



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, FEBRUARY 12, 2019 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 22, 2019
4. Public Hearings
  - (a) Public Hearing at 5:30 p.m. – Bylaw 01-2019, Land Use Bylaw Amendment
5. Delegations
  - (a) 5:45 p.m. – Mr. Larry Jansen
6. Old Business
  - (a) Curling Rink Roof Replacement and Ventilation System Design Engineering Services Proposal
  - (b) Lot 38U – Lane Request
7. New Business
  - (a) CRASC ARB Members
  - (b) Tourism and Growth Innovation Fund (TGIF) Grant

8. Reports - The Council Reports

(a) Council Reports as of February 12, 2019

- Barrhead Agricultural Society
- Twinning Committee

9. Minutes

(a) There are no Minutes

10. Bylaws

(a) There are no Bylaws

11. Correspondence

(a) Information Items

- (i) AltaGas Utilities Inc. – Change in Management
- (ii) ACP Grant Funding Approval
- (iii) Fortis distribution and transmission rate change update

12. For the Good of Council

13. Tabled Items

14. In-Camera

(a) Land – Pursuant to Section 24 of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, JANUARY 22, 2019,  
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: Cheryl Callihoo, Director of Development & Legislative Services and Kat Hueggenberg, Communication Coordinator

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

**ABSENT** Kathy Vickery, Interim CAO

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

**AGENDA** The agenda was reviewed.

013-19 Moved by Cr. Penny that the agenda be accepted with the following additions:

- 8(a) Yellowhead East Community Futures Report
- 14(b) Land – Pursuant to Section 16 of the FOIP Act

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of January 8, 2019, were reviewed.

014-19 Moved by Cr. Oswald that the Minutes of the Town Council Regular Meeting of January 8, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT**

The Monthly Bank Statement for the month ended December 31, 2018, was reviewed.

015-19 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended December 31, 2018, as information.

CARRIED UNANIMOUSLY

**ROAD CLOSURE REQUEST**

The Hillcrest Lodge is requesting a partial road closure of 43<sup>rd</sup> Street was received.

Council discussed and reviewed.

016-19 Moved by Cr. Assaf that Council approve the request to allow a partial road closure of 43<sup>rd</sup> Street for the Hillcrest construction period.

CARRIED UNANIMOUSLY

**BARRHEAD COMMUNITY VICTIM SERVICES FUNDING ASSISTANCE**

The Barrhead Community Victim Services Unit Association is requesting that the Town provide funding assistance was received.

017-19 Moved by Cr. Penny that Council provide a donation in the amount of \$650.00 to the Barrhead Community Victim Services Unit Association for their charity hockey fundraising event on January 24, 2019.

CARRIED UNANIMOUSLY

**MINISTER'S AWARDS FOR  
MUNICIPAL EXCELLENCE**

The 2019 Minister's Awards for Municipal Excellence are currently accepting applications, was received.

018-19

Moved by Cr. Klumph that Council direct Administration to work with the Barrhead & Area Regional Crime Coalition (BARCC), to draft a 2019 Minister's Award for Municipal Excellence submission, highlighting the partnership, innovation, and ongoing positive impacts resulting from the implementation of the BARCC Connect system.

CARRIED UNANIMOUSLY

**BUSINESS SUPPORT NETWORK  
WEBSITE REQUEST**

The Barrhead Business Support Network (BSN) is requesting all 8 of its municipal partners to cover a portion of the costs associated with a central BSN website, was received.

019-19

Moved by Cr. Kluin that Council approve the one-time contribution of \$500.00 to the Regional Business Support Network (BSN) for the purpose of creating a website.

CARRIED UNANIMOUSLY

**2018 PRELIMINARY  
YEAR END FINANCIAL  
STATEMENT**

The 2018 Preliminary Year End Financial Statement, Operating Revenues & Expenses and Transfers to Reserves Summaries for the period ended December 31 2018, was reviewed.

020-19

Moved by Cr. Smith that Council approve the transfers to and from Operating and Capital Reserves and Deferred Revenues, as provided on the 2018 Year End Summaries.

CARRIED UNANIMOUSLY

**ENTERED**

Kat Hueggenberg, Communication Coordinator entered at 5:45 p.m.

**REPORTS TO  
COUNCIL**

The following Reports to Council as of January 22, 2019, were reviewed:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library
- Twinning Committee
- Yellowhead East Community Futures Report
- Department Head Report

021-19

Moved by Cr. Kluin that the following Reports to Council as of January 22, 2019, be accepted as information:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library
- Twinning Committee
- Yellowhead East Community Futures Report
- Department Head Report

CARRIED UNANIMOUSLY

**MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society – December 20, 2018
- Barrhead & District Social Housing Association – November 7, 2018

022-19                      Moved by Cr. Penny that the Minutes to Council be accepted as information.  
CARRIED UNANIMOUSLY

**BYLAW 02-2019, DESIGNATED MANUFACTURED HOME SUPPLEMENTARY ASSESSMENT BYLAW**

Bylaw 02-2019, the Designated Manufactured Home Supplementary Assessment Bylaw, was presented.

023-19                      Moved by Cr. Smith that Council give Bylaw 02-2019, the Designated Manufactured Home Supplementary Assessment Bylaw, first reading.  
CARRIED UNANIMOUSLY

024-19                      Moved by Cr. Klumph that Council give Bylaw 02-2019, the Designated Manufactured Home Supplementary Assessment Bylaw, second reading.  
CARRIED UNANIMOUSLY

025-19                      Moved by Cr. Penny that Council give Bylaw 02-2019, the Designated Manufactured Home Supplementary Assessment Bylaw, be presented for third reading.  
CARRIED UNANIMOUSLY

026-19                      Moved by Cr. Assaf that Council give Bylaw 02-2019, the Designated Manufactured Home Supplementary Assessment Bylaw, third reading.  
CARRIED UNANIMOUSLY

**INFORMATION ITEMS**

The following information items were reviewed:

- Alberta Order of Excellence – Nominees
- Athabasca Watershed Council – Support the Operations

Administration will follow-up on further information regarding the Athabasca Watershed Council.

027-19                      Moved by Cr. Penny that the information items be accepted as information.  
CARRIED UNANIMOUSLY

**FOR THE GOOD OF COUNCIL**

Cr. Penny commended the Parks and Recreation Department for Cecile Martin Park being well kept and that the solar lights are working.

**RECESSED**

028-19                      Moved by Cr. Assaf to recess the meeting at 6:16 p.m.  
CARRIED UNANIMOUSLY

**RECONVENED**

029-19                      Moved by Cr. Smith to reconvene the meeting at 6:49 p.m.  
CARRIED UNANIMOUSLY

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

030-19                      Moved by Cr. Penny that Council go in-camera at 6:50 p.m.  
CARRIED UNANIMOUSLY

**OUT-OF-CAMERA**

031-19                      Moved by Cr. Assaf that Council come out-of-camera at 7:40 p.m.  
CARRIED UNANIMOUSLY

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.  
CARRIED UNANIMOUSLY

**ADJOURN**

033-19                      Moved by Cr. Klumph that the Council Meeting be adjourned at 7:41 p.m.  
CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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Director of Development & Legislative Service,  
Cheryl Callihoo



# REQUEST FOR DECISION

**Date:** February 12, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Public Hearing – Bylaw 01-2019, Land Use Bylaw Amendment

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## Summary

Bylaw 01-2019, Land Use Bylaw Amendment – Public Hearing at 5:30 p.m.

## Overview

Bylaw 01-2019 will rezone Plan 1933HW, Block M, Lots 4 & 6 from R4 – Residential to R2S - Residential to allow for the development of a small house subdivision.

Ads were placed in the local paper as well as posted on the Town's website as required under the MGA. To date the Town has not received any inquiries regarding the proposed rezoning. The representatives of the developer will be present at the meeting should Council have any questions.

First reading was given January 8, 2019.

## Recommendations for Action

### *Recommendation #1*

That Council give Bylaw 01-2019, the Land Use Bylaw Amendment Bylaw 2 <sup>nd</sup> and 3 <sup>rd</sup> readings.
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Respectfully Submitted by:

Kathy Vickery  
Interim CAO

**BYLAW 01-2019**  
**LAND USE AMENDMENT BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 04-2015, THE LAND USE BYLAW

WHEREAS, Council wishes to re-district Plan 1933 HW, Block M, Lots 4 & 6 from R4 – Residential to R2S – Residential Small Lot.

WHEREAS, Council considers it desirable, expedient and in the best interest of the Town of Barrhead to amend Bylaw 04-2015, the Land Use Bylaw.

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

1. That Bylaw 04-2015 be amended to indicate that Plan 1933 HW, Block M, Lots 4 & 6, as indicated on attached Schedule "A," is rezoned from R4 – Residential to R2S – Residential Small Lot.
2. That this Bylaw once passed and signed shall form part of Bylaw 04-2015, the Land Use Bylaw.
3. That this Bylaw shall take effect on the day of the final passing thereof.

Read a first time this 8<sup>th</sup> day of January, 2019

TOWN OF BARRHEAD

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

\_\_\_\_\_  
Kathy Vickery, Interim CAO

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
Kathy Vickery, Interim CAO

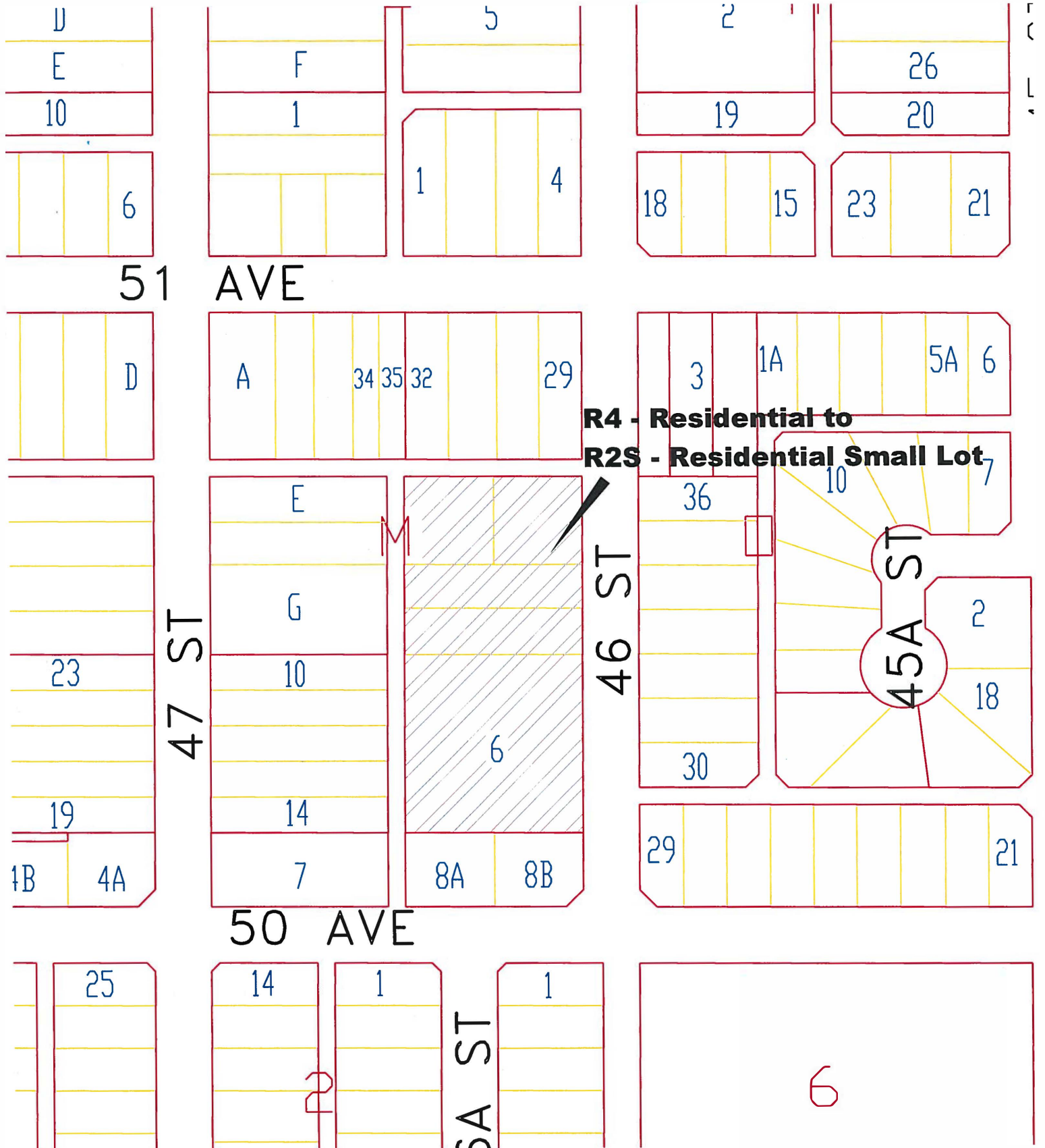
Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2019 and passed.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
Kathy Vickery, Interim CAO

# Schedule "A"





## TOWN OF BARRHEAD PUBLIC NOTICE

Public Notice is hereby given that Council of the Town of Barrhead proposes to pass a Bylaw to amend Land Use Bylaw No. 04-2015 of the Town of Barrhead.

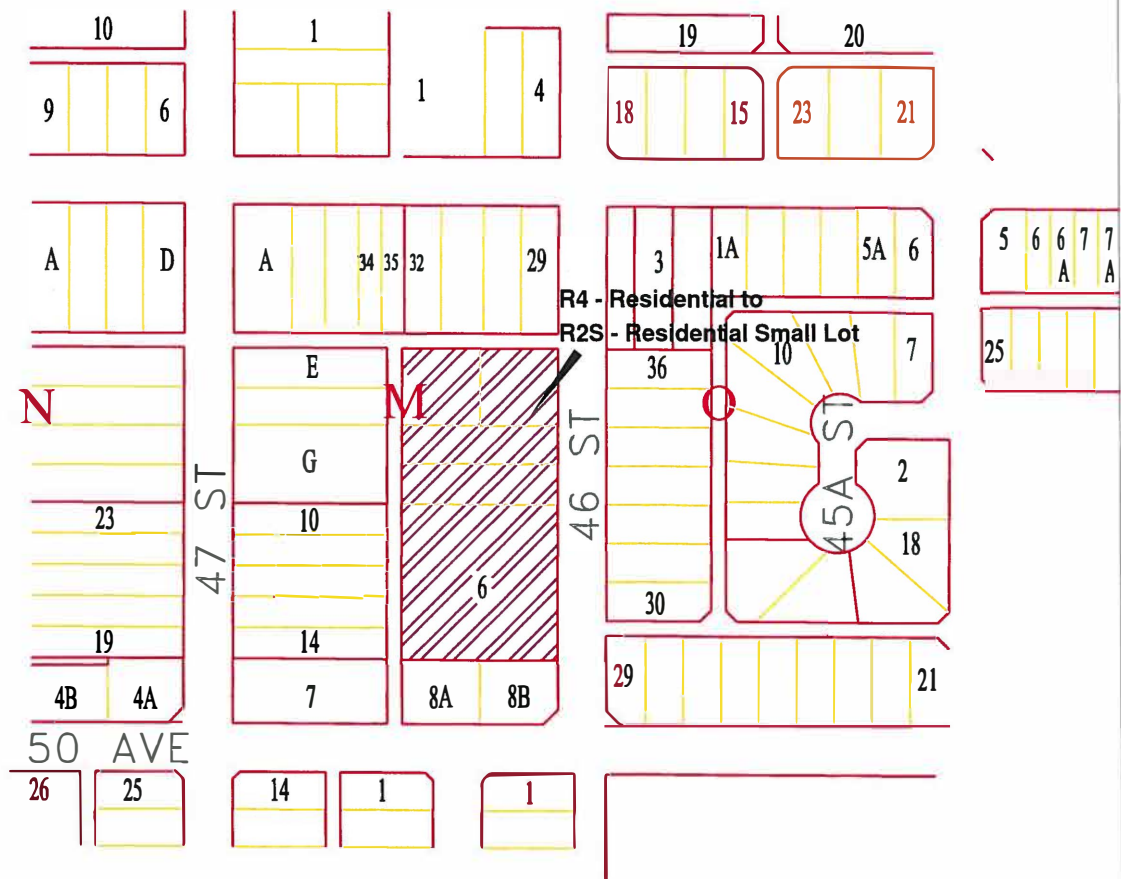
Bylaw 01-2019, as proposed, will authorize the Council of the Town of Barrhead to amend Bylaw 04-2015 as follows:

Re-classify Lots 4 & 6, Block M, Plan 1933 HW

FROM - R4 Residential

TO - R2S Residential Small Lot

A copy of Bylaw 01-2019 may be examined at the Town of Barrhead Administration Office during the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. A Public Hearing will be held at the Barrhead Town Office Council Chambers at 5014-50 Avenue at 5:30 p.m. on Tuesday February 12, 2019 A. D. for the purposes of hearing any objections, recommendations and/or complaints pertaining to the proposed amendment.







# REQUEST FOR DECISION

**Date:** February 12, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Delegation

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## Summary

Delegation 5:45 p.m.

## Overview

Mr. Larry Jansen will be meeting with Council to discuss upgrading the computer system at the Barrhead Bowling Alley.

## Recommendations

### *Recommendation #1*

That Council accept the delegation as information.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

## **Cheryl Callihoo**

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**From:** Larry Jansen  
**Sent:** Tuesday, January 08, 2019 9:19 AM  
**To:** Cheryl Callihoo  
**Subject:** Barrhead bowling

**Categories:** Red Category

Good morning we would like to discuss the up grading of the computer system. Thank you

Sent from my iPhone



# REQUEST FOR DECISIONS

**Date:** February 12, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Barrhead Curling Rink Roof Replacement and Ventilation  
System Upgrade - Design Engineering Services Proposal

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## Summary

Engineering services for the tendering of the Barrhead Curling Rink roof replacement and ventilation system upgrades.

## Overview

The Barrhead Curling Rink Condition Assessment Report of August 2, 2018, prepared by Associated Engineering, identified the roof replacement and ventilation system upgrade ranked as a High Priority (within 1-5 years).

Attached is the proposal from Associated Engineering. This proposal is for the cost of a predesign, design phase \$ 48,600+ GST and the tendering and construction administration of the project \$ 29,600 +GST, for a total of \$ 78,100 +GST.

## Recommendations

### *Recommendation #1*

That Council approve Associated Engineering costs of \$78,100 + GST for predesign and design phases as well as the tendering and construction administration of the Barrhead Curling Rink roof replacement and ventilation system upgrade project.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

January 23, 2019

File: 20183230.00.P.02.03

Mr. Shallon Touet  
Director of Parks and Recreation  
Town of Barrhead  
Box 4189  
5014 - 50 Avenue  
Barrhead, AB T7N 1A2

**Re: BARRHEAD CURLING RINK  
ROOF REPLACEMENT AND VENTILATION SYSTEM DESIGN  
ENGINEERING SERVICES PROPOSAL**

Dear Mr. Touet:

Associated Engineering (AE) is pleased to provide the Town of Barrhead (the Town) with a proposal for professional engineering services for architectural, structural, and building mechanical for the Curling Rink roof replacement and ventilation system.

## **1 PROJECT UNDERSTANDING**

With our previous experience of the Curling Rink, and recent communication with you, the key aspects of the project are as follows:

- The existing sloped metal roof with trusses, and the original built-up roof system are removed down to the existing wood decking and replaced with a new insulated flat roof system.
- A new built-up make-up air unit with distribution ductwork and exhaust is required, and that the Town currently has an air unit and exhaust fan in their possession and would prefer to incorporate it, if possible.
- The Town does not have any record drawings of the building.
- Construction of the work is to be performed during the summer months of 2019 and shall be complete by October 1, 2019.

## **2 SCOPE OF WORK**

### **2.1 PRE-DESIGN PHASE**

AE will provide the following pre-design services:

- Design kick-off meeting to discuss the goals and concerns of the project.
- Structural site visit to assess the timber roof elements to confirm their condition for replacement and to gather any necessary information.

January 23, 2019  
Mr. Shallon Touet  
Town of Barrhead  
- 2 -

- Architectural site visit to gather information on the roof structure and related elements to develop design drawings and specifications, and to confirm if a vapour barrier is present between the walls of the new aquatic building wall and the Curling Rink.
- Provide a design memorandum to the Town for review and comment that describes the intention and methodology of the design.

## **2.2 DESIGN PHASE**

AE will provide the following design services:

- Provide engineering and architectural services for the replacement of the roof system above the curling rink ice, mezzanine, and ice plant room with an insulated flat roof system. The design will include:
  - a new insulated roof system suited for the buildings purpose;
  - replacement of any roof decking and stringers deemed in an unsuitable condition; and
  - new roof drains and splash pads.
- Provide engineering services for a new ventilation system in the arena. The design will include:
  - new built-up make-up air unit;
  - distribution ductwork;
  - exhaust fan; and
  - power source.

## **2.3 TENDERING SERVICES**

AE will provide the following construction tendering services on a time and materials basis:

- Preparation of the Contract Specifications and Issued for Tender Drawings for the listed scope of work, as required.
- Tendering Phase Services, including but not limited to, providing responses to bidders and issuing addenda, based on bidders' questions.

## **2.4 CONSTRUCTION ADMINISTRATION**

AE will provide the following construction administration services on a time and materials basis:

- Attend a project start-up meeting
- Qualify technical questions, issue Site Instructions and sketches, and respond to Requests for Information
- Review shop drawings and submittals
- Attend a site meeting during the construction phase.
- Perform eight site reviews and reports for compliance with the construction documents throughout construction as required. This includes a final deficiency walk-through completed at the end of construction.

January 23, 2019  
Mr. Shallon Touet  
Town of Barrhead  
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### **3 CLARIFICATIONS/ASSUMPTIONS**

- The pre-design kick-off meeting and the architectural and structural site visit will occur on the same day.
- The Town will provide scaffolding for access to the underside of roof deck to determine its condition.
- It is assumed that about 15% of the roof deck requires replacement. Design of a replacement structural roof system is not included in the scope.
- The contract specifications will include AE standard front-end documents.
- The Town has requested that an ARCA (Alberta Roofing Contractors Association) warranty be provided to be consistent with the adjoining Aquatic Centre. The costs for an ARCA certified inspector have not been included in the fees and shall be covered by the Town.

### **4 PROJECT TEAM**

AE has the in-house professional personnel with necessary skill sets and experience to complete the review of the engineering components of the assignment. We propose to team with Grace Zhang to review the architectural components of the building. The key members of the review team are listed below.

Kevin Danyluk, P.Eng., Project Manager and Structural Engineer  
Carl Latonas, P. Eng., Building Mechanical Engineer  
James Sharpe, P. Eng., Electrical Engineer  
Grace Zhang, AAA, MRAIC, LEED® AP, Architect

### **5 FEES**

Based on the above scope of work, Associated Engineering will carry out the predesign and design phases for a fixed fee of \$48,600. The tendering and construction administration portion of the work shall be carried out on a time and material basis with an upset limit of \$29,500. Our Rate Schedule is enclosed.

With reference to the Curling Rink Condition Assessment report, the value of engineering consulting fees was assumed to be 15% of the cost of construction for the roof replacement and the installation of a new built-up air unit; costs of \$500,000 and \$73,000, respectively. For comparison, the engineering consulting fees were estimated to be approximately \$85,950.

Estimated fees include labour and disbursements incurred in the delivery of these services, but do not include applicable taxes.

Invoices will be submitted monthly and are due upon receipt. Interest of 1.5% per month may be charged on accounts in arrears over 30 days.



Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

January 23, 2019  
Mr. Shallon Touet  
Town of Barrhead  
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If you have any questions, please contact Patrick Mastromatteo, or either of the undersigned.

Yours truly,

Kevin Danyluk, P. Eng.  
Project Manager

Carma Holmes, MBA, P.Eng., LEED®AP  
Division Manager, Buildings Engineering

KD/dlm

Attachment:

2019 AE Preferred Rate Schedule

# 2019 PREFERRED RATE SCHEDULE

## Associated Engineering Alberta Ltd.

Rates Effective January 01, 2019 – December 31, 2019

Level	Engineer (E)	Landscape Architect (Z)	Planner (N)	Geoscientist, Biologist, Agrologist (P, C)	Technician (T)	Project Administrator/ Support (S)
0	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$50.00
1	\$115.00	\$110.00	\$110.00	\$105.00	\$90.00	\$65.00
2	\$130.00	\$125.00	\$125.00	\$125.00	\$110.00	\$75.00
3	\$165.00	\$155.00	\$155.00	\$155.00	\$125.00	\$95.00
4	\$195.00	\$190.00	\$190.00	\$185.00	\$145.00	\$105.00
5	\$240.00	\$220.00	\$220.00	\$210.00	\$160.00	\$120.00
6	\$280.00	\$255.00	\$255.00	\$240.00	\$190.00	\$140.00
7	\$320.00	\$270.00	\$270.00	\$270.00	\$230.00	\$170.00

### NOTES:

1. Classification and level are as defined by the Consulting Engineers of Alberta (CEA) in their publication entitled "Consulting Engineers Fee Guideline".
2. Overtime for professional staff will be billed at straight time; overtime for technicians and support staff will be billed at straight time rates plus twenty percent (20%). Overtime is calculated for hours worked beyond the regular hours per day.
3. Rates in effect to the earlier of project completion or December 31, 2019.
4. Disbursements for reproduction, communications, local transportation (within one hour radius of office) and computer charges will be billed at eight percent (8%) of labour fees. Other disbursements such as travel expenses, accommodations and meals will be billed at invoiced cost additional to the 8% base disbursement fee.
5. Sub-consultants retained by Associated Engineering Alberta Ltd. will be billed at cost plus a mark-up of five percent (5%) to cover costs of handling, financing and liability insurance.
6. Federal Government Goods and Services tax will be applied in addition to the charge-out rates.
7. Invoices are due and payable upon receipt. Overdue invoices will accrue interest at eighteen percent (18%) per annum, calculated monthly or as stipulated in the Client/Engineer Agreement.



# REQUEST FOR DECISIONS

**Date:** February 12, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Lot 38U – Lane Request

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## Summary

Lot 38U – Lane Request

## Overview

This item is being brought back to Council to clarify their motion to accept Ms. Hiemstra's presentation and request to make Utility Lot 38U into a lane as information.

Council has requested Administration to bring back further information regarding this request. At present the Town does not have any lanes created from Utility Lots; we do however have walkways created on Public Utility Lots (PUL).

In order to create a lane the following will need to be done:

- The area will need to be surveyed to ensure it meets lane width standards
- The land will need to be excavated which includes removing existing loose soil, possible trees and a portion of garden located on the lands
- A filter cloth and gravel base would then be added to ensure the area meets the Town standards for lane development.
- The estimated cost to create a potential lane would be \$15,000.00; this does not include the cost of possible relocation of two existing gas lines within Lot 38U. To remove or relocate gas lines would more than double the estimate provided.
- The private access adjacent to Lot 38U will also need to be removed and relocated in order to provide safe access for residents.

## Recommendations

### *Recommendation #1*

That Council denies the request to create a lane access on Lot 38U.
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Respectfully Submitted by:

Kathy Vickery  
Interim CAO

## **Cheryl Callihoo**

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**From:** Grace Hiemstra  
**Sent:** Thursday, January 24, 2019 1:48 PM  
**To:** Cheryl Callihoo  
**Subject:** Request for Response to Jan 8 2019 Presentation

Could you please send me Town Council's decision regarding my presentation to council on Jan 8?

From what I understand from reading an article in the Jan 22 2019 BHD Leader, the Town Council accepted my presentation/request as information.

Please advise if this means that council will be gathering further information to reconsider our request to open lot 38U to create a lane access.

Thank you

5/31/2016 (Most Current)



5/31/2016 (Most Current)





↑  
Lot 38U



# REQUEST FOR DECISION

**Date:** February 12, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** CRASC ARB Members

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## Summary

Capital Regional Assessment Services Commission (CRASC) appointment of ARB Members.

## Overview

Attached is an email from CRASC containing the list qualified ARB members to sit on the Assessment Review Boards and CRASC has requested the following resolution be made by Council appointing the members.

## Recommendations

### *Recommendation #1*

That Council accept that in keeping with Bylaw 02-2010, the Assessment Review Board Bylaw, Council of the Town of Barrhead hereby appoints the following individuals: Judy Bennett, Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph, as members of the Assessment Review Board that may from time to time be required to hear assessment related complaints and appoint Richard Barham as the Assessment Review Board Clerk, all the above for a term ending December 31, 2019.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

## Cheryl Callihoo

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**From:** Kathy Vickery  
**Sent:** Wednesday, January 30, 2019 3:46 PM  
**To:** Cheryl Callihoo  
**Subject:** Fw: ARB Appointments

Hi not sure if you also got this email, but for next agenda.

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**From:** Archie Grover <[archie.grover@crasc.ca](mailto:archie.grover@crasc.ca)>  
**Sent:** Wednesday, January 30, 2019 1:09:07 PM  
**To:** 'Alvin Allim'; 'Sylvia Roy'; Kathy Vickery; 'Sue Evans'; 'Emily House'; 'Town CAO'; 'Teri Pelletier'; 'Debbie Hamilton'; [cao@silverbeach.ca](mailto:cao@silverbeach.ca); [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com); [cao@smokylake.ca](mailto:cao@smokylake.ca); 'Sharleen Horchuk'; 'SV of Sundance Administrator'; 'Village of Vilna'; [treasurer@swanhills.com](mailto:treasurer@swanhills.com); [cao@wabamun.ca](mailto:cao@wabamun.ca); 'Village Of Waskatenau'; 'Judy Barney'; [gmbancroft@shaw.ca](mailto:gmbancroft@shaw.ca); [cao@bonaccord.ca](mailto:cao@bonaccord.ca); 'Gizele St. Jean'; [jseppola@westlock.ca](mailto:jseppola@westlock.ca); 'Luana Smith'; 'Tracy Lebedynski'; 'Roberta Malysh'; 'Parkland Beach - CAO'; 'S.V. Burnstick Lake'; [ana.spencer@mdlsr.com](mailto:ana.spencer@mdlsr.com); 'Pat Vincent'; [doyarzun@countybarrhead.ab.ca](mailto:doyarzun@countybarrhead.ab.ca); [roland@slavelake.ca](mailto:roland@slavelake.ca)  
**Cc:** 'Richard Barham'  
**Subject:** ARB Appointments

Greetings To You All,

Another year is upon us and it will now be necessary to appoint by resolution, the following as your ARB Officials for 2019.

ARB Chairman – Raymond Ralph.

Certified ARB Clerk – Richard Barham.

Certified Panelists – Judy Bennett,  
Darlene Chartrand,  
Tina Groszko,  
Steward Hennig,  
Richard Knowles,  
Raymond Ralph.

If you have any questions relative to this request please do not hesitate to contact me.

Thank You.

Archie Grover, Manager  
Capital Region Assessment Services Commission  
11810 Kingsway Avenue NW  
Edmonton AB T5G 0X5  
Telephone (780) 438-2052



# REQUEST FOR DECISION

**Date:** February 12, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** TGIF Grant Funding for Branding Project

## Summary

Tourism and Growth Innovation Fund (TGIF) Grant

## Overview

The Town of Barrhead has been awarded a grant from the Tourism and Growth Innovation Fund (TGIF) through Alberta Culture and Tourism, in the amount of \$54,000 for the Barrhead Destination Branding Project.

Council approved \$25,000 for the purpose of branding the Town of Barrhead using a large public participation initiative in 2018. Administration was notified in November of an available grant, the TGIF grant, which would greatly increase our resources for this project without budgeting any additional funds. The total project, including the grant funds, is \$ 79,000.

The grant application was successful and Administration will begin drafting an RFP looking for qualified consultants to undertake this project.

## Recommendations

### *Recommendation #1*

That Council accept the letter from Alberta Culture and Tourism regarding the Town's successful Tourism Growth Innovation Fund (TGIF) grant application, with funding of \$ 54,000.00, towards the Barrhead Destination Branding Project, as information.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO



*Office of the Minister  
MLA, Calgary-Cross*

January 29, 2019

Kathy Vickery  
Director of Corporate Services/Interim CAO  
Town of Barrhead  
Box 4189, 5014 – 50 Avenue  
Barrhead, AB T7N 1A2

Dear Kathy Vickery:

I am pleased to advise that your recent Tourism Growth Innovation Fund (TGIF) application during the latest intake for Barrhead Destination Branding has been approved in the amount of \$54,000 under the Destination Development Support funding stream.

As Minister of Culture and Tourism, I am proud to support projects like yours that contribute to the economic growth of Alberta's tourism industry and improve the quality of experiences for visitors and Albertans.

Department staff will be in touch with you to confirm the terms and conditions of your grant agreement. If you have any questions or require further information at this time, please contact Alexis Nelson, Tourism Development Officer, at 780-427-6677 (toll-free by first dialing 310-0000) or [alexis.nelson@gov.ab.ca](mailto:alexis.nelson@gov.ab.ca).

Congratulations on your successful application. I wish you continued success in contributing to the growth of Alberta's destinations and experiences.

Best Regards,

Ricardo Miranda  
Minister

cc: Mr. Glenn van Dijken, MLA  
Barrhead-Morinville-Westlock

**COUNCIL REPORTS  
AS OF FEBRUARY 12, 2019**

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



# REQUEST FOR DECISIONS

**Date:** February 12, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Information Items

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## Summary

Information Items for Council's review.

## Overview

The following information items were presented:

- AltaGas Utilities Inc. – Change in Management
- ACP Grant Funding Approval
- Fortis distribution and transmission rate change update

## Recommendations

### *Recommendation #1*

That Council accept as information.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO



AltaGas Utilities Inc.  
5509 45th Street  
Leduc AB T9E 6T6

main 780.986.5215  
fax 780.986.5220

January 28, 2019

RECEIVED

JAN 31 2019

Mayor David McKenzie and Council  
Town of Barrhead  
PO Box 4189  
Barrhead, AB T7N 1A2

Dear Mayor McKenzie and Council:

I am writing to advise you of a recent change in management at AltaGas Utilities Inc.

After six years as President and over thirty-seven years of service to our company, Greg Johnston retired in January, 2019. Upon his retirement, I assumed the position of President, AltaGas Utilities Inc.

AltaGas Utilities Inc. has a long history of providing safe, reliable natural gas distribution services to the Town of Barrhead. This tradition is the cornerstone of our commitment to our customers, and has been for sixty-four years. The entire AltaGas Utilities team is dedicated to building upon that foundation, and I am proud to serve as part of that team.

I invite you to update your records to reflect this change in management at our company and to contact me at any time, should the need arise.

Yours truly,

**AltaGas Utilities Inc.**

A handwritten signature in blue ink that reads "Mark Lowther". The signature is written in a cursive, flowing style.

Mark Lowther  
President



RECEIVED

FEB 04 2019

*Office of the Minister  
MLA, Leduc-Beaumont*

AR96073

January 28, 2019

Reeve Douglas Drozd  
County of Barrhead  
5306 - 49 Street  
Barrhead AB T7N 1N5

Dear Reeve Drozd,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the County of Barrhead has been approved for a grant of \$137,500 under the Intermunicipal Collaboration component in support of your Regional Geographic Information System project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Honourable Oneil Carlier, MLA, Whitecourt-Ste. Anne  
Mayor David McKenzie, Town of Barrhead  
Mayor Jim Rennie, Woodlands County  
Debbie Oyarzun, County Manager, County of Barrhead  
Kathy Vickery, Interim Chief Administrative Officer, Town of Barrhead  
Pat Vincent, Interim Chief Administrative Officer, Woodlands County



Dave Hunka  
Manager, Municipalities  
& Key Accounts North  
Customer Service

**FortisAlberta Inc.**  
100 Chippewa Road  
Sherwood Park, Alberta  
(780) 464-8311 Direct Line  
(780) 868-7040 Cellular  
(780) 464-8398 Fax  
[Dave.Hunka@FortisAlberta.com](mailto:Dave.Hunka@FortisAlberta.com)  
[www.FortisAlberta.com](http://www.FortisAlberta.com)

February 7, 2019

**RE: Approved FortisAlberta 2019 Distribution Rates**

As a follow up to our correspondence of Sept. 25, 2018, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for FortisAlberta's distribution rates, effective January 1, 2019. In addition, the AUC has approved transmission rider rates effective January 1, specifically the Balancing Pool Allocation Rider, Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider. FortisAlberta flows through and collects all transmission costs as billed by the Alberta Electric System Operator (AESO) as approved by the AUC.

The attached chart illustrates the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2018 and January 2019 bundled bill from your retailer. The bundled bill percentages indicated on the attached chart will vary slightly compared to the version you would have received in September, as it reflects the transmission rider rate adjustments.

In addition, adjustments were approved by the AUC for the Maximum Investment Levels effective January 1, 2019. The chart reflecting these approved levels is also included in this correspondence.

We thank you for the opportunity to advise you of these matters and invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka", written in a cursive style.

Dave Hunka  
Manager, Municipalities & Key Accounts North  
(780) 464-8311 Direct Line  
(780) 868-7040 Cellular  
(780) 464-8398 Fax  
[Dave.Hunka@FortisAlberta.com](mailto:Dave.Hunka@FortisAlberta.com)

**Average Monthly Bill Impacts by Rate Class**  
**Including Energy, Retail, Distribution, Transmission and Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2018 Bill	Jan 2019 Bill	\$ Difference	% Change
11	Residential	300kWh		\$ 70.31	72.16	\$ 1.85	2.6%
		640kWh		115.53	117.67	\$ 2.14	1.9%
		1200kWh		189.98	192.66	\$ 2.68	1.4%
21	FortisAlberta Farm	900kWh	5kVA	\$ 183.98	178.07	\$ (5.91)	-3.2%
		1,400kWh	10kVA	305.75	295.65	\$ (10.10)	-3.3%
		7,500kWh	25kVA	1,173.54	1,138.10	\$ (35.44)	-3.0%
26	FortisAlberta Irrigation	6,000kWh	20kW	\$ 1,647.98	1,782.60	\$ 134.62	8.2%
		14,518kWh	33kW	3,411.60	3,737.66	\$ 326.06	9.6%
		45,000kWh	100kW	10,445.90	11,456.60	\$ 1,010.71	9.7%
31	Street Lighting (Investment)	5,144kWh	12,500W	\$ 2,804.80	2,974.38	\$ 169.59	6.0%
33	Street Lighting (Non-Investment)	7,900kWh	20,000W	1,527.70	1,637.00	\$ 109.30	7.2%
38	Yard Lighting	5,000kWh	12,000W	1,827.32	1,940.92	\$ 113.60	6.2%
	Based on 100 HPS Lights in assorted fixture wattages						
41	Small General Service	1,083kWh	5kW	\$ 197.43	198.91	\$ 1.48	0.7%
		2,165kWh	10kW	372.38	374.83	\$ 2.45	0.7%
		10,825kWh	50kW	1,771.97	1,782.18	\$ 10.20	0.6%
44/45	Oil & Gas Service	2,590kWh	7.5kW	\$ 434.58	419.90	\$ (14.68)	-3.4%
		5,179kWh	15kW	839.19	811.11	\$ (28.07)	-3.3%
		25,895kWh	75kW	4,010.42	3,878.71	\$ (131.71)	-3.3%
61	General Service	32,137kWh	100kW	\$ 3,718.66	3,661.84	\$ (56.82)	-1.5%
		63,071kWh	196kW	6,928.10	6,833.64	\$ (94.45)	-1.4%
		482,055kWh	1500kW	47,344.65	46,766.36	\$ (578.29)	-1.2%
63	Large General Service	824,585kWh	2500kW	\$ 85,610.13	83,701.39	\$ (1,908.74)	-2.2%
		1,529,769kWh	4638kW	144,198.00	141,909.17	\$ (2,288.83)	-1.6%
		3,298,338kWh	10,000kW	301,473.62	298,231.56	\$ (3,242.07)	-1.1%

**Notes:**

As approved by the Alberta Utilities Commission in Decision 23893-D01-2018 on December 19, 2018

**Riders Included:**

Municipal Franchise Fees  
Municipal Assessment Rider (0.94% on July 1, 2018)  
2019 Base Transmission Adjustment Rider  
2018 Q4 & 2019 Q1 Quarterly Transmission Adjustment Rider  
2019 Balancing Pool Allocation Rider

**Retail / Energy Price Assumptions:**

Rates 11 thru 44 -- January 2018 to December 2018 Average EPCOR Regulated Rate Tariff  
Rates 61 & 63 -- November 2017 to October 2018 Average EPCOR Default Supply Rates

## APPENDIX “B” – CUSTOMER CONTRIBUTIONS SCHEDULES

**Table 1**  
**Maximum Investment Levels for Distribution Facilities**  
**When the Investment Term is 15 years or more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,556 per service
Rate 11 Residential Development	\$2,556 per service, less FortisAlberta’s costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,799 base investment, plus \$830 per kVA of Peak Demand
Rate 26 Irrigation	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 38 Yard Lighting	\$825 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,985 per fixture
Rate 41 Small General Service	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,799 base investment, plus \$923 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,799 base investment, plus \$923 per kW for the first 150 kW, plus \$116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$104 per kW of Peak Demand, plus \$115 per metre of Customer Extension

Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

**Proposed 2019 Annual Rate Adjustments filed September 10, 2018**

Effective: January 1, 2019 as approved in Decision 23893-D01-2018



# REQUEST FOR DECISION

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**Date:** January 22, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** In Camera - Land

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## Summary

In-Camera - FOIP Act Section 24 - Land

## Overview

## Recommendations

### *Recommendation #1*

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Respectfully Submitted by:

Kathy Vickery  
Interim CAO