Property Tax Installment Plan Bylaw.

9. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

10. That this Bylaw shall take effect on the day of the final passing thereof.

Read a first time this __28th__ day of __April__, 2020.

TOWN OF BARRHEAD

_____
Mayor, Dave McKenzie

_____
Edward LeBlanc, CAO

Read a second time this __28th__ day of __April__, 2020.

TOWN OF BARRHEAD

_____
Mayor, Dave McKenzie

_____
Edward LeBlanc, CAO

Read a third time this __28th__ day of __April__, 2020 and passed.

TOWN OF BARRHEAD

_____
Mayor, Dave McKenzie

_____
Edward LeBlanc, CAO

COUNCIL REPORTS
AS OF MARCH 9, 2021

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	X
Attraction & Retention Committee	Cr. Penny	X
Barrhead Accessibility Coalition	Cr. Kluin	
Barrhead Cares Coalition	Cr. Kluin	
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	
Barrhead & District Social Housing Association	Cr. Penny	
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	
Barrhead Regional Airport Committee	Mayor McKenzie (Alt. Cr. Assaf)	
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	
Capital Region Assessment Services Commission	Cr. Penny	
Chamber of Commerce	Cr. Assaf	
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	
Economic Development Committee	Committee of the Whole	
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 (Alt. Cr. Oswald)	
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)	
Regional Landfill Committee	Cr. Klumph and Cr. Penny	
Subdivision & Development Appeal Board	Cr. Penny	
Twinning Committee	Cr. Oswald	
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Penny)	

C.A.O Report

To: Town Council

Date: March 5, 2021

Re: March 9, 2021 C.A.O. Report

General Administration:

The following are a few highlights from the recently announced Provincial 2021/2022 budget:

a) Town's MSI Operating Grant of $152,920.00 is $4,018.00 higher than our preliminary Budget.
b) Town's MSI Capital Grant of $921,620 is $2,322.00 lower than our preliminary Budget.
c) The Town's Federal Gas Tax Grant $274,174 is $34,174 higher than our preliminary budget.
d) Town's Residential and Farmland School Requisition is 2.15% lower than in 2020.
e) Town's Non-Residential School Requisition is 1.3% lower than in 2020.
f) Town's Overall School Requisition is 1.9% lower than in 2020.
g) Senate elections and referendums will be held at the same time as the Municipal election this October with some Provincial financial contribution to municipalities.
h) The Province will provide the same level of funding to F.C.S.S. as compared to the last fiscal year.
i) Library Services Operating funding will see a decrease of 3/10 of 1% from the 2020/2021 fiscal year.
j) Agricultural Societies and Exhibition Grants remain the same from the last fiscal year.
k) Community Facility Enhancement Program will see a reduction of 26% from the previous fiscal year.

To serve as a reminder, a full AUMA Budget analysis was electronically forward to all members of Council on February 25th.

Communication Services:

- Works in Progress

  - Commenced adding more engaging content to Instagram (via page posts & Instagram stories)
  - Youtube generated impressions (subject matter shown on individual devices) of Town contents to 5,600 users
  - Top Videos in last 28 days:
    - Ice Fishing with Fish and Wildlife Officer (494 Views)
    - Centre of Alberta Hike (68 Views)
    - West of the 5th (50 Views)
  - Continued public notification of Town activities via social pages, website, and BARCC

- Works in Progress/Ongoing

  - Expanding integration of Parks & Recreation video content with Instagram & Facebook Live/Stories.
  - Research what city urban population is "searching for" on the internet in relation to rural urban living and use that data to guide future video content.
  - Continue to update website with relevant COVID information.
  - Monitor urban, rural, provincial and federal press releases and news conferences for information that may affect or influence our municipal operations, local businesses, and residents.
  - Plan snow removal and garbage spacing videos with Mayor McKenzie
  - Started work on May/June Newsletter.
  - Continue to develop plan for regular Google My Business postings to show up on Google when people search for the "Town of Barrhead"
    - These are free and appear with business information on the right side of a google search
    - Opportunity to get more information out to people who are just looking for our contact information on google

- Topics – pool updates, COVID restrictions/information, programs & events, etc.

Enforcement Services:

- The Department currently has 26 open file under review/investigation:
  - Bylaw issues: 16 files
  - Animal Control matters/miscellaneous: 1 files
  - Traffic Enforcement (ie: speeding, school zone speeding, distracted driving, fail to obey stop sign): 9 files

- The Department is currently working with the Town of Westlock as well as Westlock County with regard to a cooperative solution to the Provincial Governent's decision to implement E-Ticketing. The strategy is to purchase the required software and equipment as one agency, whereby recognizing some savings for all three municipalities and also creating an environment where Officers from all three agencies will be trained and provide support to each other.

- Administration has drafted a revision to the existing Animal Control Bylaw. Minor amendments are suggested and the new bylaw will be presented to Council in the near future.

Fire Protection Services:

- Incidents from February 1 – February 28, 2021
  - Fires – 2
  - Rubbish or grass fires – 1
  - RCMP Assist – 1
  - Medical Assist – 8
  - Carbon monoxide - 1
  - Alarms – 5

  Total of 18 calls which represented a total of 164.25 firefighter hours

- Training:

  - 8 members completed the NFPA 1072 hazmat awareness
  - 11 members completed ice rescue through Raven Rescue
  - 5 members completed testing for NFPA 1021 level 2 fire officer

- Approximately 90% of the members were orientation with new Engine 37
- Ongoing training on small engines and hand tool Maintenance
- 8 members started the NFPA 1001 level 1 firefighter
- A new member commits to approximately two years before they can be fully trained for structural fires; this excludes the time required for pump and driving training.

➢ Other

- Engine 37 was placed into service
- Engine 3 was retired from service
- 40 total responders, 39 responding and 1 new recruit

Recreation Services:

➢ Operational:

- Staff worked in the Blue Heron Bowling Alley to remove items caused by a frozen water line. Director Touet met with the insurance agent along with representatives from the restoration contractor.
- Director Touet attended the meeting of the Paddle River Golf and Country Club and also met with the executive of the Blue Heron Bowling Alley.
- The Department continues to work on various park features (ie: picnic tables, benches, relocation dog waste bins) and having them ready for placement in various parks for the season.
- With a joint effort between a Contractor and Town staff the installation of tiles at the back door of the Aquatics Centre as well as the entrance to men's and ladies change rooms was completed.
- Staff continues to film videos that conform to the three pillars (economic development, tourism and Public Service Announcements) of the community
- Department will start playground inspections and repairs by the end of March
- Towards the end of March, the Department will commence the maintenance program at the cemetery, by levelling headstones. Installation of turf will take place in late May/early June.

➢ Special Events:

- Due to current COVID-19 restrictions no events are planned for at this time.

Transportation Services:

- Operational:

  - Excavate and replace two services on 47th street.
  - Undertook preliminary activities for the upcoming 45th street paving program. (Hydrovac to locate natural gas lines and geotech drilling a few areas to confirm the existing sub-base material).
  - Repair some pot holes around Town.
  - Completed another round of snow removal (hopefully the last one of the season).
  - Camera sewer service on 56th street due to blockage issue.
  - Continue with sanding due to seasonal thaw cycles.
  - Commence with gutter cleaning to improved drainage.
  - Repair water leak along 49th street. The Department will have to replace the complete water service line once frost is out.
  - Replaced level sensor at the main sewer lift station.
  - Commencing a lagoon study to ensure the discharged material will meet new and proposed new parameters from Alberta Environment.
  - Contractor crushed metal material and hauled away from the Landfill.

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

Edward LeBlanc - CAO

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of February 23, 2021

Resolution Number	Resolution	Comments	Status
	February 23, 2021 Council Meeting		
060-21	Moved by Cr. Assaf that Council donate to the Paddle River Golf and Country Club funding up to $7,500.00 to pay for the repairs to the irrigation system and the Golf Club to continue to fundraise for the cost of repairs.	Administration advised the Club accordingly. Reconciliation of the grant will be finalized once the project is completed and any additional funds from other sources are confirmed.	Considered Completed
	February 9, 2021 Council Meeting		
035-21	Moved by Cr. Assaf that Council authorize Administration to draft a letter to MLA Glenn van Dijken and MP Arnold Viersen, advocating support for local businesses impacted by the closures.	To provide a larger impact, signature of the Reeve and the President of the Chamber of Commerce were included in the letter.	Completed
036-21	Moved by Cr. Klumph that Council authorize Administration to donate $1,000.00 in-kind support for the Paddle River Golf and Country Club.	Administration advised the Club accordingly.	Completed
037-21	Moved by Cr. Klumph that Council instructed Administration to contact the Paddle River Golf and Country Club and advise of the need for Federal permits and encourage fundraising.	Administration advised the Club accordingly.	Completed
038-21	Moved by Cr. Assaf that Council advise Administration to follow-up with Alberta Health Services (AHS) for the possible re-opening of the walking track subject to Alberta Health Services (AHS) protocol.	Administration reported back to Council during the February 23rd Council Meeting	Completed
	December 8, 2020 Council Meeting		
419-20	Moved by Cr. Kluin that Administration have Pubic Works review possible handicapped stalls on Mainstreet and bring back to Council for further consideration.	New information was presented during the January 26th Council Meeting. During the February 9th Council Meeting, it was the consensus of Council that the two additional accessibility parallel parking stalls proposed for adjacent to the 50th street and 51st Avenue intersection are acceptable.	Completed
	November 24, 2020 Council Meeting		
376-20	Moved by Cr. Klumph that Council revise Resolution No. 293-19 by installing the two solar pathway lights originally allocated to the Barr Manor subdivision to the off-leash Dog Park, as presented.	Anticipated that the project will be completed sometime this Spring.	In Progress
	August 11, 2020 Council Meeting		
237-20	Moved by Cr. Klein to instruct Administration to prepare a sales agreement for a 3-acre parcel of Town land located at SE29-59-3-5.	Draft agreement has been agreed by the pending purchaser. Awaiting final subdivision steps to finalize the agreement.	In Progress

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of February 23, 2021

Resolution Number	Resolution	Comments	Status
	June 23, 2020 Council Meeting		
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	Notification was provided to the Town of Edson. Administration is waiting for some additional information in order to complete the requested report to Council.	In Progress
	April 14, 2020 Council Meeting		
125-20	Moved by Cr. Klumph that Council postpone the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw and that the date be determined at a future time.	Public Hearing was delayed due to COVID-19 restrictions.	Pending
	November 12, 2019 Council Meeting		
382-20	Moved by Cr. Assaf that Council move forward on the +/- 3 acre parcel subdivision of Town land in the SE-29-59-03-5.	Subdivision application was conditional approved on March 27, 2020. Next step is to prepare the required survey of the new lot.	In Progress
	July 9, 2019 Council Meeting		
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Pending
	May 14, 2019 Council Meeting		
145-19	Moved by Cr. Klumph that Council award the Wastewater Lagoon System Upgrades Project to Chandos Construction Ltd. in the amount of $947,000.00 + GST and that Administration forward a Notice of Award letter to Chandos Construction Ltd.	Majority of the project is completed. The Town has received the requested training and the Operational manual is currently being reviewed by the Town's engineers.	In Progress
154-19	Moved by Mayor McKenzie that Council adds the Agrena upstairs office space to the existing lease agreement of Fit for Motion, based on the existing cost per square foot rate, while doing the renovations of fresh paint, carpet cleaning or install new carpet to match the current carpet in the Fit for Motion Physiotherapy Clinic.	New lease agreement has been signed by the Tenant.	Completed
	February 12, 2019 Council Meeting		
039-19	Moved by Cr. Assaf that Administration follow up with the Bowling Alley Association to review the existing agreement.	Administration is working on a new agreement similar to the one recently prepared for the Curling Club.	In Progress

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of February 23, 2021

Resolution Number	Resolution	Comments	Status
	January 22, 2019 Council Meeting		
032-19	Moved by Cr. Assaf that Council approve Mr. K. David Campbell to conduct a utilities rates analysis and assessment, based on a project cost of $31,500.00, to be funded from the water and sewer operating reserves.	The noted report along with Administration's response to the Consultant's recommendation was part of the January 26, 2021 C.A.O. Planning Session. Further discussion will take place at a future CAO Planning Session. The Report will be formally presented to Council once a final version is received.	In Progress.

Item No. 10(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Proposed new Traffic Bylaw 03-2021

1.0 Purpose:

For Council to pass all three readings to Bylaw 03-2021, Traffic Bylaw

2.0 Background and Discussion:

The draft Bylaw was presented to Council during their meeting of February 23rd for consideration. During the discussion, it was the consensus of Council to place "no parking" signs along 55A Street from 53rd Avenue to 54th Street (please refer to the attached map). Council also questioned the deletion of a portion of 4.1 (a) and all of 4.1 (b).

The attached revised draft bylaw incorporates a "no parking" along 55 A Street in Schedule "B' and upon further review Administration has reversed its suggestion in terms of deleting portion of 4.1 (a) and all of 4.1 (b).

As note in the original Request For Decision Report dated February 23rd, the Town's Enforcement Services Department along with our Director of Legislative Services undertook a review of the Town's existing Traffic Bylaw. Based on the noted findings, Administration is making a number of "house-keeping" changes.

The suggested additions are noted in the draft Bylaw 03-2021 and are shown in red. The suggested deletions are seen with a ~~strikethrough~~ and highlighted in yellow.

3.0 Alternatives:

3.1 Council pass all three readings to Bylaw 03-2021 Traffic Bylaw, as presented.

3.2 Council tables the draft Bylaw 03-2021, Traffic Bylaw and instructs Administration to provide further information and bring back the information at the next Council Meeting.

4.0 Financial Implications:

Limited.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 Draft Bylaw 03-2021, Traffic Bylaw

9.0 Recommendations

Council pass all three readings to Bylaw 03-2021, Traffic Bylaw, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

BYLAW NO. 03-2021

THE TOWN OF BARRHEAD TRAFFIC BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO BE KNOWN AS THE TOWN OF BARRHEAD TRAFFIC BYLAW

WHEREAS, Pursuant to the Municipal Government Act, Council may pass a bylaw respecting the safety, health and welfare of people and protection property and;

WHEREAS, the Traffic Safety Act, provides that a municipality may pass a bylaw with respect to roadways under its direction, control and management that are not inconsistent with this Act;

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:

BYLAW TITLE

1.1 This Bylaw shall be referred to as "The Town of Barrhead Traffic Bylaw".

DEFINITIONS

2.1 Where the words or terms utilized in this Bylaw are defined by the *Traffic Safety Act*, R.S.A. 2000, c.T-6, as amended, or the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, the words or terms utilized in this Bylaw will have the meanings ascribed to them by those Acts. In the event of a conflict between the definitions within those Acts, the meanings in the *Traffic Safety Act* shall be given priority. In addition, in this Bylaw, the following words or terms shall have the following meanings:

a) "Act" shall mean the *Traffic Safety Act*, R.S.A 2000, c.T-6, as amended, or its successor legislation;

b) "Alley" shall have the meaning ascribed to it by the Act;

c) "CAO" shall mean the individual appointed by Council pursuant to the Chief Administrative Officer Bylaw or his/her designate;

d) "Commercial Loading Zone" shall mean a portion of a Street set aside adjacent to a curb designated for the exclusive use of commercial vehicles for the loading or unloading of materials and includes an area designated as such;

e) "Cycle" shall mean a bicycle, power bicycle, motorcycle, moped, powered skateboard;

f) "Peace Officer" shall have the meaning ascribed to it by the Act;

g) "Heavy Vehicle" shall mean a vehicle with or without a trailer attached having a maximum gross weight of 5500 kg or more and exceeding 7m in length, recreational vehicles excluded;

h) "Highway" shall have the meaning ascribed to it by the Act;

i) "Holiday" shall mean all General Holidays as provided for by the Employment Standards Code, R.S.A. 2000, c.E-9, and amendments thereto, plus the August Civic Holiday, Boxing Day and Easter Monday;

j) "Lane" shall mean "Alley", as defined by the Act;

k) "Municipal Tag" shall mean a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town of Barrhead;

l) "Multiple Unit Developments" shall mean a development consisting of two or more self contained units on a parcel of land in excess of ten

thousand square feet, and without restricting the generality of the foregoing, shall include shopping centers, town house developments and/or apartment complexes;

l) "The Town" shall mean the Town of Barrhead;

n) "Parade or Procession" shall mean any group of more than 50 pedestrians, or more than 10 vehicles, other than a funeral or military procession, which together proceeds or travels upon a Highway, and is likely to or does obstruct or impede pedestrian or vehicular traffic;

o) "Passenger Loading Zone" shall mean a portion of a Street adjacent to a curb designated for the exclusive use of vehicles for the loading or unloading of passengers;

p) "Street" shall mean a Highway subject to the direction, control and management of the Town;

q) "Traffic Control Device" shall have the meaning ascribed to it by the Act;

r) "Truck Route" shall mean a Highway designated as a Truck Route in Schedule "D" of this Bylaw;

s) "Violation Ticket" shall have the meaning ascribed to it by the *Provincial Offence Procedures Act,* R.S.A. 2000, c. P-34, as amended, or its successor legislation;

t) "Work Forces" shall mean Town employees and/or contract workers employed or retained by the Town.

SPEED LIMITS

3.1 No person shall drive a vehicle within the Town in excess of the following speeds:

a) Lanes or Alleys - 20 kilometers per hour;

b) Public Parking Lots - 20 kilometers per hour;

c) All other areas – Those speed limits provided for by s. 106, 107, and 108 of the Act, unless posted to the contrary by the Town, in which case the posted speed limit shall prevail.

PARKING

4.1 No person shall park a vehicle within the Town:

a) Which is not parallel to the curb or side of the Street, with the exception of vehicles which are 7 meters (m) or less which may be angle parked in those areas designated ~~by~~ in Schedule "A" ~~to~~ of this Bylaw ~~as permitting angle parking;~~

b) Which is not parallel to the curb or side of the Street if the vehicle exceeds 7m in overall length;

c) In such a manner as to block, obstruct, impede, or hinder traffic thereon, unless unavoidable due to mechanical failure of the vehicle, or emergency, in which case the operator of the vehicle shall take diligent measures to clear the vehicle from the Highway within the shortest period of time possible, or otherwise to the satisfaction of a Peace Officer;

d) Outside a marked or designated parking area, where such is provided;

e) At a place or in an area contrary to a Traffic Control Device;

f) In such a manner that it will interfere, or may interfere, with the use of a doorway or exit intended as a fire or emergency exit;

g) In an entranceway or exit to any police station, fire hall, ambulance station, hospital, or emergency services facility;

h) In an area designated by Schedule "B" of this Bylaw for the purpose of handicapped parking, unless a valid handicapped permit is clearly displayed on or within the vehicle, and the vehicle is being utilized by or for the person to whom the permit is issued;

i) In a prohibited parking area as designated in Schedule "B" to this Bylaw;

j) Contrary to the restrictions applicable in a restricted parking area as designated in Schedule "B" to this Bylaw;

k) In or on a Town owned parking lot contrary to any Traffic Control Device placed in, on, or about the said parking lot;

l) In a residentially zoned area, unless the heavy vehicle is in the process of delivering goods or services in the normal course of business;

m) Upon SW 28-59-3-W5M (the "sports grounds") as shown on Schedule "C" to this Bylaw;

n) Upon any private land, or road, in such a manner that the vehicle impedes, or may impede, any emergency vehicle from accessing a Multiple Unit Development, unless the vehicle is an emergency vehicle;

o) On or along 49th Street, between 51st Avenue and 53rd Avenue, between 7:00 a.m. and 6:00 p.m.;

p) In any manner which contravenes the Act;

4.2 In addition to the above, no person shall park a vehicle contrary to the restrictions contained in Schedule "B" to this Bylaw. Without restricting the generality of the foregoing, no person shall park a vehicle:

a) Between the hours of 8:30 a.m. to 9:00 a.m., or 3:30 p.m. to 3:45 p.m., from Monday to Friday, in those areas depicted as being so restricted in Schedule "B" to this Bylaw;

b) For more than 5 minutes between the hours of 8:30 a.m. to 9:00 a.m., or 3:35 p.m. to 3:45 p.m., from Monday to Friday, in those areas depicted as being so restricted in Schedule "B" to this Bylaw;

c) For more than 2 hours in those areas depicted as being so restricted in Schedule "B" to this Bylaw;

d) On the north side of 57th Avenue, adjacent to the Agricultural Grounds as depicted in Schedule "B" to this Bylaw;

e) On or along the east side of 53rd Street between 58th Avenue and 59th Avenue, as depicted in Schedule "B" to this Bylaw, during the months from November 1, to April 30, of each year;

f) On or along the east side of 55th Street from 53rd Avenue to the Alley south of 54th Avenue, as depicted in Schedule "B" to this Bylaw, during the months from November 1 to April 30, of each year.

4.3 No person shall park a vehicle in a "No-Parking" zone except those areas containing Canada Post mailbox(es) where the person is stopped or parked temporarily for the purpose of actively picking up or dropping off mail.

4.4 No person shall live in any motor vehicle that is parked on public property or is parked on private property that is accessible to the public.

TEMPORARY SIGNS

5.1 Notwithstanding any other provision in this Bylaw, the CAO, or his designate, may cause a temporary "No Parking Sign" (moveable Traffic Control Devices) ~~which indicate that parking is prohibited~~, to be placed on or near a Highway, in which case:

a) Any vehicle that is on the Highway where ~~when~~ a temporary "No Parking" sign (moveable Traffic Control Devices) is placed ~~thereon~~ shall be removed ~~immediately~~ by the owner or the operator including but not limited to:

i) during snow removal,
ii) during street cleaning,
iii) during street repair

b) The owner of a vehicle which remains parked where a temporary no parking sign is posted shall be charged with unlawful parking and/or the vehicle may be removed at the owners expense.

c) ~~When it is practical, the vehicle, on removal from the Highway being maintained, will be left nearby to minimize inconvenience and expense to its owner or operator~~.

TRAILER AND RECREATIONAL VEHICLE RESTRICTIONS

6.1 No person shall park upon any Highway any trailer, whether designated for occupation by persons or for the carrying of goods, or for any other purpose, unless the trailer is attached to a vehicle by which it may be propelled or drawn, and when so attached, the trailer shall be deemed part of the vehicle and subject to the regulations contained herein pertaining to vehicles.

6.2 No person shall park a vehicle (inclusive of any attached trailer), upon any Highway if the overall length of the vehicle exceeds 10m, unless the vehicle is parked in an area specifically designated by Schedule "C" of this Bylaw for the parking of such vehicles. However:

a) this restriction shall not prohibit vehicles being parked on a Highway for the purpose of actively loading or unloading goods to or from premises abutting such Highway, providing that if the loading or unloading is taking place during a period of restricted visibility, then the vehicle shall have all front and rear parking lights illuminated.

b) this restriction shall not prohibit the parking of motor homes, or recreational vehicles, or holiday trailers providing they are attached to a vehicle, during the months from May 1st to September 30th inclusive.

6.3 Notwithstanding Section 6.1 and 6.2 hereof, an owner or operator of a vehicle to which Section. 6.1 or 6.2 applies, shall not park or cause to be parked such a vehicle on any Highway for more than 72 consecutive hours pursuant to Section 76(2) of the Act.

6.4 No person shall park a vehicle on a Highway or right of way if, in the opinion of the CAO or a Peace Officer, it constitutes an obstruction, presents a safety concern or otherwise impedes the progress of other uses of the Highway or right of way.

6.5 No person shall occupy a recreation vehicle while it is parked on highway.

6.6 No person shall park a vehicle used to convey flammable, combustible, explosive, hazardous, or dangerous material upon a Highway within the Town,

unless the vehicle is required to be parked for the purpose of making a delivery in the ordinary course of business, has a warning notice clearly displayed on the vehicle, and the vehicle is parked for no longer than required for actively conducting the delivery.

BUSES AND COMMERCIAL VEHICLES

7.1 No person shall park or permit to be parked any commercial bus upon any Highway within a residentially zoned area of the Town, with the following exceptions:

a) during such times and at such locations as have been designated by Council for the parking of buses;

b) in loading zones designated for passenger drop off or pickup, subject to such restrictions determined by the CAO;

c) when loading or unloading passengers for a period of time not exceeding fifteen(15) minutes, during which time the owner or operator shall not allow the bus to unnecessarily impede traffic.

EXEMPTION FROM PARKING PROVISIONS

8.1 Notwithstanding anything else contained in this Bylaw, the provisions of this Bylaw restricting or prohibiting the stopping or parking of vehicles do not apply to the following vehicles while engaged in the course of their duties:

a) Emergency Vehicles;

b) Vehicles owned or operated by the Town of Barrhead;

c) Towing Service vehicles;

d) Alberta Infrastructure vehicles;

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

8.2 The CAO may ~~issue a permit~~ provide written approval exempting a vehicle from any of the provisions of this Bylaw which restricts or prohibits the stopping or parking of vehicles subject to whatever conditions the CAO may deem appropriate. However, any such ~~permit~~ approval shall not be valid unless it is attached to the inside of the vehicle for which it is issued and is clearly visible from the outside of the vehicle.

LOADING ZONES

9.1 No person shall park a vehicle in a designated passenger loading or unloading zone unless actively involved in the picking up or discharge of passengers:

9.2 No person shall park a vehicle in a zone designated as a Loading/Unloading Zone by Schedule "B" of this Bylaw, except for;

a) persons actively engaged in loading or unloading activities to or from businesses located adjacent to 53rd Avenue east of the lights on 49th Street, provided that they do not park for longer than 15 minutes between 8:00 a.m. - 5:00 p.m. on Monday to Friday;

b) persons actively engaged in loading or unloading activities to businesses located at 5131 – 49th Street and east of the mall at 4923 – 50th Avenue, provided that they do not park for longer than 15 minutes between Monday to Saturday 9:00 a.m. - 5:00 p.m.

9.3 Notwithstanding Section 9.1 and Section 9.2 hereof, the zones referred to therein may be used for parking on a Sunday or Holiday, or any other time not restricted by a sign posted in the zone.

TRANSPORTATION AND TRUCK ROUTES

10.1 Town Council hereby establishes as Truck Routes those Highways within the Town so designated in Schedule "D" to this Bylaw as Truck Routes.

10.2 No person shall operate or park any Heavy Vehicle on those Highways which are not designated as Truck Routes by Schedule "D" to this Bylaw.

10.3 Notwithstanding section ~~9.2~~ 10.2 of this Bylaw, the following persons may operate a Heavy Vehicle on a Highway within the Town not designated as a Truck Route provided that they take the shortest most direct route to and from a Truck Route as possible:

a) Persons delivering or collecting goods or merchandise to or from bona fide customers;

b) Persons going to or from commercially zoned business premises of the owner of the vehicle concerned;

c) Persons going to or from premises for the service and repair of the Heavy Vehicle;

d) Persons pulling a disabled Heavy Vehicle from a Highway;

e) Persons operating Town owned or operated vehicles,

f) Contracted service vehicles for snow removal or other uses as deemed necessary by the Town.

g) Service vehicles used in conjunction with servicing of a public utility;

h Emergency vehicles;

i) Canada Post Corporation Vehicles; or

j) Persons operating a recreation vehicle such as a vacation trailer, or other similar mobile accommodation unit.

10.4 No person shall engage or utilize engine retarder brakes in any part of the Town.

10.5 The CAO may, issue a Special Permit authorizing the movement or parking of a Heavy Vehicle on Highways in the Town that are not designated as a Truck Route in circumstances which the CAO deems to be in the public interest. Such a special permit may be issued subject to restrictions or conditions. However, any person operating a Heavy Vehicle in accordance with such a special permit shall produce that permit when required to do so by a Peace Officer.

10.6 ~~Every document issued by the Alberta Transportation Safety Board, as defined by the *Traffic Safety Act* shall be admitted in evidence as prima facie proof of the facts stated in it without proof of the signature or official character of the person signing the certificate.~~

RULES FOR PARADES AND PROCESSIONS

11.1 No person shall hold, organize or take part in any Parade or Procession within the Town for which the Town has not issued a permit.

11.2 Any person who wishes to hold a Parade or Procession within the Town shall make application for a permit, in writing to the CAO at least seven working

days prior to the proposed Parade or Procession. The application shall identify the following details:

a) the purpose or reason for the Parade or Procession;

b) the name and address of the applicant, and any organization or other party organizing the Parade or Procession;

c) the dates and hours during which the Parade or Procession will be held;

d) the intended route of the Parade or Procession;

e) the approximate number of vehicles and persons participating in the Parade or Procession;

f) confirmation from the RCMP and the Fire Chief that they have no objection to the proposed Parade or Procession or its route, and

g) such further or other information which the CAO deems appropriate.

11.3 Any person who holds, organizes, or takes part in a Parade or Procession within the Town contrary to this Bylaw commits an offence pursuant to this Bylaw.

ALLEYS OR LANES

12.1 No left turn shall be permitted out of the lane adjacent to the west boundary of the Barrhead Highschool between 3:30 p.m. – 4:00 p.m., Monday through Friday, as shown on Schedule "F" to this Bylaw.

12.2 No person shall park a vehicle in an Alley or Lane, unless a Traffic Control Device authorized by the Town directs otherwise. However, Alleys or Lanes may be used for:

a) loading or unloading of goods from a commercial vehicle for a period of time not exceeding twenty minutes, or
b) the loading or unloading of goods and/or passengers from a vehicle other than a commercial vehicle for a period of time not exceeding five minutes, provided that the vehicle does not obstruct the Alley so as to prevent other vehicles or persons from passing.

ONE-WAY DESIGNATION

13.1 All that portion of 43rd Street between 53rd Avenue and 51st Avenue shall be designated as one-way going south, as posted by sign and shown on Schedule "F" of this Bylaw.

13.2 All that portion of 49A Street north of 51st Avenue shall be designated as one-way going south as posted by sign and shown on Schedule F of this Bylaw.

13.2 That portion of the lane south of 55th Avenue and north of 54th Avenue and west of the intersection of the alley is designated as a one-way going east, as posted by sign, and shown on Schedule "F" to this Bylaw.

13.3 East ½ of lane, west of 50th Street and between 51st Avenue and 50th Avenue is designated as a one-way lane at the intersection going east as posted by sign and shown on Schedule "F" to this Bylaw.

SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, MOBILITY AIDS, CYCLISTS HORSE DRAWN VEHICLES and SHOPPING CARTS

14.1 No person shall ride a bicycle or tricycle on any sidewalk within Town unless all wheels on the bicycle or tricycle have a diameter of 50 cm or less.

14.2 No person shall roller skate, roller blade or ride a skate board in an unsafe manner on any sidewalk within the Town.

14.3 The driver in charge of any horse-drawn vehicle on a Highway shall remain upon or walk beside such vehicle while it is in motion.

14.4 The rider or any other person in charge of any horse shall cause any defecation to be removed immediately.

14.5 Mobility Aid operators must operate as pedestrians and where possible, use pedestrian sidewalks. Every mobility aid must be equipped with a flag higher than 5ft from the road surface. If operated at night they must be equipped with an operating headlamp facing forward and an operating red tail lamp and/or red reflector.

14.6 ~~The Town may take possession of any shopping cart abandoned on public property and the owner may recover it upon payment of a $50.00 handling charge.~~

USE OF STREET FOR BUILDING CONSTRUCTION

15.1 Unless a ~~permit~~ letter of approval is issued by the CAO to the contrary, no person shall:

a) place any building materials, construction tools, machinery, equipment or devices on any Highway within the Town;

b) park or station a trailer, shed, mobile home, a mobile crane or other mobile building construction machine, equipment or structure on any Highway within the Town;

c) load or unload material, machinery, or equipment of any kind, used in connection with any construction of any nature, on any Highway within the Town;

d) leave standing a portable waste container greater than 2 meters in width on any Highway within the Town.

15.2 No person shall park in front of or adjacent to any building which is in the course of construction, demolition, renovation or repair so as to impede or obstruct traffic.

15.3 In addition to any prosecution, fine, or penalty imposed by this Bylaw, any person who is in contravention of Section ~~13.1~~ 15.1 of this Bylaw shall, upon direction of a Peace Officer, forthwith cease the use of any Highway ~~within the Town for any of the purposes referenced in Section 13.1 hereof.~~

15.4 In the event that a person fails to remove any or all objects or things from a Highway within the Town after being directed to remove those objects or things by a Peace Officer, the Town may remove any such objects or things to storage, in which case a daily storage fee shall apply, at a rate to be determined from time to time by the CAO. However, if the objects or things removed are unclaimed within 30 days, the Town may either sell the objects or things at a public auction, or otherwise dispose of the objects or things as the CAO deems appropriate. In the event of a sale, any costs or expenses incurred by the Town shall first be paid to the Town.

15.5 No person shall:

a) allow mud, dirt, or construction debris to be tracked by vehicles onto a Highway;

b) damage or destroy a sidewalk, curb, gutter, driveway crossing, driveway apron, or access; or

c) excavate or break up the surface of a Street without authorization in writing from the CAO.

15.6 Any damage or alteration to a Street that a person fails to rehabilitate to the satisfaction of the CAO, may result in the work being performed by the Town and all costs will be deemed a debt due to the Town by that person.

GENERAL PROVISIONS

16.1 No person shall load or unload goods or merchandise across a sidewalk or boulevard where loading and unloading facilities have not been provided.

16.2 No person at or near the location of a fire or emergency incident shall pass beyond a point designated by a Peace Officer or fire, emergency or disaster services personnel.

16.3 No person shall coast on a sled, toboggan, skis or any other form of conveyance other than a bicycle, upon a Highway within the Town.

16.4 No person shall operate on a Highway:

a) a vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle; or

b) any vehicle having skids or tracks which are not triple grouser or flat-surface tracks.

TRAFFIC CONTROL DEVICES

17.1 No person shall direct or regulate traffic or place or utilize Traffic Control Devices or barricades on a Highway unless authorized to do so by the Town.

17.2 No person shall post or exhibit or cause to be posted or exhibited, any notice, placard, bill or printed matter or other type of notice whatsoever upon any Traffic Control Device or Street light, unless approved in writing by the CAO.

AUTHORITY OF THE CAO

18.1 Town Council hereby delegates to the CAO, or his designate(s), the following authority and powers:

a) To place signage or other Traffic Control Devices within the Town to control vehicles and traffic in accordance with this Bylaw, including the Schedules hereto;

b) To designate any Highway as one which is temporarily closed to traffic, in whole or in part, and cause such Highway to be marked by appropriate Traffic Control Devices;

c) To designate any Highway as one in which parking privileges are temporarily suspended, and cause such area to be marked by appropriate Traffic Control Devices;

d) To designate school zones and playground zones to be marked by Traffic Control Devices including markings on the pavement;

e) To designate any boulevard upon which parking is permitted and cause Traffic Control Devices to be erected thereon;

f) To designate passenger or truck loading or unloading zones, taxi cab stands and cause the same to be marked by appropriate Traffic Control Devices;

g) To designate distances from any intersection within which no parking is permitted;

h) To designate those portions of a Highway upon which parking is prohibited between certain hours and cause Traffic Control Devices outlining such restrictions to be erected;

i) To designate Town Employee parking areas on Town owned property and cause same to be marked with a Traffic Control Device indicating restricted parking;

j) To designate crosswalks on any Highway;

k) To designate any Highway intersection or other place on a Highway as a place at which no left hand turn or no right-hand turn or both shall be made, and shall cause the said place to be signed, barricaded or otherwise restricted;

l) To designate any intersection or place on a Highway, as a place where U-turns are prohibited and cause same to be marked with a Traffic Control Device;

m) To impose temporary vehicle weight restrictions on any Highway within the Town.

n) To prescribe where Traffic Control Devices for controlling and regulating pedestrian, and/or vehicle traffic in public places may be located, in which case, Traffic Control Devices, Street address signs and all other related maintenance regulations shall be exercised under the Town's Sign Maintenance Policy and be constructed in accordance with the contents of the most recent edition of the Uniform Traffic Control Devices for Canada, unless, in the opinion of the CAO, special circumstances warrant otherwise.

o) Maintain location records of all Traffic Control Devices, as shown in Schedule "E" which are to be available to the public during normal business hours.

18.2 Where any Highway or a part of any Highway has been designated by Schedule "F" to this Bylaw for one-way traffic, the CAO shall cause the same to be marked with appropriate Traffic Control Devices.

POWERS OF PEACE OFFICER

19.1 Any Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw and may issue either a Municipal Tag, or a Violation Ticket, for the purposes of enforcing this Bylaw.

19.2 A Municipal Tag issued pursuant to this Bylaw shall be in such form as directed from time to time by the CAO, and shall state the provision of the Bylaw which is alleged to have been contravened, the amount payable as a voluntary payment, which amount will be in accordance with Schedule "G" to this Bylaw, and the amount of time within which a voluntary payment may be made to the Town.

19.3 If a person to whom a Municipal Tag was issued makes a voluntary payment is made to the Town within the time period provided for by a Municipal Tag, the person to whom the Municipal Tag was issued shall not be liable to prosecution in respect of the contravention of this Bylaw for which the Municipal Tag was issued.

19.4 Nothing in this Bylaw, including the issuance of a Municipal Tag, prevents a Peace Officer from issuing 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, either in lieu of a Municipal Tag, or at any time before or after a Municipal Tag has been issued.

19.5 Notwithstanding any provision of this Bylaw to the contrary, a Peace Officer is hereby authorized to:

a) operate a bicycle while on duty on any sidewalk, footpath, walkway, boulevard or other public place where the use of bicycles by the general public is prohibited or restricted;

b) place an erasable chalk mark on the tire of a parked or stopped vehicle without incurring any liability for so doing in order to determine the time which a vehicle has been parked in a location where parking is restricted. No person shall remove an erasable chalk mark while the vehicle remains parked in the location where it was marked;

c) seize and impound any bicycle used or operated in contravention of this Bylaw;

d) impound and/or cause any vehicle to be removed and taken to and stored in a suitable place when the vehicle:

(i) is abandoned under the Traffic Safety Act;
ii) is left unattended on a Highway in a manner,
a) that obstructs the normal movement of traffic,
b) makes it likely to be stolen or tampered with, or
c) is parked in such a way that it is hazardous to life, limb or property, or interferes with the repair and/or maintenance of Highways.
(iii) is parked on a Highway in a manner that prevents access by firefighting equipment to a fire hydrant;
(iv) is not displaying a subsisting license plate or a permit;
(v) is parked on private property without the consent of the owner of the property or on a Highway in a manner that obstructs any private driveway;
(vi) is parked on a highway in a manner that prevents the Town from undertaking regular maintenance program.

PENALTIES

20.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable to a fine listed in Schedule "G" of this Bylaw.

20.2 In addition to any fine or other penalty imposed by this Bylaw prior to the release of the vehicle, the registered owner of a vehicle shall also be required to pay any towing or storage fees that may have been imposed or incurred.

ADMINISTRATION

21.1 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.

21.2 It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

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

21.4 Bylaw 08-2016 is hereby repealed.

21.5 The attached Schedules "A", "B", "C", "D", "E", "F" and "G" form part of this Bylaw and the regulations noted and depicted therein are hereby established and adopted. However, it is acknowledged that Schedules A", "B","C", "D", "E", and "F" to this Bylaw are graphical representations of the various areas

within the Town to which the restrictions, prohibitions and regulations of this Bylaw apply, as referenced herein. The graphical representations contained within the Schedules can be approximate only and any signs or other Traffic Control Devices will have priority where there is any conflict between such signs or Traffic Control Devices, and the Schedules to this Bylaw.

Read a first time this _____ day of _____, A.D., 2021 .

TOWN OF BARRHEAD

_____
Mayor, Dave McKenzie

_____
CAO, Edward LeBlanc

Read a second time this _____ day of _____, A.D., 2021.

TOWN OF BARRHEAD

_____
Mayor, Dave McKenzie

_____
CAO, Edward LeBlanc

Read a third time this _____ day of _____, A.D., 20
and passed.

TOWN OF BARRHEAD

_____
Mayor, Dave McKenzie

_____
CAO, Edward LeBlanc

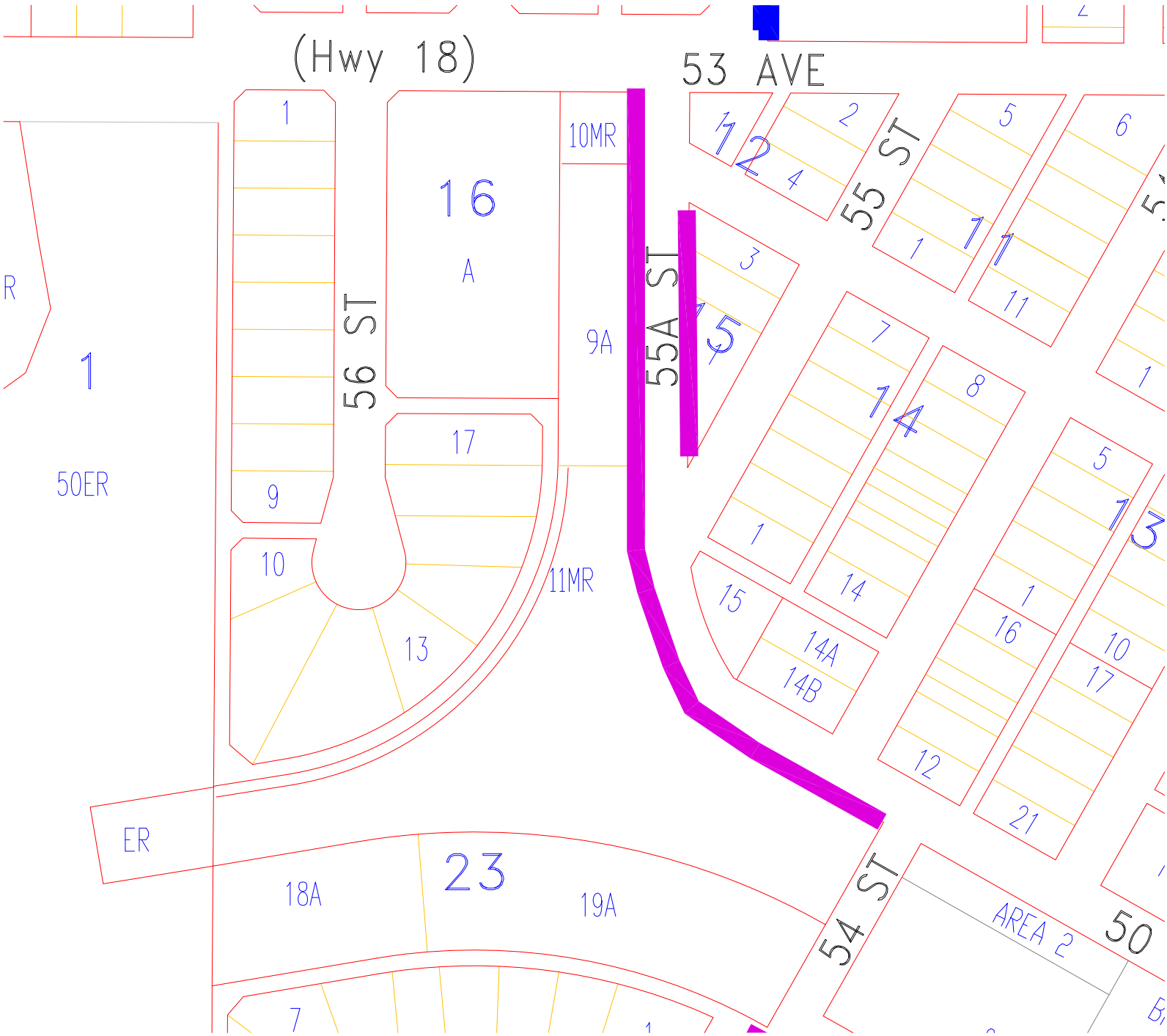
Schedule "G"
Bylaw Specified Penalties

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

OFFENCES	SECTION	PENALTY
Speeding	3.1 (a) or (b) 3.1 (c)	$100.00 ~~TSA~~
Parking	4.1- 4.4	$100.00
Parked in contravention of a temporary "no parking" sign	5.1	$100.00
Parking Trailers and R.V.'s	6.1 – 6.5	$100.00
Buses & Commercial Vehicles	7.1	$75.00
Loading Zones	9.1-9.3	$75.00
Truck Routes	10.2-10.	$250.00
Utilizing Engine Retarder Brakes	10.4	$100.00
Parades or Processions	11.1-11.3	$100.00
Lane & Alleys	12,1-12.2	$100.00
Bikes, Roller Skates etc	14.1	$50.00
Construction	15.1-15.5	$250.00
General	16.1-16.4	$100.00
Traffic Control Device	17.1-17.2	$250.00

SPEED LIMITS

+ Notwithstanding the above, further penalties maybe assessed in respect of contravention of the Traffic Safety Act and Regulations thereto.


(Hwy 18)
53 AVE
55 ST
55A ST
56 ST
54 ST
AREA 2
16
A
10MR
9A
11MR
1
50ER
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23
18A
19A
50

SCHEDULE "A"

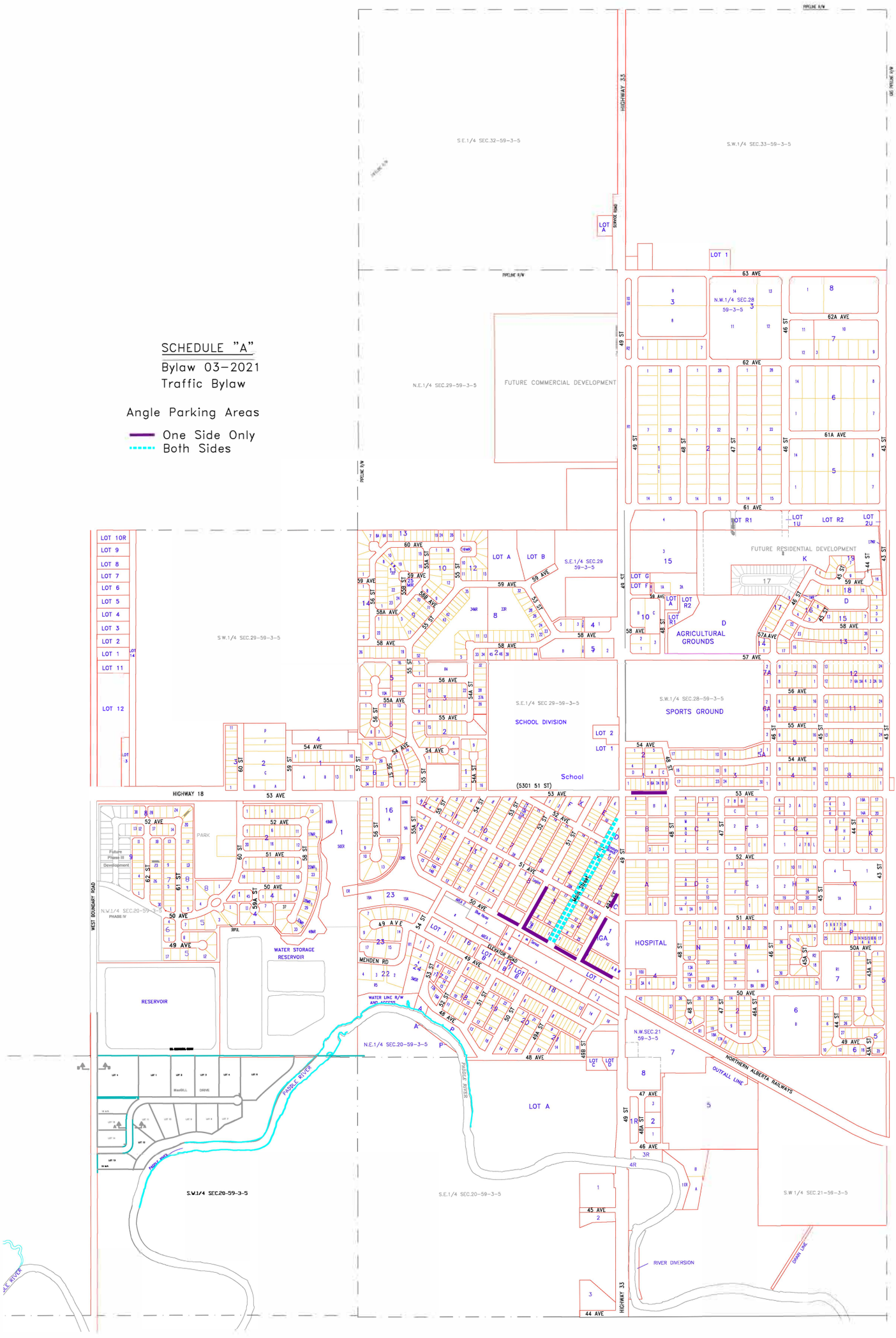
Bylaw 03-2021

Traffic Bylaw

Angle Parking Areas

One Side Only

Both Sides

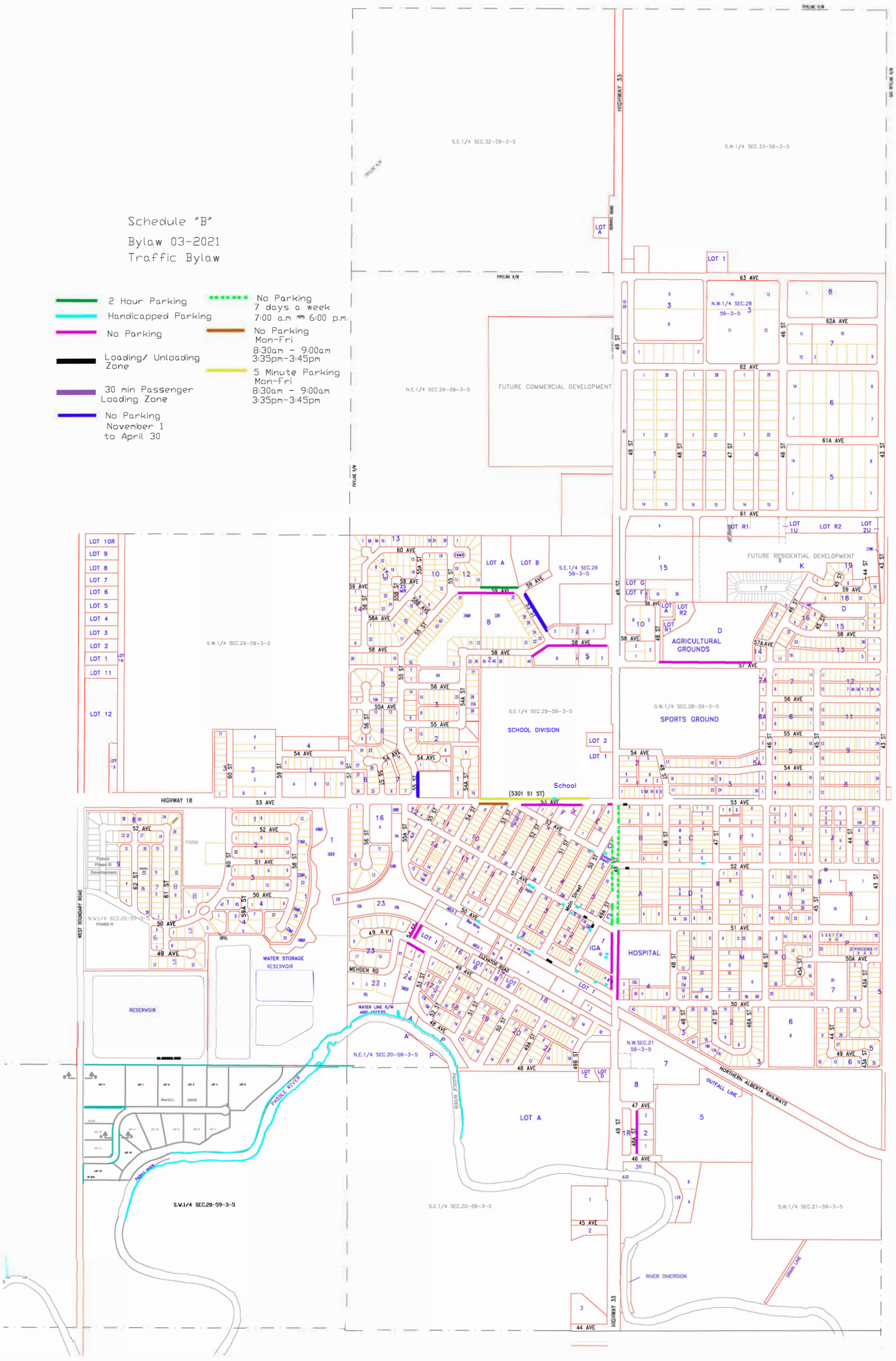


Schedule "B"

Bylaw 03-2021

Traffic Bylaw

- 2 Hour Parking
- Handicapped Parking
- No Parking
- Loading/ Unloading Zone
- 30 min Passenger Loading Zone
- No Parking November 1 to April 30
- No Parking 7 days a week 7:00 a.m - 6:00 p.m
- No Parking Mon-Fri 8:30am - 9:00am 3:35pm-3:45pm
- 5 Minute Parking Mon-Fri 8:30am - 9:00am 3:35pm-3:45pm



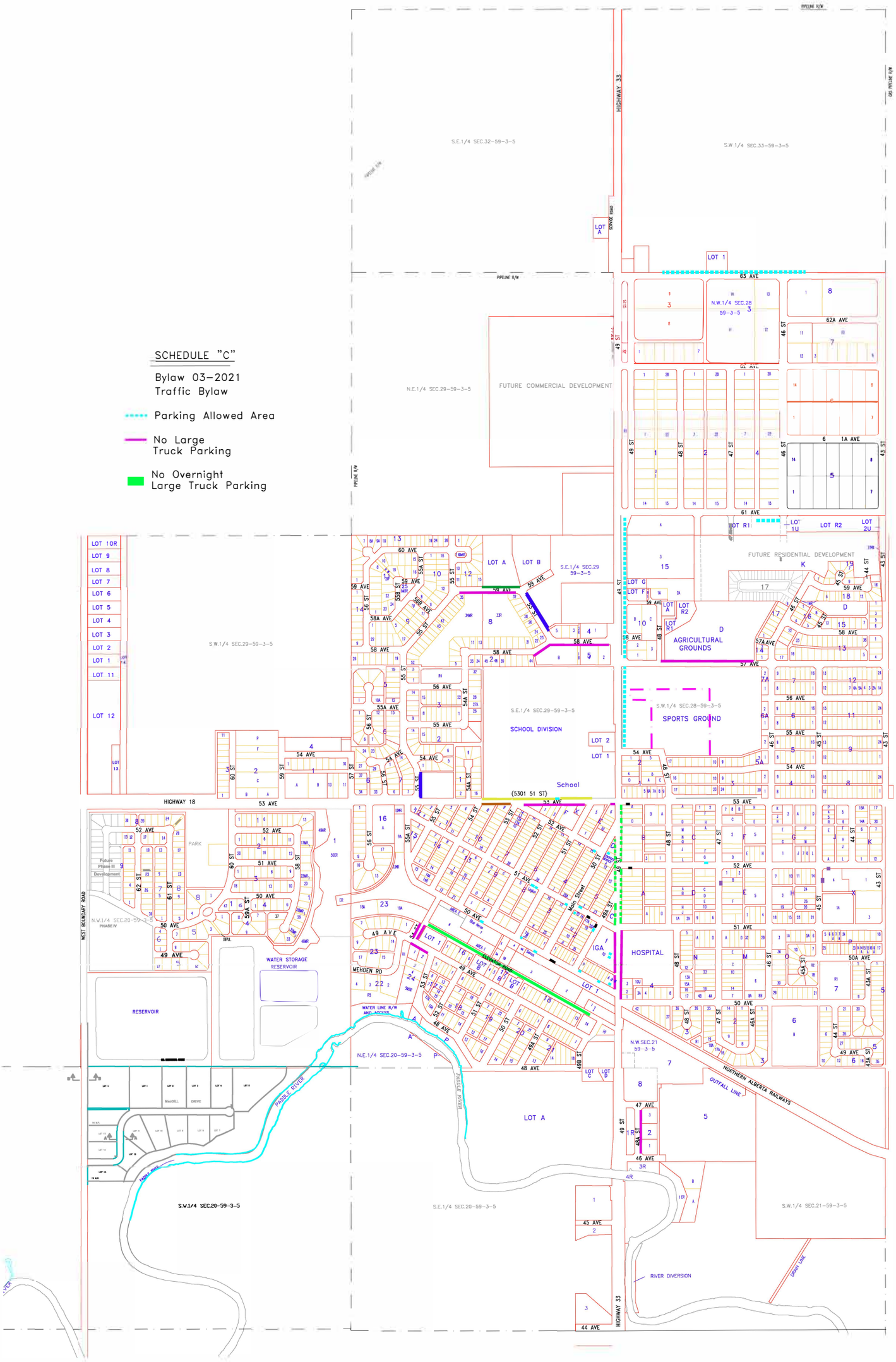
SCHEDULE "C"

Bylaw 03-2021
Traffic Bylaw

Parking Allowed Area

No Large
Truck Parking

No Overnight
Large Truck Parking

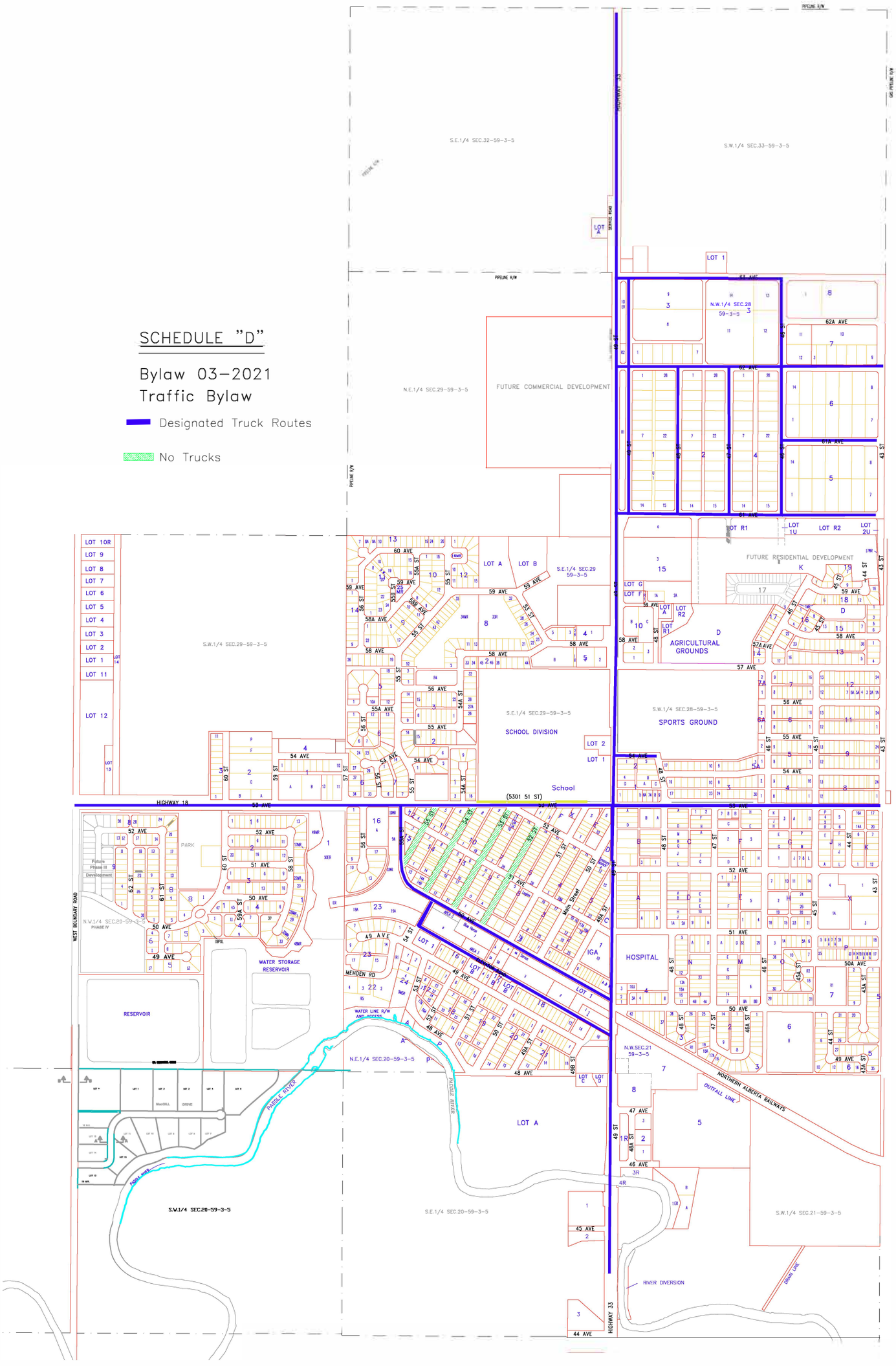


SCHEDULE "D"

Bylaw 03–2021
Traffic Bylaw

Designated Truck Routes

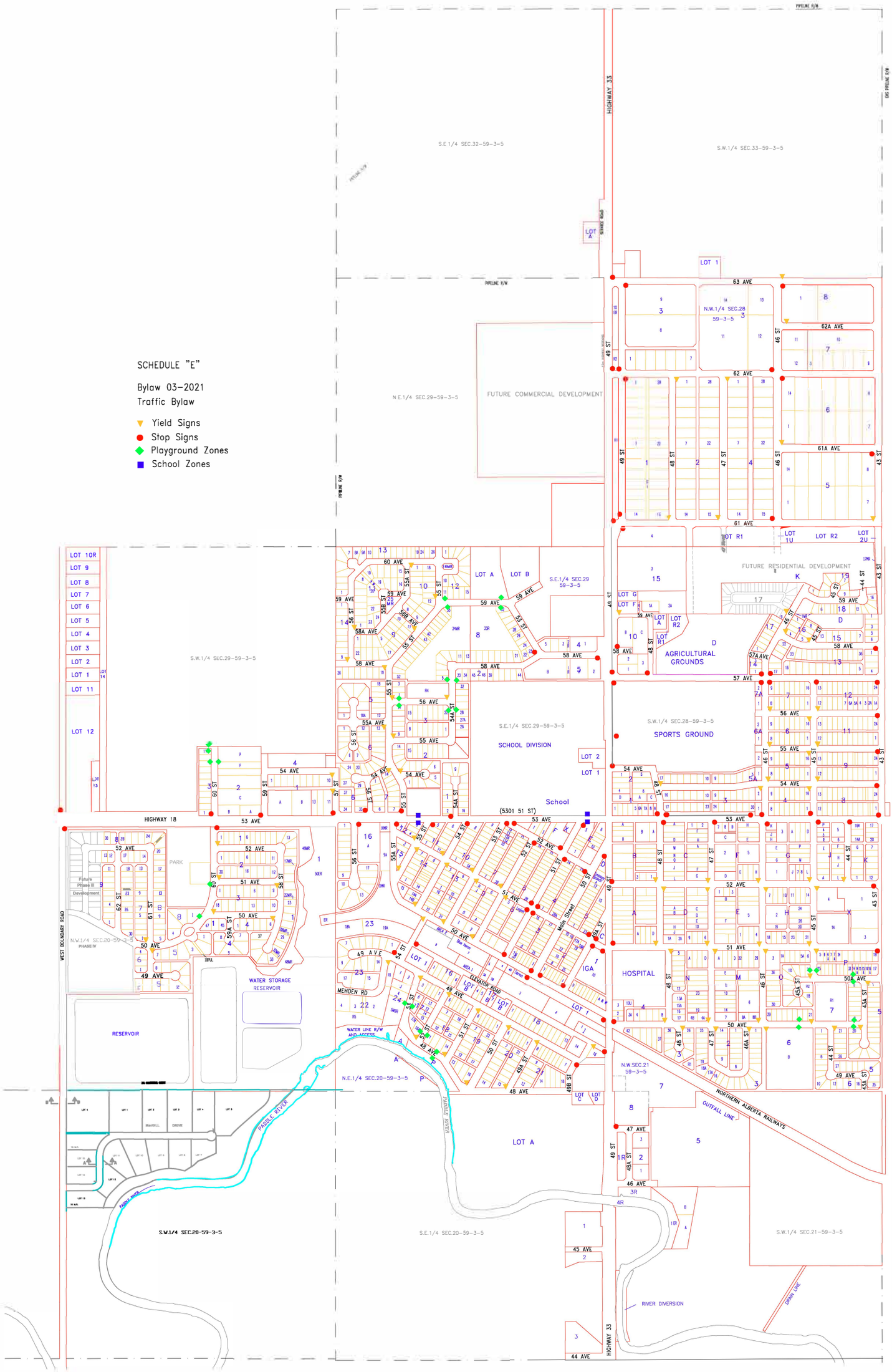
No Trucks



SCHEDULE "E"

Bylaw 03-2021
Traffic Bylaw

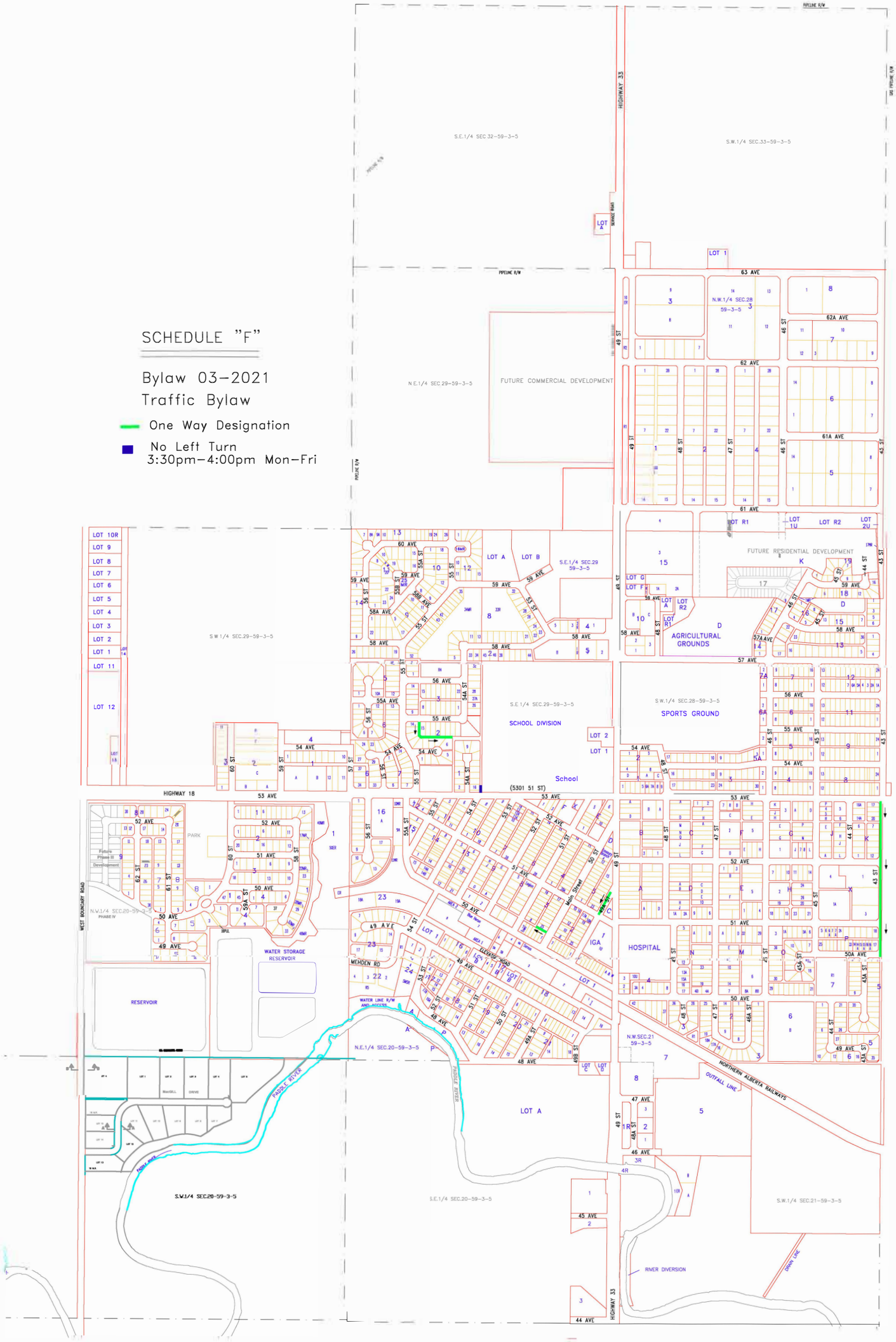
- Yield Signs
- Stop Signs
- Playground Zones
- School Zones



SCHEDULE "F"

Bylaw 03-2021
Traffic Bylaw

- One Way Designation
- No Left Turn
  3:30pm-4:00pm Mon-Fri



Item No. 11(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 9, 2021

Re: Correspondence Item

Item # 1 Letter from the Municipality of Crowsnest Pass, dated March 1, 2021, regarding the President's Summit on Policing in Alberta.

Recommendation:

That Council accept the letter from the Municipality of Crowsnest Pass, dated March 1, 2021, regarding the President's Summit on Policing in Alberta, as information.

(Original signed by the CAO)
Edward LeBlanc
CAO

CROWSNEST PASS
Naturally Rewarding

March 1, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: President's Summit on Policing

On behalf of the Council of the Municipality of Crowsnest Pass, I am writing concerning the recent President's Summit on Policing. Our Council does not support The Province of Alberta's initiative to replace the RCMP with an Alberta Provincial Police force.

We do not understand why the Province would forge ahead with this process when the Fair Deal Panel survey results clearly showed that 65% of respondents did not support this idea. These are tangible results from a provincial survey which need to be recognized by the Province as a negative response, and a clear indicator by the people of this Province that the majority is not in favor of a Provincial Police Force.

The staggering costs to implement an initiative of this nature, should be enough of a deterrent to even consider proceeding. Municipalities across this Province are struggling to determine how they will absorb the costs for the existing Police Funding Model and should not be expected to consider facing additional expenses for an initiative that is unwanted and appears to have no ceiling where potential costs are concerned.

Finally, we would like to reiterate that the Municipality of Crowsnest Pass is pleased with the level of service provided through our local RCMP. We cannot presume to speak for other communities in Alberta, however we find that the unique circumstances due to our location has fostered highly collaborative relationships between the detachments serving southeastern British Columbia and those serving our neighboring communities in southwestern Alberta. We cannot foresee that the dollars invested would result in an increased level of policing over and above the service we receive now.

We respectfully request that you reconsider replacing the RCMP with an Alberta Provincial Police Force and consider working with the RCMP to improve the service where required.

Sincerely,

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: RMA Membership
AUMA Membership