



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, OCTOBER 12, 2021 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD AGRENA'S CHARLES GODBERSON  
ROTARY ROOM**

*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 – September 28, 2021
4. Public Hearings
5. Delegations
  - (a) Delegation at 5:30 pm -Senate candidate Pam Davidson, Senate candidate (virtual meeting)
  - (b) Delegation at 7:00 pm - Jennifer Pederson, Communication Coordinator – presentation on “Better in Barrhead” web-site
6. Old Business
7. New Business
  - (a) Agrena Project – Retrofit upgrades tender
  - (b) Utility Account Write-Offs
  - (c) Accounts Receivable Write-Offs
  - (d) Education Facilities Property Tax Exemption Application
8. Reports
  - (a) Council Reports
  - (b) CAO Report
  - (c) Council Action List to September 28, 2021

9. Minutes
10. Bylaw
11. Correspondence Items
12. For the Good of Council
13. Tabled Items
14. Closed Session

(a) Pursuant to Section 16 Land and Section 24(1) Legal of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 28, 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, Cheryl Callihoo, Director of Development & Legislative Services and Jennifer Mantay, Financial Assistant

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.

318-21

Moved by Cr. Klumph that the agenda be accepted as presented with the following additions:

- Add - Closed Session - Personal
- Add - 8(a) Public Library Report
- Add - 8(a) Barrhead 7 District Social Housing Association Report
- Add - 8(a) Community Future Yellowhead East Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of September 14, 2021, were reviewed.

319-21

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of September 14, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

**PARKING ON 57<sup>TH</sup> AVENUE (RODEO DRIVE)**

To obtain further direction from Council regarding an inquiry made in respect to vehicle parking along both sides of 57<sup>th</sup> Avenue (Rodeo Drive).

Ed LeBlanc, CAO reviewed with Council parking along both sides of 57<sup>th</sup> Avenue (Rodeo Drive).

Cr. Kluin suggested that Peace Officer, Brandon Johnson work some evenings hours and weekends and advise what cost would be.

Council discussed and requested Ed LeBlanc, CAO to follow up with times Peace Officers can operate.

Council discussed amending the Traffic Bylaw to allow parking along Northside of 57<sup>th</sup> Avenue.

320-21

Moved by Cr. Klumph that Council receives Administration's report on vehicle parking on 57<sup>th</sup> Avenue (Rodeo Drive), as information and instructs Administration to present the 57<sup>th</sup> Avenue rehabilitation project during the 2022 budget deliberations.

CARRIED UNANIMOUSLY

**NOVEMBER, 2021 AUMA  
COVENTION – RESOLUTIONS  
ON AMBULANCE SERVICES**

To provide further information to Council on the upcoming AUMA Convention relating to resolutions on medical assist calls.

- 321-21 Moved by Cr. Assaf that Council receives Administration's report on the AUMA Resolution 2021.B.12 relating to an independent review of Alberta Health Services Emergency Ambulance Dispatch and Emergent Resolution 1 relating to the responsibility of Ambulances Service Delivery that will be presented during the November 17<sup>th</sup> – 19<sup>th</sup> AUMA Convention, as information.

CARRIED UNANIMOUSLY

**MEMORANDUM OF  
UNDERSTANDING WITH  
THE RCMP**

For Council to endorse the Memorandum of Understanding in relation to the enhanced level of police service from the RCMP.

- 322-21 Moved by Cr. Oswald that Council endorses the Memorandum of Understanding with the RCMP as it relates to an enhanced level of police service for the School Liaison Program, as presented.

CARRIED UNANIMOUSLY

**CHANGE OF VENUE  
FOR COUNCIL MEETING  
ON OCTOBER 12, 2021**

For Council to approve the change of venue to the Charles Godberson Rotary Room for the October 12, 2021 Council Meeting.

- 323-21 Moved by Cr. Penny that Council authorize the change of venue to the Charles Godberson Rotary Room for the October 12, 2021 Council Meeting.

CARRIED UNANIMOUSLY

**2020-2024 THREE YEAR  
OPERATING PLAN AND THE  
2022-2030 TEN YEAR  
CAPITAL PLAN**

For Council to approve the 2022 – 2024 Three Year Plan and the 2022 -2030 Ten Year Capital Plan.

- 324-21 Moved by Cr. Klumph that Council approves the 2022-2024 Three Year Operating Plan, with budget additions, as presented.

CARRIED UNANIMOUSLY

- 325-21 Moved by Cr. Klumph that Council approves the 2022-2030 Capital Plan, as presented.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of September 28, 2021, were reviewed:

- Public Library
- Barrhead Accessibility Coalition
- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Community Future Yellowhead East

326-21 Moved by Cr Oswald that the following Reports to Council as of September 28, 2021, be accepted as information:

- Public Library
- Barrhead Accessibility Coalition
- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Community Future Yellowhead East

CARRIED UNANIMOUSLY

## MINUTES

Review minutes from Barrhead & District Family and Community Support Services Society, as presented.

327-21 Moved by Cr. Kluin that Council accept the following minutes from Barrhead & District Family and Community Support Services Society, as presented.

CARRIED UNANIMOUSLY

## BYLAW 08-2021 CEMETERY BYLAW

To present Bylaw 08-2021, Cemetery Bylaw for Council's approval and formal adoption.

328-21 Moved by Cr. Assaf that Council tables the first reading of Bylaw 08-2021, Cemetery Bylaw and instructs Administration to provide further information at the next Council meeting.

CARRIED UNANIMOUSLY

## CORRESPONDENCE

Letter from the Town of Crossfield, dated September 8, 2021, their opposition on Bill C-21 to make changes to the Criminal Code and the Firearms Act.

Letter from the Town of Sundre, dated September 10, 2021, requesting the Alberta Government ensure that Alberta municipalities will not be charged with assisting in funding the RCMP's retroactive payment.

Letter from the Town of Sundre, dated September 10, 2021, regarding the importance of continuing to keep the Council Code of Conduct Bylaw as a legislated requirement.

329-21 Moved by Cr. Penny that Council accepts the following letter, as information.

- Letter from the Town of Crossfield, dated September 8, 2021, their opposition on Bill C-21 to make changes to the Criminal Code and the Firearms Act.
- Letter from the Town of Sundre, dated September 10, 2021, requesting the Alberta Government ensure that Alberta municipalities will not be charged with assisting in funding the RCMP's retroactive payment.
- Letter from the Town of Sundre, dated September 10, 2021, regarding the importance of continuing to keep the Council Code of Conduct Bylaw as a legislated requirement.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Klumph thanked Parks and Recreation for their help with the Show Shine Event.

Cr. Penny commended the Aquatic Staff for dealing with changing situation regarding staffing.

**RECESSED**

330-21 Moved by Cr. Klumph to recess the meeting at 6:20 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

331-21 Moved by Cr. Assaf to reconvene the meeting at 6:55 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –  
FOIP ACT SECTIONS 16 & 24**

332-21 Moved by Cr. Smith that Council go in closed session at 6:55 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

333-21 Moved by Cr. Kluin that Council come out of closed session at 8:03 p.m.

CARRIED UNANIMOUSLY

334-21 Moved by Cr. Assaf that Council decline the offer to purchase Lot 8 Block 11 Plan 8279 ET.

CARRIED UNANIMOUSLY

**ADJOURN**

335-21 Moved by Cr. Kluin that the Council Meeting be adjourned at 8:03 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:** Oct 12, 2021

**Re:** 7:00 p.m. – Delegation – Jennifer Pederson, Communication Coordinator

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## **1.0 PURPOSE:**

Jennifer Pederson, Communication Coordinator presenting the new “Better in Barrhead” web-site.

## **2.0 BACKGROUND AND DISCUSSION:**

Jennifer Pederson will present information on the new web-site “Better in Barrhead” and will illustrate its importance and value to our overall community.

Local economic development is important to every stakeholder and this new web-site has created an improved marketing and communication tool.

## **3.0 ALTERNATIVES:**

3.1 Council accepts the presentation from Jennifer Pederson on “Better in Barrhead” web-site, as information.

3.2 Council accepts the presentation from Jennifer Pederson on “Better in Barrhead” web-site, as information and instruct Administration to provide additional information for the next Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

The development of the new web-site was created “in-house”.

## **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0    SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0    POLITICAL/PUBLIC IMPLICATIONS:**

The web-site provides another avenue to showcase our community.

**8.0    ATTACHMENTS:**

None.

**9.0    RECOMMENDATION:**

Council accepts the presentation from Jennifer Pederson on “ Better in Barrhead “ web-site, 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:** October 12, 2021

**Re:** Agrena Project - Retrofit upgrade tender

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**1.0 Purpose:**

To review and consider the submitted tenders for the Agrena retro-fit upgrade Project.

**2.0 Background and Discussion:**

The following is an excerpt of a report presented during the April 13, 2001 Council Meeting:

*Our Recreation and Parks Department has been very diligent in their efforts to secure a capital grant to undertake capital improvements at the Agrena. The general scope of the project relates to the replacing the existing refrigeration pumps and heating equipment.*

*With the added support of an engineer report, our Parks & Recreation Department was successful in securing a capital grant of \$750,000.00 from Municipal Climate Change and Action Centre.*

*The Agrena uses seven refrigerate pumps for creating the ice playing surface and redirects the wasted energy to heat the interior of the building. All the pumps are original equipment and are 21 years old. The engineer report outlines that the pumps along with the motors are at the end of their expected life span and will or has in the past required significant repairs. The refrigerant freon material for six of the seven heat pumps will be discontinued in 2 – 4 years.*

*The noted capital improvements are included in the Town's existing 10-year capital plan and was identified as a potential project for 2023.*

*The process for this particular capital project would consist of our engineers preparing a "design built" tender, seeking a potential design from the private sector. After the evaluation process is completed, a recommendation would be forward to our office for consideration with the possibility of Council awarding the project.*

*If approved, the project would commence this year and completed by 2022, with the anticipation that it would not disrupt the traditional ice usage season.*

*The capital grant stipulates that the project must be completed by August 31, 2022.*

After the presentation and discussion, Council passed the following two resolutions:

*Moved by Cr. Kluin to authorize Administration to endorse the offer letter from Municipal Climate Change Action Centre dated March 18, 2021 for a rebate of \$730,000.00 regarding the Town's application for the Recreation Energy Conservation Program.*

*(Resolution No. 129-21)*

Moved by Cr. Penny that Council instructs Administration to engage the services of Associate Engineering Alberta Ltd. to prepare a Design Build tender for the Agrena Capital Retrofit and Energy Conservation Project.

*(Resolution No. 130-21)*

The tenders were opened on September 23, 2021 and the results of the tenders are included in the attached letter from Associated Engineering dated October 6, 2021.

The following is the financial summary of the proposed project:

Project Expense:

Preliminary Engineering Services – Energy Audit	24,525.00
Engineering Advisory Services	64,000.00
Total Construction	1,663,600.00
Contingency Allowance (15%)	<u>249,540.00</u>
Total Expense	2,001,665.00

Source of Funding:

Municipal Climate Change Action Centre	750,000.00
2021 Budget allocation - Federal Gas Tax Program	100,000.00
2022 Budget allocation and prior years' unallocated - Federal Gas Tax Program	<u>1,151,665.00</u>
Total Source of Funding	2,001,665.00

Based on the Engineer's review and analysis of the tenders, they forward a recommendation to award the project to Trane Canada ULC.

However, at the time of preparing this report, Administration was still trying to confirm that the substituted equipment (from an Ice Kube heat pumps to a Trane heat Pumps) would still be eligible for funding under the Municipal Climate

Change Action (M.C.C.A.C.) parameters. Administration is confident that we will be successful.

Administration may have additional information on the grant issue in time for the discussion with Council on October 12<sup>th</sup>.

### **3.0 Alternatives:**

- 3.1 Council awards the Agrena retro-fit upgrade tender to Trane Canada ULC to the maximum amount of \$1,663,600.00 (excluding G.S.T.).
- 3.2 Council tables the tender for the Agrena retro-fit project until such time as Administration can confirm the grant level from Municipal Climate Change Action Centre and to bring back the information at the next Council Meeting.
- 3.3 Council rejects all tenders relating to the Agrena retro-fit upgrade project and instructs Administration to direct the Town's engineers to re-tender the project by amending the scope of work.

### **4.0 Financial Implications:**

The complete project is funded by a capital grant secured from Municipal Climate Change Action Centre and from the Town's annual allocation from the Federal Gas Tax Program.

### **5.0 Interdepartmental Implications:**

None

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

As more than 50% of the funding is derived from the Federal Gas Tax Program, the necessary accounting to senior government would be required.

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

The capital project was part of the Town's multi-year Capital Plan and was originally scheduled for 2023, however with the secured capital funds, Council could have the Town's facility modernized one year ahead of scheduled.

### **8.0 Attachments:**

- 8.1 Letter from Associated Engineering Alberta Ltd. dated October 6, 2021.

## 9.0 **Recommendations:**

Council tables the tender for the Agrena retro-fit project until such time as Administration can confirm the grant level from Municipal Climate Change Action Centre and to bring back the information at the next Council Meeting.

(original signed by the CAO)

Edward LeBlanc

CAO



Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

October 6, 2021  
File: 20213093

Shallon Touet  
Director of Parks and Recreation  
Town of Barrhead  
Box 4189  
5014 50 Avenue  
Barrhead, AB T7N 1L1

**Re: TOWN OF BARRHEAD - AGRENA MECHANICAL UPGRADES BID EVALUATION**

Dear Mr. Touet:

Bids for the Town of Barrhead Agrena Building Mechanical Upgrades project were received and opened at the office of Associated Engineering (AE) at 2:00 pm on September 23, 2021. Three (3) bids were received from potential design builders. A summary of bids received are shown in **Table 1**.

**Table 1:**  
**Bid Summary**

Bidders	Bid Package Total	Bid Price Substitution	Total Bid Amount (excluding GST)
Daniels Heating and Refrigeration Ltd.	\$1,889,500.00	N/A	<b>\$1,889,500.00</b>
Goldbar Contractors Inc.	\$1,811,600.00	N/A	<b>\$1,811,600.00</b>
Trane Canada ULC	\$1,663,600.00	(\$365,000)	<b>\$1,298,600.00</b>

According to Section 002113 this tender was evaluated by the following Review and Evaluation Steps:

1. Step 1 Mandatory Submissions: the evaluation requirements listed the following mandatory requirements supplementary of the Bid Form 004100: Consent of Surety, Bid Bond or Letter of Credit, Substitution List, Subcontractor List, Certificate of Insurance, Copy of Certificate of Recognition, Proof of Worker's Compensation Board. All bidders submitted the requirements, refer to **Table 2** (attached).
2. Step 2 Bidders' Qualifications: Bidders who pass the Review and Evaluation Step 1 with all mandatory submissions were reviewed for their qualifications per Section 004513. Average scores of the Town and AE for Bidders' Qualifications are included in **Table 3** (attached).
3. Step 3 Bid Form: For bids meeting the mandatory submissions (Step 1) and achieved Bidders' Qualification percentages of 50% or more (Step 2) had their Bid Prices evaluated, per Section

A Carbon  
Neutral  
Company



Platinum  
member



002113 and total scores combined. Bid prices and total combined scores are included in **Table 3** (attached).

Trane Canada ULC has also proposed an equipment substitution for the specified Ice Kube Heat Pumps to Trane Heat Pumps for the Ice Plant for a price reduction of \$365,000 for an adjusted Total Bid of \$1,298,600.

After completing the evaluation process, it was determined that Trane Canada ULC scored the most total points. AE recommends that the Town of Barrhead accept the bid from Trane Canada ULC for the Agrena Mechanical Upgrades project with the proposed substitution. This is the highest scoring compliant bid and is also the lowest Total Bid.

**Table 4** provides a summary of the anticipated total project costs, based on the bids received and the initial cost estimate.

**Table 4: Project Estimate Summary**

Project Cost	Construction Tender Project Cost
Design Build Cost	\$1,298,600
Advisory Services	\$64,000
Recommended Contingency (15 % Rounded)	\$195,000
<b>Total Capital Cost</b>	<b>\$1,557,600</b>

Should the Town of Barrhead accept our recommendation, in accordance with Article No. 1.12 of the Instruction to Bidders, it would be in order to issue a Notice of Award with the condition of Council approval. For your convenience, we have enclosed a DRAFT Notice of Award, to be re-typed on your letterhead, to the successful bidder, with a copy to us for our files.

Should you have any questions, please do not hesitate to call the undersigned at 587-772-0598.

Yours truly,

Kevin Danyluk  
Project Manager  
KD

## **Barrhead Arena Mechanical Upgrades**

**Table 2: Mandatory Submissions**

<b>Mandatory Submissions</b>	<b>Daniels Heating and Refrigeration</b>	<b>Goldbar Contractors</b>	<b>Trane Canada ULC</b>
<b>Document 00 41 00 - Bid Form (upload in Review and Evaluation Step 3)</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>Document 00 43 14 - Consent of Surety</b>	<b>Y - LOC</b>	<b>Y - BB</b>	<b>Y - BB</b>
<b>Document 00 43 24 - Bid Bond (upload in Review and Evaluation Step 3)</b>	<b>Y - LOC</b>	<b>Y - BB</b>	<b>Y - BB</b>
<b>Document 00 43 25 - Substitution List. List substitute products and resulting price variations proposed, if there are no substitutions submit the sheet with a note “not applicable”. Base Total Bid on specified products.</b>	<b>Y</b>	<b>Y - CO2 CINCO ONLY</b>	<b>Y - Option for saving Trane HP (- \$365,000)</b>
<b>Document 00 43 36 - Subcontract List. List the names of all subcontractors. Identify portion(s) of the work to be performed by each subcontractor. If the bidder will not be using subcontractors, submit the sheet with a note “not applicable”.</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>Document 00 62 16 - Certificate of Insurance</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>Copy of Bidders Certificate of Recognition (COR) or approved safety program</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>Proof of Worker’s Compensation Board (WEB)</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>Bidder Qualifies (Y/N)</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

## Barrhead Arena Mechanical Upgrades

**Table 3: Bidders Qualifications and Bid Form Results**

Criteria	Available Points	Daniels Heating and Refrigeration	Goldbar Contractors	Trane Canada ULC
Methodology	10	9.0	5.0	6.0
Design-Builder Experience and References related to Past Performance	25	18.8	11.3	21.3
Completion Schedule and Work Plan; (Meeting required milestones)	20	20.0	9.0	16.0
Qualifications (Project Manager, Designers, Field Supervisor and Safety Manager Experience)	20	13.0	15.0	14.0
Innovation and Value Added	10	7.5	2.0	3.5
Quality Control, Health and Safety and Environmental Plan Submissions	15	11.3	12.0	9.0
<b>Stage 1 - Total (must achieve 50 points to pass)</b>	<b>100</b>	<b>79.5</b>	<b>54.3</b>	<b>69.8</b>

<b>Stage 2 - Bid Prices =</b>	\$ 1,889,500.00	\$ 1,811,600.00	\$ <b>1,663,600.00</b>
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	\$ (365,000.00)	\$ 1,298,600.00
<b>Lowest Price = \$</b>	<b>1,663,600.00</b>	

Evaluation Score Points (out of 25)	25	19.88	13.56	17.44
Financial Score Points (out of 75)	75	66.03	68.87	75.00
<b>Total Score (out of 100)</b>		<b>85.91</b>	<b>82.44</b>	<b>92.44</b>





# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 12, 2021

**Re:** Utility Accounts Write-Offs

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## **1.0 PURPOSE:**

Outstanding Inactive Utility Accounts Write-Offs

## **2.0 BACKGROUND AND DISCUSSION:**

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

It is recommended that the attached listed Utility Accounts be written-off. This listing includes 2020 for the amount of \$248.11 (partial year) and 2021 for the amount of \$167.00 (partial year).

The 2020 and 2021 Utility Revenues for Water, Sewer and Garbage from September 1, 2020 up to August 31, 2021, (1 yrs.) were approx. \$2,896,217.80 and the write-offs in the amount of \$415.11 are approx. 0.01% of this revenue, during the stated time period.

## **3.0 ALTERNATIVES:**

Not applicable.

## **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:**

Listed accounts to be written off.

**9.0 RECOMMENDATIONS:**

That Council authorizes Administration to write-off outstanding utility accounts for 2020 and 2021, in the amount of \$415.11, as indicated on the listing provided.

(Original signed by CAO)  
Edward LeBlanc  
CAO

## Utility Write-Off's 2021

Account	Out	Amount
41*****	21-Oct-20	\$ 141.96
41*****	30-Sep-20	\$ 106.15
51*****	30-Apr-21	\$ 167.00
		<u>\$ 415.11</u>

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** Oct 12, 2021

**Re:** Accounts Receivable Write-Offs

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**1.0 PURPOSE:**

Accounts Receivable Write-Offs

**2.0 BACKGROUND AND DISCUSSION:**

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

**3.0 ALTERNATIVES:**

Not applicable.

**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:**

8.1    Listed accounts to be written off.

**9.0    RECOMMENDATION:**

That Council authorize Administration to write off outstanding Accounts Receivable Accounts in the amount of \$1790.00, as indicated on the listing provided.

(original signed by the CAO)

Edward LeBlanc  
CAO

A/R Write Offs			
Invoice	Delinquency Date	Description	Amount
IVC00002XXX	08-31-2020	Landfill	\$25.00
IVC00001XXX	06-30-2020	Landfill	\$25.00
IVC00001XXXX	04-30-2020	Landfill	\$25.00
IVC00002XXX	10-31-2020	Landfill	\$25.00
IVC00001XXX	10-31-2020	Landfill	\$75.00
IVC000001XX	06-30-2019	Landfill	\$25.00
IVC00001XXX	05-31-2020	Landfill	\$85.00
IVC000001XX	06-30-2019	Landfill	\$330.00
IVC00002XXX	10-31-2020	Landfill	\$25.00
IVC00002XXX	12-31-2020	Fire Response/ Vehicle Fire	\$250.00
IVC00002XXX	08-31-2020	Fire Response/ Vehicle Fire	\$900.00
	Total		\$1,790.00

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 12, 2021

**Re:** Property Tax Exemption Application

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## **1.0 PURPOSE:**

Pembina Hills School Division Property Tax Exemption application for rental property.

## **2.0 BACKGROUND AND DISCUSSION:**

A property tax exemption applies to property that is owned or leased by the bodies established or registered under the *School Act* and *Municipal Government Act* section 362(1)(c)(d). The property must be used in connection with school purposes.

Subject to the criteria contained with the noted MGA and School Act, applications are automatically “exempt” from property taxes.

MGA Section 362(1) subsections (c) and (d) are attached for additional information.

It is recommended that Council accept as information the application process for this account, as this property will be used in connection with school purposes and the owner of the property has been in operation for many years and would advise our office of any changes that may occur regarding their occupancy and tax exemption status.

A letter will be provided to the property owner advising that Council accepts as information the property tax exemption, with the requirement that they advise of any changes in location, registered non-profit status and that the annual application process has been waived. If the property is being leased, a copy of this letter will also be provided to the property owner.

Attached is a listing identifying the 1 new application that has been received for Council's acceptance for the 2021 taxation year.

The application was submitted to the Town on September 22, 2021 and the Town's Assessor has reviewed the application and provided recommendation that School Boards are automatically exempt under 362(1)(c) and (d).

**3.0 ALTERNATIVES:**

Not applicable.

**4.0 FINANCIAL IMPLICATIONS:**

Occupancy date for the property was on August 17, 2021. The property tax will be pro-rated and property taxes will be collected from January 1 to August 16, 2021. The estimated municipal portion of exempt property taxes from August 17 to December 31, 2021 is \$ 1763.50.

**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 Education Facility Property Tax Exemption Application Listing
- 8.2 *Municipal Government Act* RSA 2000 Section 362(1)(c)(d).

**9.0 RECOMMENDATION:**

That Council accept as information the Non-Profit Community Organization Property Tax Exemption application as indicated on the listing provided.

AND

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

(original signed by the CAO)  
Edward LeBlanc  
CAO



	EDUCATION FACILITY PROPERTY TAX EXEMPTION APPLICATIONS			2021	2021	Estimated		
				Applicable	Municipal	Municipal	Exemption MGA (section)	Assessor
Roll	Registered Applicant	Description	Address	Assessment	Rate	Only Taxes	& AR 281/98 Regulation (part)	Recommendatio
4XXXX	Resale Holdings Ltd.	Education Facility	49 Street	334,200	14.6869	\$ 3,681.27	MGA 362(1)(c)(d)	Automatically exempt
	Lessee – Pembina Hills School Division - Partial year August 17 to December 31, 2021							

The occupancy date of the above property was August 17, 2021.

Portion of property taxes to be paid is from January 1 to August 16, 2021 in the amount of \$2,956.06.  
Exempt portion of property taxes are from August 17, 2021 to December 31, 2021 and is \$1,763.50.

## **Part 10 Taxation**

### **Division 1 General Provisions**

#### **Definitions**

#### **326(1) In this Part,**

- (a) “requisition” means
  - (i) repealed 1995 c24 s45,
  - (ii) any part of the amount required to be paid into the Alberta School Foundation Fund under section 167 of the *Education Act* that is raised by imposing a rate referred to in section 167 of the *Education Act*,
  - (iii) any part of the requisition of school boards under Part 6, Division 3 of the *Education Act*,
  - (iv) repealed 2008 cE-6.6 s55,
  - (v) the amount required to be paid to a management body under section 7 of the *Alberta Housing Act*, or
  - (vi) the amount required to recover the costs incurred for matters related to
    - (A) the assessment of designated industrial property, and
    - (B) any other matters related to the provincial assessor’s operations;
- (b) “student dormitory” means a housing unit
  - (i) that is used in connection with a purpose referred to in section 362(1)(c), (d) or (e) or with a college incorporated under a private Act of the Legislature, and
  - (ii) the residents of which are students of a facility used in connection with a purpose referred to in section 362(1)(c), (d) or (e) or with a college incorporated under a private Act of the Legislature,

but does not include a single family residence and the land attributable to that residence;
- (c) “tax arrears” means taxes that remain unpaid after December 31 of the year in which they are imposed.

(2) For purposes of Divisions 3 and 4, “business” does not include a constituency office of a Member of the Legislative Assembly or any other office used by one or more Members of the Legislative Assembly to carry out their duties and functions as Members.

RSA 2000 cM-26 s326;2008 cE-6.6 s55;2012 cE-0 3 s279;  
2015 c8 s48,2016 c24 s48

#### **Tax roll**

**327(1)** Each municipality must prepare a tax roll annually.

(2) The tax roll may consist of one roll for all taxes imposed under this Part or a separate roll for each tax imposed under this Part.

(3) The tax roll for property tax may be a continuation of the assessment roll prepared under Part 9 or may be separate from the assessment roll.

(4) The fact that any information shown on the tax roll contains an error, omission or misdescription does not invalidate any other information on the roll or the roll itself.

1994 cM-26 l s327

#### **Duty to provide information**

**328** Taxpayers must provide, on request by the municipality, any information necessary for the municipality to prepare its tax roll.

1994 cM-26 l s328

#### **Contents of tax roll**

**329** The tax roll must show, for each taxable property or business, the following:

- (a) a description sufficient to identify the location of the property or business;
- (b) the name and mailing address of the taxpayer;
- (c) the assessment;
- (d) the name, tax rate and amount of each tax imposed in respect of the property or business;
- (e) the total amount of all taxes imposed in respect of the property or business;
- (f) the amount of tax arrears, if any;
- (g) if any property in the municipality is the subject of an agreement between the taxpayer and the municipality under section 347(1) relating to tax arrears, a notation of that fact;

**COUNCIL REPORTS  
AS OF OCTOBER 12, 2021**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u>  X  </u>
Barrhead Accessibility Coalition	Cr. Kluin	<u>  X  </u>
Barrhead Cares Coalition	Cr. Kluin	<u>  X  </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	<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	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>
Inter-municipal Development Committee		<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:** October 8, 2021

**Re:** October 12, 2021 Report

### **General Administration:**

As of September 30<sup>th</sup>, there remains \$413,138.00 (or 6.3%) outstanding from the 2021 tax levy of \$6,580,380.

The outstanding amount excludes the properties that are currently on the Town's Tax Installment Program.

### **Enforcement Services:**

The Department currently has 9 open file under review/investigation:

- Bylaw issues: 3 files
- Animal Control matters/miscellaneous: 0 files
- Traffic Enforcement (ie: speeding, school zone speeding, distracted driving, fail to obey stop sign): 6 files

### **Fire Protection Services:**

#### ➤ Incidents from September - September, 2021

- Fires – 3
- Vehicle accidents - 4
- Medical Assist - 12
- False Alarms – 4

For the month of August there were a total of 23 calls which represented a total of 143.25 firefighter hours.

- Training:
  - Completed the NFPA 1001 Firefighter Level 1
  - Extrication, Paratech vehicle air struts, air bags and stabilization
  - Ladders ground operations
- Other
  - Hose testing continued
  - Winterizations of small pumps and 6X6
- Total membership of 37; 33 responding members with 2 new recruits and 2 are unavailable.

### **Recreation Services:**

- Operational:
  - Staff completed the installation of solar lighting at the old Boardwalk site.
  - Hosted Bronze Medallion, Bronze Cross and Standard 1<sup>st</sup> Aid courses, which resulting in hiring five additional lifeguards.
  - Starting to winterize parks, campground, spray pad.
  - Remove tennis nets from the tennis courts.
  - Met with Barrhead Curling Club and Bowling Alley to discuss the REP (Restrictions Exemption Program).
  - Working with various groups regarding understanding the new A.H.S. restrictions put in place September 4 with guidelines of September 15.
  - Working in conjunction with the Public Works Team to move dirt/clay to the site of the new All Wheels Park to develop the preliminary track.
- Special Events:
  - Due to current COVID-19 restrictions very few events are planned at this time.
  - A youth swim is still in the works for Friday October 22.

## **Transportation Services:**

### ➤ Operational:

- Excavated and repaired collapsed sewer line on 54 avenue
- Excavated and replaced leaked water main valves on 51 avenue and 47 street
- Overlay and repaired the asphalt walking Trail at Cecile Martin Park
- Staff continued working on water meter repair/replacement program
- Staff is working on the health and safety program, preparing for the upcoming exterior audit
- Continued with the sewer main line flushing program
- Excavated and replaced the water hydrant valve at Lions Park so it is operational for this winter's skating pad
- Street sweeper is not operational as the Department is still waiting for electronic parts.

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

Edward LeBlanc - CAO

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF SEPTEMBER 28, 2021

Reference Number	Resolution	Comments	Status
	<b><u>September 28, 2021 Council Meeting</u></b>		
322-21	Moved by Cr. Oswald that Council endorses the Memorandum of Understanding with the RCMP as it relates to an enhanced level of police service for the School Liaison Program , as presented.	M.O.U. endorsed and submitted to the local RCMP Office	Completed
328-21	Moved by Cr. Assaf that Council tables the first reading of Bylaw 08-2021, Cemetery Bylaw and instructs Administration to provide further information at the next Council meeting.	Administration is still waiting for detail information from third parties	In Progress
334-21	Moved by Cr. Assaf that Council decline the offer to purchase Lot 24W Block 6 Plan 5038TR.		Completed
	<b><u>September 14, 2021 Council Meeting</u></b>		
295-21	Moved by Cr. Klumph that Council instructs Administration to prepare a report in response to the Utility Rate Review and Cost of Service Study prepared by Mr. Campbell dated August, 2021 and report back to Council no later then the December 14 <sup>th</sup> , 2021 Council meeting.		
296-21	Moved by Cr. Penny that Council approves the renewal of the agricultural lease agreement for part of south half of 18-59-03-W5 (containing 45 acres +/-) with the current tenant for the term of January 1, 2022 to December 31, 2026 at an annual rental rate of \$3,075.00 plus GST.	Agricultural Lease has been endorsed.	Completed
297-21	Moved by Cr. Kluin that Council approves the renewal of the lease agreement with the Barrhead Golf & Recreation Area Society for the south half of 18-59-03-W5 for the term of October 1, 2021 to September 30, 2041 with an annual lease rate of \$1.00	Lease agreement has been endorsed.	Completed
299-21	Moved by Cr. Assaf that Council provide their support, in principle, for the County of Barrhead to install a pre-treatment component at the Town's lagoon site provide the Town of Barrhead and the County of Barrhead enter into service agreement.	Advised the County accordingly. Our Administration is waiting for more information from the County.	
301-21	Moved by Cr. Kluin that Council instruct Administration to follow up on Traffic Bylaw and bring back a report to Council along with possible alternative on parking area suggestions.	Report was presented to Council during the September 28th Council Meeting.	Completed
302-21	Moved by Mayor McKenzie that Council arrange to meet with the RCMP Commanding Officer of K Division.	Formal request was made on September 17th. Administration is still waiting for a confirmation of the meeting.	Completed



Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF SEPTEMBER 28, 2021

305-21	Moved by Cr. Smith that Council instructs Administration to provide background information to the proposed resolution prepared by the City of Red Deer for the upcoming AUMA Convention relating to compensation for volunteer fire departments responding to medical assist calls.	Report was presented to Council during the September 28th Council Meeting.	Completed
315-21	Moved by Cr. Penny that Council approve 4 applications for the Economic Recovery Grant Program for \$3000.00 each, as presented.		Completed
316-21	Moved by Cr. Kluin that Council extend the deadline for the Economic Recovery Grant Program to October 31, 2021.		Completed
	<b><u>April 13, 2021 Council Meeting</u></b>		
141-21	Moved by Cr. Smith that Administration move forward on preparing the Traffic Impact Assessment for a cost not to exceed \$7,000.00.	Administration hopes to receive the final report sometime in October, however the report must first be formally endorsed by Alberta Transportation.	In Progress
	<b><u>March 9, 2021 Council Meeting</u></b>		
083-21	Moved by Cr. Assaf that Council authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.	Unit will be dispose of this Fall	
107-21	Moved by Cr. Assaf that Council bring the proposed Summer Ice Rental Rates for 2022 back to Council by November 30, 2021.		In Progress
	<b><u>June 9, 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.	AUMA's Municipal Climate Change Action Centre will be launching a new grant program sometime in September, 2021. Administration will explore the new funding and report back to Council. Also, Administration is waiting to hear from the Community Energy Association for further information.	In Progress
	<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