



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, FEBRUARY 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 – January 26, 2021
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Mr. Mark Vriend
  - (b) Delegation at 6:00 p.m. – Regional Fire Chief Gary Hove  
Re: Proposed Bylaw 02-2021
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Financial request from the Paddle River Golf & Country Club

8. Reports

- (a) Agricultural Society
- (b) Attraction & Retention Committee
- (c) Barrhead & District Social Housing Association
- (d) C.A.O.'s Report
- (e) Council Action List

9. Minutes

- (a) Barrhead & District Family and Community Support Services Society – December 17, 2020

10. Bylaw

- (a) Draft Bylaw 01-2021, the 2021 Designated Manufactured Home Supplementary Assessment Bylaw
- (b) Draft Bylaw 02-2021, Fire Services Bylaw

11. Correspondence Items

- (a) Letter from the Municipal District of Bonnyville No. 87

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, JANUARY 26, 2021,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

Others: Barry Kerton, Barrhead Leader

**ABSENT**

**CALL TO ORDER**

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

**AGENDA**

The agenda was reviewed.

015-21

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

- 8(f) Update on Covid-19 Vaccinations – CAO Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of January 12, 2021, were reviewed.

016-21

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of January 12, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

**TEMPORARY CLOSURE OF A PORTION OF 43 STREET**

At the January 22, 2019, Council Meeting, Council had previously passed Resolution No. 016-19, approving the partial road closure of 43<sup>rd</sup> Street, was reviewed.

Ed LeBlanc, CAO reviewed and answered questions of Council.

017-21

Moved by Cr. Klumph that Council receive this report on the temporary closure of a portion of 43<sup>rd</sup> Street, as information.

CARRIED UNANIMOUSLY

**EXISTING ACCESSIBLE PARKING STALLS**

At the December 8, 2020, Council Meeting, Council had requested that Public Works to review possible accessible stalls on Mainstreet and to bring back to Council for further consideration, was received.

Ed LeBlanc, CAO reviewed and answered questions of Council.

Cr. Kluin would like to revisit this when mainstreet is undergoing a new overlay.

Council discussed and Administration will look into possible additional accessible parking stalls on Mainstreet.

018-21

Moved by Cr. Kluin that Council accept the report on the existing accessible parking stalls on Mainstreet, as information and revisit again for consideration of possible additional accessible parking stalls before Mainstreet is overlaid.

CARRIED UNANIMOUSLY

**APPOINTMENTS FOR  
MPC AND SDAB**

For Council to re-appoint Council members to the Municipal Planning Commission and the Subdivision and Development Appeal Board, was reviewed.

019-21

Moved by Klumph that Council appoints Councillor Klumph to the Subdivision and Development Appeal Board and Councillor Penny to the Municipal Planning Commission for the duration of the 2020-2021 term.

CARRIED UNANIMOUSLY

**APPOINTMENT – FOR  
THE SDAB**

For Council to appoint a members-at-large for the Subdivision and Development Appeal Board, was reviewed.

020-21

Moved by Klumph that Council appoints Mr. Dale Krawnnow as a full member of the Subdivision and Development Appeal Board, to March 31, 2024, subject to obtaining the required training.

CARRIED UNANIMOUSLY

**MONTHLY BANK  
STATEMENT**

The Monthly Bank Statement for the month ended December 31, 2020, was received.

021-21

Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended December 31, 2020, as presented.

CARRIED UNANIMOUSLY

**2020 YEAR END PRELIMINARY  
FINANCIAL SUMMARY &  
RESERVE TRANSFERS**

The 2020 Year End Preliminary Financial Summary, Operating Revenues & Expenses Summaries and Transfers to Reserves for the period ended December 31, 2020, was reviewed.

022-21

Moved by Cr. Klumph that Council approves the preliminary Financial Statement for year ending December 31, 2020, as presented.

CARRIED UNANIMOUSLY

023-21

Moved by Cr. Assaf that Council approves the Summary of Operating Revenues and Expenditures Report for year ending December 31, 2020, as presented.

CARRIED UNANIMOUSLY

024-21

Moved by Cr. Penny that Council approves the various transfers to/from Operating and Capital Reserves for year ending December 31, 2020, as presented.

CARRIED UNANIMOUSLY

025-21

Moved by Cr. Assaf that Council approves the Operating and Capital Reserves Report for year ending December 31, 2020, as presented.

CARRIED UNANIMOUSLY

**ICE ARENA  
CLOSURE**

To provide Council with data in respect to potentially shutting off the arena refrigeration plant for the remainder of the 2020/2021 season, was received.

Ed LeBlanc, CAO reviewed and answered questions of Council.

026-21

Moved by Cr. Assaf that Council instructs Administration to make the necessary arrangements to shut off the refrigeration plant for the indoor ice playing surface at the Barrhead Agrena for the remainder of the 2020/2021 scheduled season.

CARRIED UNANIMOUSLY

**EXITED**

Ed LeBlanc, CAO vacated the Chambers at 6:13 p.m.

**REPORTS TO  
COUNCIL**

The following Reports to Council as of January 26, 2021, were reviewed:

- Barrhead Cares Coalition
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board
- Update on Covid-19 Vaccinations – CAO Report

**ENTERED**

Ed LeBlanc, CAO entered the Chambers at 6:15 p.m.

027-21

Moved by Cr. Kluin that the following Reports to Council as of January 26, 2021, be accepted as information:

- Barrhead Cares Coalition
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board
- Update on Covid-19 Vaccinations – CAO Report

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Klumph stated that there was very little damage in town from the recent wind storm.

Cr. Penny stated that we are so fortunate in our community that the Public Works Department does a great job clearing the snow from our public roadways and sidewalks.

**RECESSED**

028-21

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

CARRIED UNANIMOUSLY

**RECONVENED**

029-21

Moved by Cr. Smith to reconvene the meeting at 7:06 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –  
FOIP ACT SECTION 16**

030-21

Moved by Cr. Kluin that Council go in closed session at 7:06 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

031-21                    Moved by Cr. Assaf that Council come out of closed session at 7:38 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

032-21                    Moved by Cr. Klumph that the Council Meeting be adjourned at 7:38 p.m.

CARRIED UNANIMOUSLY

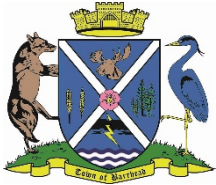
**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Edward LeBlanc, CAO  
**cc:** File  
**Date:** February 9, 2021  
**Re:** 5:30 p.m. Delegation

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**1.0 PURPOSE:**

Delegation – Mr. Mark Vriend to discuss local businesses at 5:30 p.m.

**2.0 BACKGROUND AND DISCUSSION:**

Mr. Mark Vriend will be meeting with Council to discuss local businesses at 5:30 p.m.

**3.0 ALTERNATIVES:**

3.1 That Council accepts the presentation from Mr. Mark Vriend, as information.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

Not Applicable

**9.0 RECOMMENDATION:**

That Council accepts the presentation from Mr. Mark Vriend, as information.

(original signed by the CAO)

Edward LeBlanc

CAO





# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** February 9, 2021

**Re:** Financial request from the Paddle River Golf & Country Club

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## **1.0 Purpose:**

For Council to consider a request from the Paddle River Golf & Country Club for financial assistance for some required maintenance and materials along with repairing their irrigation system.

## **2.0 Background and Discussion:**

Based on a letter received from the Paddle River Gold & Country Club on December 18, 2020, Administration contacted their office to obtain further details to the scope of their request.

### Maintenance and materials

Hauling away some leaves and trucking in some black dirt.

The in-kind cost is calculated at approximately \$1,000.00. The scheduled of work can be accommodated within our Public Works' proposed 2021 operational budget and operational plan.

### Irrigation system

Removing and replaced an existing 80' culvert and back-filled with gravel. Removal of sediment is also required.

As the Town's equipment would be unable to undertake the necessary work, our Public Works Department obtain an estimate of \$12,500.00 from the private sector.

The Club has indicated that they have already allocated \$5,000.00 towards this project.

### **3.0 Alternatives:**

- a) Council authorize Administration to donate approximately \$1,000.00 of in-kind service and materials to the Paddle River Golf & Country Club for 2021.
- a (i) Council authorize a financial donation to the Paddle River Golf & Country Club.
- b) Council instructs Administration to provide additional information to the financial request from the Paddle River Golf & Country Club and report back at the next Council Meeting.
- c) Council receives this report relating to the request for financial assistance from the Paddle River Golf & Country Club, as information.

### **4.0 Financial Implications:**

The approved 2021 Interim Operating Budget includes a contribution to Organizations in the amount of \$40,250.00.

The 2020 operational budget also included \$40,250.00 but the Town actual disbursed only \$320.00 by the end of the year.

### **5.0 Interdepartmental Implications:**

None.

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

The Golf Club should review their existing water diversion license and any associated permits in respect to the required maintenance that may be needed within the bed and shore of the Paddle River.

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

Limited.

### **8.0 Attachments:**

- 8.1 Letter from the Paddle River Gold & Country Club, dated December 14, 2020
- 8.2 Letter from the Paddle River Gold & Country Club, dated February 1, 2021

**9.0 Recommendations**

Administration awaits to receive further direction from Town Council.

(original signed by the CAO)

Edward LeBlanc  
CAO



DEC 18 2020

**PADDLE RIVER GOLF  
&  
COUNTRY CLUB**

**Box 4762 Barrhead Alberta T7N 1A6  
780 674-5059 fax 780 674-5088**

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Town of Barrhead  
Box 4189  
Barrhead, AB T7N 1A2

December 14, 2020

To Whom It May Concern;

The 2020 season was a very challenging year for us. The Covid 19 restrictions caused us to open later than usual, hire additional staff and put restriction on the restaurant. In August we were without water that led to additional costs to save our greens. We were able to meet our obligations this year but the forecast of the 2021 season looks very challenging. At this time we would be busy with the sale of memberships but at present we have had only 5 memberships purchased for the 2021 season. We have numerous projects on the go.

Our main project at this time is repairing our irrigation system. The well needs to be dug out and the intake culvert needs to be replaced. There are leaves that need to be hauled away and we do not have the equipment to do this. We are in need of black dirt for the flower beds and gravel of the cart paths for the upcoming season. Any assistance financially or suppling equipment will be greatly appreciated.

You would also like to invite a town representative to attend our monthly meeting to stay up to date on our golf course operations and the many projects as they arise throughout the season.

Thank you for any assistance you can provide.

Stephen Kamminga  
President



**PADDLE RIVER GOLF  
&  
COUNTRY CLUB**

**Box 4762 Barrhead Alberta T7N 1A6  
780 674-5059 fax 780 674-5088**

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TOWN OF BARRHEAD  
Box 4189  
Barrhead, AB T7N 1A2

February 1, 2021

To Edward LeBlanc

We wish to inform you on our progress to upgrade our well and water intake.

The old culvert must be dug up and removed, the trench to be dug down and lined with gravel. A new 80' culvert is to be put down and filled back in. The well is to be lifted and hydro vac to remove the sediment. Some digging will be done to line it up with the new culvert and lined with gravel before filling back in.

We have contacted Alberta land and water divisions. Approval has been granted under our maintenance clause to complete all the necessary requirements.

The club has \$ 5,000.00 set aside for this project. We are requesting any assistance you can provide towards this project.

We will also be approaching the Rotary Club and Elks Club of Barrhead for any help with materials or financial assistance.

Thank you in advance in any assistance you can provide.

Sincerely,

Stephen Kamminga  
President

**COUNCIL REPORTS  
AS OF FEBRUARY 9, 2021**

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



# C.A.O Report

**To:** Town Council

**Date:** February 5, 2021

**Re:** February 9, 2021 C.A.O. Report

## **General Administration:**

The Province recently announced COVID parameters in respect to easing of existing restrictions based on hospitalization benchmarks. The details are as follows:

Steps based on hospitalization benchmarks

STEP 1 <600 hospitalizations	STEP 2 <450 hospitalizations	STEP 3 <300 hospitalizations	STEP 4 <150 hospitalizations
Potential easing in these areas: <ul style="list-style-type: none"> <li>• Restaurants</li> <li>• Indoor fitness</li> <li>• Indoor and outdoor children's sport and performance (school-related)</li> </ul>	Potential easing in these areas: <ul style="list-style-type: none"> <li>• Retail</li> <li>• Banquet halls</li> <li>• Community halls</li> <li>• Conference centres</li> <li>• Hotels</li> <li>• Further easing of indoor fitness and children's sport and performance</li> </ul>	Potential easing in these areas: <ul style="list-style-type: none"> <li>• Adult team sports</li> <li>• Casinos, racing centres and bingo halls</li> <li>• Indoor social gatherings, with restrictions</li> <li>• Indoor seated events (movie theatres and auditoria)</li> <li>• Libraries</li> <li>• Museums, art galleries, zoos, interpretive centres</li> <li>• Places of worship</li> </ul>	Potential easing in these areas: <ul style="list-style-type: none"> <li>• Amusement parks</li> <li>• Concerts (indoor)</li> <li>• Festivals (indoor and outdoor)</li> <li>• Funeral receptions</li> <li>• Indoor entertainment centres and play centres</li> <li>• Performance activities (singing, dancing and wind instruments)</li> <li>• Sporting events (indoor and outdoor)</li> <li>• Tradeshows, conferences and exhibiting events</li> <li>• Wedding ceremonies and receptions</li> <li>• Workplaces (lift working from home)</li> </ul>

Although the graphic above shows benchmark requirements for hospitalizations in each category, the province will also measure movement between steps based on numbers of declining active cases.

The Province also stated they cannot move between steps any sooner than 3 weeks in order to accurately measure the effects of easing restrictions at each step.

The Province indicated that to move from one stage to the next, hospitalizations must remain below the benchmark for the entirety of the 3 weeks

## **Communication Services:**

### ➤ Works in Progress

- Communicating with inquiries from residents regarding new Provincial restrictions surrounding COVID
- Sharing and updating COVID information on website
- Continued public notification of Town activities via social pages, website, and BARCC
  - Snow plow routes, etc
- Continued work with Volunteer Appreciation committee for 2021 Volunteer Appreciation Awards
- Commenced monthly Video Content meetings with Parks & Recreation team
- Created ad content for nominations – Volunteer Appreciation Committee
- Update Election Nomination package cover page with new Town Branding

### ➤ Works in Progress/Ongoing

- Working on creation of Annual Report Template for ongoing annual use.
  - Creating 2020 report
- Finalizing branded materials (Business cards, letterhead – Due: End of February)
- Conceptualizing branded materials (hats, toques, shirts, etc)
- Facilitating conversations & planning with MSM & Chamber of Commerce regarding main street Christmas decorations update
- Develop step sheets/procedural steps for posting content by type and urgency across multiple platforms
- Continue to engage with departments on branding requirements
- Plan snow removal and garbage spacing videos with Mayor McKenzie
- Product/Service Catalogue for BARCC
- Marketing Plan BARCC initiatives



- Trade show
- Informational website
- Start work on March/April Newsletter
- 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 23 open file under review/investigation:
  - Bylaw issues: 14 files
  - Animal Control matters/miscellaneous: 2 files
  - Traffic Enforcement(speeding, school zone speeding, distracted driving, fail to obey stop sign): 7 files

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

- Working with residents on development inquiries
- Preparing information and attending video workshops for 2021 municipal election
- Amendments to Fire Services Bylaw completed
- Working on amendments to the Traffic Bylaw
- Working on updates to the Emergency Management Plan and Bylaw
- Ongoing mapping requests for Town departments.

### **Fire Protection Services:**

- Incidents from January 1 – January 31, 2021
  - Fires – 5
  - Rubbish or grass fires – 3
  - Vehicle accidents - 1
  - Medical Assist – 17
  - Downed power lines - 2
  - Carbon monoxide - 1
  - Alarms – 2

Total of 31 calls which represented a total of 266.25 firefighter hours

➤ Training:

- NFPA 1072 hazmat awareness started
- Advanced medical training, Lifepak, new suction device, vitals (blood pressure, blood glucose, carbon dioxide levels, Oxygen therapy and patient history)
- ICS 100 and 200
- CPR refresher

➤ Other

- On January 31<sup>st</sup> at 1:18 a.m. Barrhead Regional Fire Services was called to a mutual aid, assisting the Town of Westlock Fire Department with a structure fire. They requested Tower 6 due to the nature of the fire, building type, location and height . 5 members and Command 1 responded to scene and set up a raised mater stream that quickly brought the fire under control. Crews remained on scene until 17:30 to help totally extinguish the fire.
- COVID remains a threat to the province, Phase 1A rollout did not include vaccinations to firefighters responding to medical emergencies alongside EMS. The Alberta Fire Chiefs association did send a letter to the province voicing their concerns.
- Purchased a new suction device for medical response. Funds for the device were through the medical first responders grant applied for fall of 2020.
- Membership is at 40, 40 members responding.

**Recreation Services:**

➤ Operational:

- Aquatics Centre change room lockers repair completed.
- Worked on installing new walking bridges in the Beaver Brook raven.
- Cut and burned black knot branches from the Beaver Brook raven area.
- Pool drain anchors repaired, Health Inspector happy with results.

- Agrena ice was completely removed last week.
- Staff continues to work on the Parks and Recreation Operational and Procedure Manual.
- Continue to work on hazard assessments and safe work practices for tasks in the Parks and Recreation Department
- Continue with maintenance of outdoor skating arenas, parks pruning, indoor maintenance of recreation complex.

➤ Special Events:

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

**Transportation Services:**

➤ Operational:

- Addressed a frozen water line on 51<sup>st</sup> avenue
- Department undertook another “round” of snow removal around Town
- Staff sanding streets and back lane and parking lots
- Department cleaned up after the recent wind storm
- Continue with building and equipment maintenance
- On-going Safety Committee training
- Continue with flood repairs at the Water Plant office

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

Edward LeBlanc - CAO

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of January 26, 2021

Resolution Number	Resolution	Comments	Status
	<b><u>January 26, 2021 Council Meeting</u></b>		
026-21	Moved by Cr. Assaf that Council instructs Administration to make the necessary arrangements to shut off the refrigeration plant for the indoor ice playing surface at the Barrhead Agrena for the remainder of the 2020/2021 scheduled season.	Ice was completely removed during the week of February 1st.	Completed
	<b><u>December 8, 2020 Council Meeting</u></b>		
419-20	Moved by Cr. Kluin that Administration have Public Works review possible handicapped stalls on Mainstreet and bring back to Council for further consideration.	Item was presented during the January 26th Council Meeting. Administration will continue to evaluate the various alternatives.	In Progress
	<b><u>November 24, 2020 Council Meeting</u></b>		
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
	<b><u>September 22, 2020 Council Meeting</u></b>		
269-20	Moved by Cr. Kluin to instruct Administration to research the potential permanent closure of 43rd Street between 51st and 52 Avenues and report back to Council.	Report was part of the January 26, 2021 Council Agenda.	Completed
	<b><u>August 11, 2020 Council Meeting</u></b>		
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
	<b><u>June 23, 2020 Council Meeting</u></b>		
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	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
	<b><u>April 14, 2020 Council Meeting</u></b>		
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

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of January 26, 2021

Resolution Number	Resolution	Comments	Status
	<b><u>November 26, 2019 Council Meeting</u></b>		
401-19	Moved by Cr. Assaf that Council accepts the proposal submitted by Associated Engineering Alberta Ltd. dated November 15, 2019 to complete the required detail design and contract specifications up to the tender ready phase for the proposed reservoir pump station upgrades in the amount of \$218,000.00 (GST excluded).	January 15, 2021 Administration received the Engineer's Work Plan for the Project. The tendering of the project along with awarding the contract is targeted to be completed by March 15, 2021.	Completed
	<b><u>November 12, 2019 Council Meeting</u></b>		
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
	<b><u>September 15, 2019 Special Council Meeting</u></b>		
330-19	Council accepts the recommendation from the Barrhead Regional Fire Services Committee to purchase a new fire unit from Fort Garry Fire Trucks at a cost of \$635,497.00 to be funded by the 2020 Municipal Sustainability Capital Grant.	The new Unit was delivered to the Town on February 2nd.	Completed
	<b><u>July 9, 2019 Council Meeting</u></b>		
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Pending
	<b><u>May 14, 2019 Council Meeting</u></b>		
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 only outstanding items are the required training of Town staff for the entire project and receiving the Operational manual. Both items should be completed sometime in February.	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.	Renovations are completed. New lease agreement was approved by the Tenant and increased lease payments are being made. Awaiting a sign lease agreement from the Tenant.	In Progress
	<b><u>February 12, 2019 Council Meeting</u></b>		
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 January 26, 2021

Resolution Number	Resolution	Comments	Status
	<b><u>January 22, 2019 Council Meeting</u></b>		
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.

APPROVED  
 Jan 21, 2021

**Barrhead & District Family and Community  
 Support Services Society  
 Thursday, December 17, 2020  
 Financial Meeting –9:00 a.m.  
 Regular Board Meeting – 9:30 a.m.  
 VIA ZOOM  
 Minutes**

**Present:**

Randy Hindy, Chairperson  
 Shelly Dewsnap – Executive Director  
 Carol Lee, Recording Secretary  
 Jane Wakeford – Vice Chair  
 John Szvec, Secretary/Treasurer  
 Sally Littke Shelly Bye  
 Bill Lane Mark Oberg  
 Leslie Penny Marsha Smith  
 Dausen Kluin Vicki Kremp  
 Sharen Veenstra Ron Kleinfeldt

**Absent:****1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:35 a.m. by Chair, Randy Hindy

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

88-20 Moved by Bill Lane to accept the Agenda with addition of 5b) Secretary/Treasurer Election and 5c) New Phones, Motion seconded by Dausen Kluin  
 Carried

**3) Items for Approval****a) Minutes of the regular Board meeting of the Barrhead & District FCSS, November 19, 2020.**

89-20 Moved by Mark Oberg to accept the minutes of the Regular Board meeting of November 19, 2020, seconded by John Szvec.

Carried

**b) Financial Statements**

90-20 Moved by Ron Kleinfeldt and seconded by Bill Lane to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on November 30, 2020, as presented.

Carried

**4) Staff Presentation: Rebecca Creber – FCSS Youth Program**

Rebecca gave an overview of her both the FCSS Youth and FRN Youth Programs:

- Practiced interviews with 2 students for school applications and job search
- Have had limited one on one activities due to Covid
- Have produced 8 programs on Facebook and Instagram

- Hosted Red Cross Stay Safe and Babysitting Course at Bethel Pentecostal Church. Well attended had a waiting list due to fewer numbers who could attend
- Did online 'Explosive Science', again this went over very well with participants
- Have produced and edited 14 video programs for youth since April
- Tools for School Kits – 91 students received kits; 53 in Barrhead, 15 in Dunstable and 23 in Fort Assiniboine
- I look after the CARE program, only 2 requests for funding
- Will be hosting 'Girl Empowerment' sessions in the New Year with Cheri Jantz. Will offer some yoga, dance instruction and self-defense and have circle time with discussions.
- Planning to launch 'Keep Connected' with parents and students to stay connected to each other and discuss concerns both have

The Board thanked Rebecca for a job well done and wished her a Merry Christmas!

## 5) New Business

### a) Data Use

91-20 Moved by Dausen Kluin and seconded by John Szwec to recommend a tier plan data use from September to December 2020 at the rate of \$15 of limited use, \$20 for basic use and \$30 for high end use, to be compensated to staff from Covid Response Funds.

Carried

92-20 Moved by Ron Kleinfeldt and seconded by Bill Lane to purchase a cell phone with a basic plan for the Thrive Program.

Carried

### b) Secretary/Treasurer Election

Chair Randy Hindy opened the floor to nominations for Secretary/Treasurer position.

Ron Kleinfeldt nominated Mark Oberg, Mark Oberg accepted the nomination.

Randy Hindy asked for any more nominations; Bill Lane nominated Shelly Bye, declined nomination, Bill Lane nominated Vicki Kremp, declined nomination, Dausen Kluin nominated Sally Littke, declined nomination.

93-20 Bill Lane moved to cease nominations, seconded by Dausen Kluin.

Carried

Mark Oberg is the newly elected Secretary/Treasurer for the Barrhead & District FCSS Board of Directors.

### c) New Phones

94-20 Moved by Leslie Penny and seconded by Sally Littke, to approve the expense to purchase new telephones for the FCSS office up to \$7000 split from FCSS 80/20 and Community Funds.

Carried

## 6) Old Business

### a) Bylaw Update

Shelly Dewsnap suggested Board Members bring in their thumb drive in to the office in January to have bylaws uploaded on it for their information

## 7. Item for Information

### a) Directors Report

### b) Staff Reports

### c) FCSSAA Newsletter

### d) Casino Charity Link



**8) Board Development**

**a) FCSSAA AGM Report – Jane Wakeford and Sally Littke**

Sally- Very good AGM meeting well organized. The Government is looking very strongly and carefully at all FCSS organizations to make sure they are doing Preventative Programs. Good presentations.

Jane – Agrees with Sally that AGM was worthwhile to participate in and well organized.

Shelly- FCSS has always been and will remain a Preventative Service. Will see what FCSS looks like in the future. The Government is very aware that most FCSS offices have been open to the public during the pandemic, which has been a very valuable service to our clients. Most need the one-on-one communication and do not have good cell phone plans to allow for long wait times when calling Government offices.

Our budgets have been approved; thank you County of Barrhead, Town of Barrhead and Woodlands County. We might have to re-budget in March. The Provincial FCSSAA fees are cancelled for 2021 to give back to all the FCSS organizations.

Suggestion was made to invite our MLA, Glen Van Dijken, to join a zoom meeting in the New Year so he can be better informed about what we are doing.

**9) Next Meeting:  
January 21, 2021**

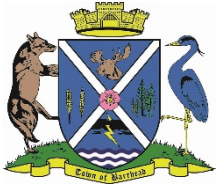
**10) Meeting Adjournment**

Chair Randy Hindy adjourned the meeting at 10:55 a.m.

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of December 17, 2020**

  
\_\_\_\_\_  
**Chairperson**

  
\_\_\_\_\_  
**Recording Secretary**



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** February 9, 2021

**Re:** Draft Bylaw 01-2021, the 2021 Designated Manufactured Home Supplementary Assessment Bylaw

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## **1.0 PURPOSE:**

For Council to pass all three readings of Bylaw 01-2021, the 2021 Designated Manufactured Home Supplementary Assessment Bylaw.

## **2.0 BACKGROUND AND DISCUSSION:**

The Designated Manufactured Home Supplementary Assessment Bylaw has to be approved by Council every year by May 1<sup>st</sup>. This Bylaw authorizes the preparation of supplementary assessments of designated manufactured homes mid-year and only located in manufactured home parks.

## **3.0 ALTERNATIVES:**

- 3.1 Council pass all three readings of Bylaw 01-2021, the 2021 Designated Manufactured Home Supplementary Assessment Bylaw, as presented.
- 3.2 Council instructs Administration to provide further information relating to the proposed draft Bylaw 01-2021, Designated Manufactured Home Supplementary Assessment Bylaw and to present it at the next Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

Limited, as it is uncertain when units would moved away and/or into the designated Park.

**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 01-2021, the 2021 Designated Manufactured Home Supplementary Assessment Bylaw

**1.0 RECOMMENDATIONS:**

That Council give all three readings to Bylaw 01-2021, the 2021 Designated Manufactured Home Supplementary Assessment Bylaw, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

**BYLAW 01-2021**

**THE 2021 DESIGNATED MANUFACTURED HOME SUPPLEMENTARY ASSESSMENT BYLAW**

**A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE PREPARATION OF SUPPLEMENTARY ASSESSMENTS OF DESIGNATED MANUFACTURED HOMES IN THE TOWN OF BARRHEAD.**

**WHEREAS**, Pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, a Council may pass a Bylaw authorizing the preparation of supplementary assessments, and;

**WHEREAS**, the Council of the Town of Barrhead, has deemed it in the best interests of the Town of Barrhead to pass a Bylaw authorizing the preparation of supplementary assessments of designated manufactured homes located in mobile home parks only;

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

1. That this Bylaw shall be referred to as the 2021 Designated Manufactured Home Supplementary Assessment Bylaw.
2. That the Assessor for the Town of Barrhead is hereby authorized and directed to prepare supplementary assessments of designated manufactured homes, located in mobile home parks for the taxation year 2021.
3. That Bylaw 04-2020 is hereby repealed.
4. That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

TOWN OF BARRHEAD

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

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

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

TOWN OF BARRHEAD

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

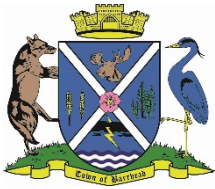
\_\_\_\_\_  
Edward LeBlanc, CAO

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2021 and passed.

TOWN OF BARRHEAD

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

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



Item No. 10(b)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** February 9, 2021

**Re:** Proposed new Fire Services Bylaw 02-2021

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## **1.0 Purpose:**

For Council to pass all three readings to Bylaw 02-2021, Fire Services Bylaw

## **2.0 Background and Discussion:**

The Fire Department undertook a review of the Town's existing Fire Services Bylaw. Based on their review, the Department has suggested a few changes.

The more significant changes to the existing bylaws are:

- a) The proposed bylaw will not charge for subsequent fire inspection for businesses.
- b) No permits would be required for a properly installed fire pit.
- c) In respect to false alarms, recovery fees would only be implemented when the Fire Department responds to three or more calls.

There are several active Fire Services Bylaws that were reviewed by Administration. As sections of these bylaws have been addressed in the proposed new bylaw, they are noted in the new bylaw to be rescinded.

Regional Fire Chief Gary Hove will be presented at the February 9<sup>th</sup> Council meeting to answer any questions Council may have.

## **3.0 Alternatives:**

- 3.1 Council pass all three readings to Bylaw 02-2021 Fire Services Bylaw, as presented.

3.2 Council instructs Administration to provide further information to draft Bylaw 02-2021, Fire Services Bylaw, 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 02-2021, Fire Services Bylaw

8.2 Policy #23-17-003

**9.0 Recommendations**

Council pass all three readings to Bylaw 02-2021, Fire Services Bylaw, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

# **BYLAW 02-2021**

## **FIRE SERVICES BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA ESTABLISHING FIRE SERVICES FOR THE TOWN OF BARRHEAD.

**WHEREAS**, the Municipal Government Act, S.A. 2000, c. M-26, as amended, provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare and protection of people and property; and for services provided by or on behalf of the Municipality; and

**WHEREAS**, the Council desires to establish fire services within the Town of Barrhead and to provide for efficient operation of such;

**AND WHEREAS**, the Town of Barrhead has entered into an agreement with the County of Barrhead No. 11 to create the Barrhead Regional Fire Authority in order to provide fire and related services to both Municipalities;

**NOW THEREFORE**, Council of the Town of Barrhead in the Province of Alberta hereby enacts as follows:

### **Section 1 – Name of Bylaw**

1.1 This Bylaw may be cited as the “Fire Services Bylaw”.

### **Section 2 – Definitions**

2.1 In this Bylaw:

- a) “Burnable Debris” means materials permitted to be burned in accordance with statutes and bylaws written to protect and enhance the environment, and includes but is not limited to:
  - i. straw and stubble;
  - ii. grass and weeds;
  - iii. leaves and tree pruning;
  - iv. brush and fallen trees
- b) “CAO” means the Chief Administrative Officer of the Town
- c) “Council” means the Council of the Town of Barrhead.
- d) “County” means the County of Barrhead No.11
- e) “Dangerous Goods” means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the Transportation of Dangerous Goods Regulation, as amended.
- f) “Emergency Vehicle” means a fire truck, pumper truck, rescue truck, ambulance, mobile command unit, brush truck, dangerous goods unit, Police Vehicle, Enforcement Officer Vehicle, tanker or other vehicle designated by the Fire Chief.
- g) “Enforcement Officer” means a Peace Officer, Bylaw Enforcement officer, RCMP, or any other person authorized by the Council of the Town of Barrhead to enforce the provisions of this bylaw
- h) “False Alarm” means any fire alarm that is set off needlessly, through willful or accidental, human or mechanical error, and to which the Fire Services responds.
- i) “Fire Permit” means a permit issued by the Regional Fire Chief or his designate
- j) “Fire Pit or Fire Place” means an outdoor receptacle used for a recreational fire.
- k) “Fire Services” means the Barrhead Regional Fire Department and includes all equipment, apparatus, materials, and supplies including administration duties.
- l) “Free Burning/Out of Control/Running Fire” means a fire burning without being under the control of any person.

- m) “Hired Services” means any person or persons, equipment, materials, personal or professional services hired to assist the Barrhead Regional Fire Services
- n) “Incident” means a fire or any other situation presenting a danger or possible danger to life or property and to which the Regional Fire Services has responded.
- o) “Incinerator Fire” means a fire that is set for the purpose of burning refuse (except plastic products) confined within a non-combustible structure or container that has the draft and smoke vents covered with a metal screen having a mesh size not larger than 13 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash.
- p) “Member” means any person who is a member of the Regional Fire Services whether that member is full time, part time, paid, volunteer or recruited.
- q) “Mutual Aid” means reciprocal assistance by emergency services under prearranged agreement.
- r) “Open Fire” means any fire which may include grass, brush, structures, wood scrap and chattel fires.
- s) “Portable Appliance” means any appliance sold or constructed for the purpose of cooking food outdoors.
- t) “Prohibited Debris” means any material that when burned will result in the release to the atmosphere of dense smoke or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but are not limited: animal cadavers; manure; chemicals and chemical containers; combustible material in automobiles/bodies; household refuse; non-wooden material; paints and painting materials; pathological waste; rubber or plastic; tires; toxic substances/products; used oil;
- u) “Quality Management Plan” means a plan approved by the Alberta Safety Code Council, the Town of Barrhead, the County of Barrhead and the Summer Village of Burch Cove for actions needed for Safety Codes Act compliance in all three municipalities.
- v) “Regional Fire Chief” means the head of Barrhead Regional Fire Services or designate.
- w) “Safety Codes Officer” means a Safety Codes Officer in the Fire Discipline.
- x) “Town” means the Town of Barrhead.
- y) “Violation Tag” means a tag or similar document issued by the Town pursuant to the Municipal Government Act, S.A. 2000 c. M-26.

### **Section 3 – Fire Services**

3.1 Fire Services shall be provided for the purposes of:

- a) preventing and extinguishing fires;
- b) investigating the cause of fires in accordance with the Fire Quality Management Plan;
- c) preserving life and property from injury or destruction by fire;
- d) providing rescue services within the confines of capabilities;
- e) preventing, combating and controlling incidents;
- f) carrying out preventable patrols, pre-fire planning and fire inspections in accordance with the Fire Quality Management Plan;
- g) entering into agreements with other Municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment; and emergency vehicles;
- h) purchasing and operating apparatus and equipment for extinguishing fires or preserving life



and property; and

- i) enforcing the provisions of the most current Alberta Fire Codes, Alberta Building Codes and Safety Codes Act (Fire Discipline) and its regulations.
- j) setting of fires by the Fire Services to clear vegetation;
- k) setting of fires by the Fire Services for Training purposes.

3.2 The Regional Fire Chief where applicable, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Services including:

- a) use, care, maintenance and protection of fire department property,
- b) the conduct and discipline of officers and members of the Fire Department,
- c) efficient operations of the Fire Services.

#### **Section 4 – Hindrances and Obstructions**

- 4.1 No person shall impede, obstruct or hinder a member of the Fire Services or other person assisting or acting under the direction of the Regional Fire Chief.
- 4.2 No person shall damage or destroy Fire Services apparatus or equipment.
- 4.3 No person shall obstruct any authorized person from carrying out duties imposed by this by law.
- 4.4 No person shall falsely represent themselves as a Fire Services member
- 4.5 No person shall obstruct or otherwise interfere with any access to any fire alarm, fire hydrant, or other item designated for firefighting purposes.
- 4.6 No outdoor incinerators or burn barrels will be permitted within the Town limits unless approval has been granted by the Regional Fire Chief or his designate.
- 4.7 No grass or ground fires will be permitted within the Town limits unless supervised by the Regional Fire Services.

#### **Section 5 – Designated Officers and Other Authorities**

- 5.1 The Regional Fire Chief may appoint other officers and members as the Regional Fire Chief deems necessary
- 5.2 The Regional Fire Chief may appoint other officers of the Fire Services to act as Regional Fire Chief in his absence.
- 5.3 Council hereby delegates the following authority to the Regional Fire Chief:
  - a) to enter on any land or premises, including adjacent land or premises, to combat, control or deal with an incident in whatever manner is deemed necessary;
  - b) to issue permits, invoices for services provided, and any other document for the efficient operation of fire services
  - c) to enforce the provisions of this and other applicable bylaws.
  - d) to seek the assistance of any department or official of the Town, as deemed necessary to:
    - i. assist in extinguishing a fire, removing articles from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident.
  - e) to commandeer privately owned equipment considered necessary to deal with an incident.
  - f) to control, direct and manage any Fire Services apparatus, equipment or manpower assigned to

an incident

- g) take responsibility for all fire protection matters including the enforcement of the Safety Codes Act and regulations and other issues requisite with a Safety Codes Officer.
  - h) Establish incident boundaries and restrict attendance therein to those duly authorized and request an enforcement officer to enforce those restrictions.
- 5.4 Prior to a new commercial business opening to the public a fire safety inspection of the premises will be required by the fire service.
- 5.5 Fire inspections will be at no cost to the business .
- 5.6 The Regional Fire Chief may assist the CAO in negotiating with the Provincial Government, other Municipalities and persons in establishing mutual aid agreements and fire control agreements.

## **Section 6 – Where a Fire Permit is not required**

- 6.1 A Barbecue/Fire Pit provided that:
- a) it is located at least 3.05 metres from any building, property line or combustible material;
  - b) the opening does not exceed 1 metre in width or in diameter;
  - c) the installation has enclosed sides made from a non-combustible material;
  - d) it has a spark arrester mesh screen cover with an opening no larger than 1.25 cm;
  - e) the fire pit is not located over any underground utilities or under any aboveground wires;
  - f) the cooking of food using a portable appliance;
  - g) burning in fireplaces in or attached to a dwelling as provided by legislation;
  - h) burning in Town owned campgrounds and parks where fireplaces, stoves or fire pits are provided by and approved by the Town.
- 6.2 Every person who builds, ignites or allows a fire in an approved fire pit must ensure that:
- a) a means of extinguishing the fire is kept on hand at all times while the fire is burning;
  - b) the flames from the fire do not exceed 1 metre in height at any time;
  - c) the fire is not left unsupervised at any time; and
  - d) the fire is extinguished completely, leaving only cold ashes, prior to leaving the fire.

## **Section 7 – Fire Hazard**

- 7.1 In this part a fire hazard, means a possible source of danger or risk of injury or harm by fire to a person or property.
- 7.2 Where the Regional Fire Chief determines a fire hazard to exist, he may order the owner or occupant to reduce or remove the hazard within a fixed time.
- 7.3 Where an owner or occupant fails to comply with an order, the owner shall be liable for all expenses and costs should the Town undertake the required work and in default of payment, the amount owed shall be a lien against the land and shall be collected in like manner as property taxes.

## **Section 8 – Fire Ban**

- 8.1 Notwithstanding any provision of this or any other Bylaw, the Regional Fire Chief may declare either a partial or complete ban on burning of any kind within the Town limits.
- 8.2 When determining whether to declare a complete ban on burning, the Regional Fire Chief may take into consideration any or all of the following factors:
- a) the air quality index
  - b) levels of recent precipitation
  - c) water shortages or restrictions
  - e) availability of fire fighters and firefighting equipment
  - f) the overall fire danger in the area

- 8.3 No person shall build, ignite or allow any kind of fire when a complete ban on burning has been declared by the Regional Fire Chief.
- 8.4 A person who fails to comply with the ban is guilty of an offence and subject to a penalty.

### **Section 9 – Requirement to Report**

- 9.1 The owner or designate of any property damaged by fire or which sustains an accidental or unplanned release of a dangerous good(s) product shall immediately report particulars of such to the Regional Fire Chief's office.

### **Section 10 – Recovery of Costs**

- 10.1 Fire Services costs invoiced for, but not limited to the following will be pursuant to policy 23-17-0003 or as amended : hired services; site inspections; investigations; administrative services; permits to sell, purchase or discharge fireworks; fuel tank installation/removal; responses to a false alarm; and hired services.
- 10.2 Fire Services response costs within the Town for the purpose of preserving life or property from injury or destruction by fire or other incident may be charged to:
  - a) the person who caused the incident or;
  - b) the owner or the person in possession of the land where the incident occurred; or
  - c) the owner of a chattel type property where the person in possession and control of such is not located on privately owned land.
- 10.3 In default of payment of any of the referenced fees or costs the Town may charge such against the land and make collection in like manner as taxes due and owing in respect of that land.

### **Section 11- False Alarms:**

- 11.1 When the Fire Department responds to a structure where an intentional misuse and activation of a pull system of defection device has taken place:
  - a) Where three or more false alarms have taken place within a 12-month period the Regional Fire Chief may charge a fee as set out in Policy 23-17-003, the Barrhead Fire Services Response rates
- 11.2 In the event the fire department must forcibly enter a premise due to the false alarm all costs incurred to secure the build shall be paid by the owner/ occupier of the property.
- 11.3 The following shall not be included when computing the number of false alarms calls pursuant to Section 11.1(a):
  - a) A false alarm where the owner can demonstrate was caused by a storm, lighting or other natural occurrence.
  - b) A false alarm caused by a communication network disruption beyond the control of the alarm owner, or designate
  - c) A false alarm that occurs during the first seven days of the installation of a new alarm system

### **Section 12 – Offences**

- 12.1 No person shall:
  - a) kindle a fire and let it become a Running Fire
  - b) light an Open Fire, Fire Place fire, Incinerator Fire or Fire Pit fire when the weather conditions are conducive to creating a Running Fire or when a fire prohibition state exists;
  - c) burn Prohibited Debris, dangerous goods, or material that will result in the production of dense black smoke such as insulation from electrical wiring or equipment, asphalt roofing materials

or hydrocarbons except as may be approved in writing by permit.

- d) deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire;
  - e) conduct any activity that involves the use of fire or that creates potential sources of fire ignition, which might reasonably be expected to cause a Running or Open Fire,
  - f) interfere with the efforts of persons authorized to extinguish fires or preserve life or property;
  - g) fires or preserve life or property;
  - h) damage or destroy any Fire Services property;
  - i) falsely represent themselves as a Fire Services Member
- 12.2 When a fire is caused without the appropriate permit, the owner or occupier of the land or the person having control of the land must:
- a) extinguish the fire immediately; or
  - b) report the fire to Fire Services for assistance
- 12.3 Nothing in this Bylaw is to be interpreted to authorize any fire, burning or other act which is in contravention of the Environmental Protection and Enhancement Act, S.A. 2000, c. and regulations and amendments thereto.
- 12.4 Any party charged with an offense or recovery of cost shall have the right to appeal by presenting the case first to the Regional Fire Chief, then the CAO, followed by the Town Council. The appeal shall be in writing and set out succinctly the details and information supporting the appeal. For matters of cost recovery the Council decision shall be final.

### **Section 13 – Penalties**

- 13.1 A person who contravenes by commission or omission the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention of this by-law, is guilty of an infraction, and upon summary conviction is guilty of an offence and is liable to a fine in the amount of:
- a) \$250.00 for the first offence; and
  - b) \$500.00 for the second and subsequent offence.
- 13.2 Where a person:
- a) contravenes this Bylaw, that person may be liable for the entire cost of any type of emergency response and mitigation service required to bring the situation under control, whether that service was provided by Fire Services or the Town or by a third-party person or agency; and
  - b) the Town may recover such fees or charges as a debt due and owing to the Town in like manner as property taxes; or
  - c) in the case of action taken by the Fire Services in respect of land within the Town, where the fees or charges are in default of payment, such fees or charges may be charged against the land and collected in likeness of taxes owing in respect of that land.
- 13.3 A Violation Tag may be issued:
- a) either personally; or
  - b) by mailing a copy to the last known address of the offender(s).
- 13.4 Where a contravention is of a continuing nature, further Violation Tags may be issued for each day that the contravention continues and each further Tag constitutes a new and separate additional offense.

- 13.5 In lieu of being prosecuted for the offence, the Violation Tag recipient may pay to the Town the penalty specified on the Violation Tag, provided that such payment is made before the initial court appearance date.
- 13.6 Nothing in this Bylaw shall prevent the immediate issuing of a summons pursuant to Part II of the Provincial Offences Procedures Act, S.A. 2001, c.P-21.5, as amended, for the mandatory Court appearance of any person who contravenes this Bylaw.
- 13.7 Any fine or penalty imposed pursuant to this section inures to the benefit of the Town.

#### **Section 14 – Appeal Process**

- 14.1 In the event that the owner or occupier feels aggrieved by any action taken by the Fire Chief, they shall have a period of thirty (30) days from the date of mailing of the notice to appeal to Council the action. The decision of Council on any such appeal shall be final and binding upon the owner or occupier of the property

#### **Section 15 – Severability**

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

#### **Section 16**

- 16.1 This bylaw shall come into force upon third and final reading
- 16.2 Bylaws 5-2007, 10-2008 & 03-2015 and amendments thereto are hereby repealed

#### **Section 17 – Indemnification**

- 17.1 The Regional Fire Chief or any member of the Fire Services, Town officials both elected or appointed, or any employee acting in good faith in the discharge of his duties, shall be indemnified and held harmless from all personal liability for any damage that may accrue to persons or property as a result of any act or omission in the discharge of their duties.
- 17.2 The Town, as both an accredited municipality and agency, acting in good faith is not liable for any damage caused by decisions related to the system of inspections examinations, evaluations and investigations, including decisions relating to their frequency and the manner in which they are carried out.
- 17.3 The Town is not liable for any negligence or nuisance caused by the mutual aid partner services of an accredited agency or hired a service that causes an injury, loss or damage to any person or property.

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**

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Mayor, Dave McKenzie

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CAO, Edward LeBlanc

Read a third time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021 and passed.

**TOWN OF BARRHEAD**

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Mayor, Dave McKenzie

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CAO, Edward LeBlanc

## **Barrhead Fire Services Response Rates**

POLICY NO:	23-17-003	APPROVAL DATE:	April 11, 2017
TITLE:	BFS Response Rates	REVISION DATE:	
SECTION:	23-Fire	MOTION #	132-17
DEPARTMENT:	Fire Department		

### **POLICY STATEMENT**

The Town of Barrhead and County of Barrhead recognize that the Barrhead Fire Services requires the ability to bill for services rendered to each other, tracking response costs, when billing external end users, external clients or mutual aid partners should the event or services require it.

### **REASON FOR POLICY**

To identify the true cost of the services rendered and to recuperate the loss of time, equipment wear and tear, damage occurring to equipment and consumables costs, in emergency and non emergency services.

### **RELATED INFORMATION**

This policy is required to meet the intent of the Town of Barrhead and County of Barrhead council's rate recovery in order to ensure operational excellence.

### **RESPONSIBILITIES**

The Fire Chief will ensure that this policy is adhered to and that any billing of all expenses will be invoiced in a timely manner.

### **FINANCIAL AND CONSUMABLE FINANCIAL COSTS:**

- a) Appendix "A" will be updated as identified by the Fire Chief and will be reviewed and amended as needed at the Fire Committee level and passed by both Town and County Councils but at no less than an annual basis.
- b) All cost for manpower, equipment and resources will be billed at the identified rate in Appendix "A".

- c) Any cost for fire fighters, training, meetings and responses will be reflected in Appendix "A" in policy 23-17-005.
- d) Any cost for rehabilitation cost (food and drink) for fire fighting efforts will be billed as rehabilitation and added into the consumables line.
- e) Any cost for contracting specialized resources and equipment including mutual aid (as identified in the mutual aid agreement with the corresponding neighbouring fire departments), will be billed. If compensation is requested by the providing fire department, requesting department will ensure compliance within reason.
- f) Equipment supplied by either/both the Town of Barrhead and/or The County of Barrhead #11 will be billed to the emergency at their rates (approved at the beginning of the fiscal year by both councils).

***The Fire Chief will ensure this policy is adhered to and updated and reviewed as needed. All staff will ensure this policy is adhered to and incidents requiring the use of this policy are identified and reported immediately to the Fire Chief's office. All staff will review and ensure understanding of this policy annually.***



## **Policy 23-17-003-Appendix “A” Barrhead Fire Services Response and Billing Rates**

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### **PROCEDURES:**

The Fire Chief or designate will be responsible for the issuance of invoices according to policy statement 23-17-003.

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The Attached Document **23-17-003-A** are the approved incident response rates.

All expendables (foam, saw blades, extinguishers, absorbent material, etc.) shall be replaced at the sole cost of the receiver of the aid.

Any cost arising for outside assistance such as “Mutual Aid”, any additional equipment materials and services utilized are charged back to the recipient of the aid if a “Mutual Aid Agreement” is not in place.

Any cost arising from the use of County equipment will be invoiced based on the County equipment rate policy. Any cost arising from the use of Town equipment will be invoiced based on the Town equipment rate policy.

***The Fire Chief will ensure this policy is adhered to and updated and reviewed as needed. All staff will ensure this policy is adhered to and incidents requiring the use of this policy are identified and reported immediately to the Fire Chief's office. All staff will review and ensure understanding of this policy annually.***

<b>Unit</b>	<b>Description</b>	<b>Fire fighters Included</b>	<b>Hourly Rate</b>	<b>Comments</b>
Command 1	2014-Dodge 3/4 Ton	1	\$150.00 \$185.00 for Prov. Highway Right-of-way	Command 1 has a enclosed topper and the ability to block with misc.. Hand tools and pylons
Command 2	2010-GMC 3/4 Ton	1	\$150.00 \$185.00 for Prov. Highway Right-of-way	Command 2 has a enclosed topper and the ability to block with misc.. Hand tools and pylons
Tower 6	2009-Pierce 104 Foot Ladder/Platform	4	\$600.00 \$630.00 Prov. Highway Right-of-way	T-6 is a 2000 GPM Pump with multiple attack lines master streams, Connection Air system and Misc Tools and Fans
Engine-33	2006-Freightliner Rosenbauer 1000GPM pump	5	\$500.00 \$630.00 Prov. Highway Right-of-way	E-33 is a 1000GPM pump with pre-connected attack lines and two fixed master streams with misc tools for suppression.
Engine-3	1999-Freightliner Fort Garry 1000GPM pump	5	\$500.00 \$630.00 for Prov. Highway Right-of-way	E-3 is a 1000GPM pump with pre-connected attack lines and misc tools for suppression.
Rescue-8	2011-Freightliner Rosenbauer Heavy rescue	6	\$400.00 \$630.00 for Prov. Highway Right-of-way	R-8 is a Command/Rescue unit with awning light tower Re-hab equipped with Heavy hydraulics and misc Rescue tools.
Tender-34	2008-Freightliner Rosenbauer Water Tender 500 GPM pump and 1800 Gal water	2	\$400.00- \$250.00 \$630.00 for Prov. Highway Right-of-way	Tender-34 is a tactical tender that has a bumper mounted monitor. It can be used for Firefighting @ \$400.00 per/hr or transporting water @ \$250.00 per/hr. and one 1800Gal port-o-tank
Tender-5	2013-Kenworth Water Tender 500GPM pump and 3000 Gal Water	2	\$300.00 \$630.00 for Prov. Highway Right-of-way	Tender-5 is a Super Tender with a bumper mounted monitor.
Rapid Attack Truck-1	1999- 1 Ton Bush Truck	4	\$250.00 \$630.00 for Prov. Highway Right-of-way	RAT-1 is equipped with a 300 gal CET bush pack with class A foam and misc wild land tools, including wajax pump and chainsaw
Wildland 1	2012 Polaris off road side by side 6x6	2	\$150.00	Wild-1 has a CET skid unit with 65 Gal of water and a 5Hp pump with the ability to secure a patient for remote access. Stored in a 30 foot Aluminum Trailer.

<b>Unit</b>	<b>Description</b>	<b>Fire fighters Included</b>	<b>Hourly Rate</b>	<b>Comments</b>
Fire Fighter				
Administrative time	Per/Hrs	N/A	\$75.00	Time use to enter data or perform tasks outside normal duties.
Investigative time	Per/Hrs	N/A	\$100.00	Time use by trained members to search for cause and determination of an incident.

Unit	Description	Recommendation	Comments
Historical Search	Per property searched	\$50.00	Time used to look into property outstanding, orders calls to or changes recommended to the property
Bullex Prop.	Extinguisher Prop.	\$100.00 per day Max. \$500 for 14 days	Proper training and Credit card pre. Authorization for \$2,000.00
K-Size Air bottle fill		\$50.00	All bottles must be within the certified time frame.
E/D-Size Air bottle fill		\$20.00	All bottles must be within the certified time frame.
Floor Dry	Standard Floor Dry	All cost are at our purchase price plus 10% processing fee. As cost fluctuate	Cost Per. Bag
Floor Dry	Special Bio. or Chem. Dry		Cost Per Bag, Pail
Foam	Class "A"		Cost Per Pail
Foam	Class "B"		Cost Per Pail
Foam	Class Fire Aid		Cost Per Pail



Item No. 11(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** February 9, 2021

**Re:** Correspondence Item

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**Item # 1** Letter from the Municipal District of Bonnyville No. 87, dated January 20, 2021, regarding a need for a stronger Western Canadian Municipal Advocacy from the Federation of Canadian Municipalities.

Note: Please find attached the letter from the Federation of Canadian Municipalities dated January 29, 2020, that could respond to the Municipal District of Bonnyville's concerns.

Recommendation:

That Council accept the letter from the Municipal District of Bonnyville No. 87, dated January 20, 2021, regarding a need for a stronger Western Canadian Municipal Advocacy.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



RECEIVED  
JAN 22 2021

January 20, 2021

Town of Barrhead  
PO Box 4189  
Barrhead, AB T7N 1A2

Attn: Mayor and Council

**RE: Need for a Stronger Western Canadian Municipal Advocate**

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The past few years have presented convincing evidence of the continued lack of advocacy and blatant disregard at the federal level for Western Canada's needs and one of its highly significant industries that impacts us all: the natural resources industry. Our Council here at the Municipal District of Bonnyville (M.D.) is beyond frustrated with this lack of effective representation that Western Canadian municipalities receive.

Currently, our only voice at the national table is that of the Federation of Canadian Municipalities (FCM). From their website, FCM states they "...advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges."

**Question:** Do you feel that FCM advocates for the needs of your municipality or western Canada?

**Question:** Does the annual FCM Conference agenda/tours provide relevant value for your municipality?

**Question:** Are the needs of western Canada different than those of eastern Canada, and if so, is it time we entertain the idea of a WCM (Western Canadian Municipalities)?

To their credit, FCM did add a Western Economic Solutions Taskforce as one of their 15 program areas. Unfortunately, this initiative – which was created to mitigate the genuine alienation and hostility western Canadian municipalities experienced at the 2019 FCM Annual Conference held in Quebec City – has not produced any real results.

Our hope is that this letter will spark the much-needed conversation and potential solution to this long-standing issue. We sincerely request that you and your Council take the time to truly reflect on the level of service you are receiving from your current federal advocate. Are they truly the federal voice advocating for your citizens and your municipality?



The M.D. and many other communities across Alberta and western Canada are proud supporters and partners of the oil and gas industry. We wish to be a part of a solution that supports industry competitiveness rather than be forced to absorb Ontario's and Quebec's concepts of crippling changes that impact our municipal sustainability.

Thank you in advance for your Council's reflection on this topic and we look forward to hearing any feedback you may have.

Yours sincerely,

Greg Sawchuk  
Reeve

cc: Mr. Barry Morishita, President, Alberta Urban Municipalities Association  
Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

/eq



FEDERATION OF CANADIAN MUNICIPALITIES

## Statement from FCM's Western Economic Solutions Taskforce

January 29, 2021

*Federation of Canadian Municipalities (FCM) President Garth Frizzell, and Chair of the Western Economic Solutions Taskforce (WEST) Randy Goulden, issued this statement following a recent meeting of WEST held virtually on January 26<sup>th</sup>.*

"Canada's municipalities are at their best when they come together to advocate for each other, and for a stronger Canada. FCM's Western Economic Solutions Taskforce was created to advocate on behalf of western communities, and to generate forward-thinking solutions to the economic downturn that was in part brought on by the pressures facing Canada's renewable energy sector.

"Canada, like the rest of the world, is at the outset of a transition to a low-carbon energy future. WEST supports the goal of achieving net-zero GHG emissions by 2050, and asserts that economic stability for communities in energy producing regions must be an integral part of that plan. WEST is advancing a series of recommendations to achieve a place-based' plan that creates a bright economic future for all communities. In the near-term, that includes building new energy infrastructure to get Canada's energy to international markets.

"The leadership of FCM and WEST have seen and heard the disappointment here in Canada at the recent Executive Order issued by US President Biden to rescind the federal permit for the Keystone XL pipeline project. While FCM does not advocate for specific infrastructure projects, it is clear that the anxiety caused by the uncertainty in the energy sector, and the challenges facing the communities that rely on those jobs, is very real.

"Upon news of the Biden Executive Order, FCM reached out quickly to several key federal Ministers' offices to clearly reiterate FCM's policy that calls on the Canadian government to support the development of nation-building energy infrastructure projects. There has been an encouraging commitment from our federal counterparts to continue to work with FCM and W on important shared priorities.

"There are solutions to this national challenge. As part of an FCM Board-approved resolution passed in September 2020, FCM is advocating to the federal government to work with provinces, municipalities, and Indigenous groups to establish national utility corridors, which could include pipelines and other resource and utility structures, as a national priority project, when coupled with a clear and timely federal impact assessment process, would provide the predictability that energy communities need to thrive.

"A strong western Canada is critical for a strong nation and the post-pandemic economy. Together with our western membership, FCM and WEST have advocated for investment in municipal infrastructure and transportation and have pushed hard to secure gains for westerners. Such gains include the new federal measure to clean up orphaned and inactive wells - a direct response to our combined advocacy efforts.

"WEST will continue to drive solutions to support struggling communities affected by economic uncertainty, including addressing the cost of carbon pricing on farmers, investing in infrastructure, and scaling up the impact of Western regional economic development agencies -- building on regional strengths like energy, forestry and agriculture, and growing our knowledge-based sectors.

"Municipal leaders are on the front lines of national challenges. Through WEST and its western membership, we are working hard to ensure that the municipal perspectives of our communities are fully voiced at the federal level."

### For more information



**Federation of Canadian Municipalities**

24 Clarence St.

Ottawa Ontario

Canada K1N 5P3

🌐 [www.fcm.ca](http://www.fcm.ca)