



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, SEPTEMBER 12, 2023 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 – August 22, 2023
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There are no Delegations
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Monthly Bank Statement for the month ended July 31, 2023
 - (b) Proposed Amendment to Policies for the Regional Fire Services
 - (c) Support in Principle – Alberta Community Partnership Grant Program
 - (d) Urban/backyard Chicken Survey

8. Reports
 - (a) Council Reports
 - (b) CAO's Report to August 31, 2023
 - (c) Council Action List to August 22, 2023
9. Minutes
 - (a) Barrhead & District Social Housing Association – June 7, 2023
10. Bylaw
 - (a) Bylaw 07-2023, Land Use Amendment Bylaw
11. Correspondence Items
 - (a) Letter dated August 23, 2023 from Barrhead Community Victim Services Unit Association
 - (b) Letter dated August 29, 2023 from APEX Utilities Inc.
 - (c) Letter dated September 5, 2023 from the Residents of Mehden Road
12. For the Good of Council
13. Tabled Items
14. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, AUGUST 22, 2023,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, A. Oswald, D. Smith and D. Sawatzky

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

OTHERS: Kevin Berger, Barrhead Leader

ABSENT

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

MOMENT OF SILENCE A Moment of Silence was recognized for the sudden passing of Sheldon Witzke, a Town Employee.

AGENDA The agenda was reviewed.

246-23 Moved by Cr. Sawatzky that the Agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of August 8, 2023, were reviewed.

247-23 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of August 8, 2023 be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Sergeant Bob Dodds of the RCMP at 5:32 p.m.

Sergeant Bob Dodds of the RCMP discussed with Council the Community Policing Report representing the Barrhead Provincial RCMP Detachment Crime Statistics Report April to June – 2019 to 2023.

EXITED Mayor McKenzie and Council thanked Sergeant Bob Dodds of the RCMP for his presentation and he exited the Chambers at 6:03 p.m.

248-23 Moved by Cr. Klumph that Council accepts Sergeant Dodds’ presentation on the Barrhead Provincial RCMP Detachment Crime Statistics Report April to June – 2019 to 2023, as information.

CARRIED UNANIMOUSLY

DONATION OF THE 2014 TOWN OWNED FIRE TRUCK UNIT

For Council to consider donating the 1998 Town owned Fire Truck Unit.

249-23 Moved by Cr. Sawatzky that Council approves the donation of the 1998 Town owned Fire Truck unit to the Grande Prairie Rotary Club, as is and where is.

CARRIED UNANIMOUSLY

**PETITION REGARDING THE 53RD
AVENUE RECONSTRUCTION**

For Council to receive the Chief Administrative Officer's report on a petition regarding the decision of Council to reconstruct a portion of 53rd Avenue.

250-23 Moved by Cr. Smith that Council accepts the Chief Administrative Officer's report on the submitted petition regarding the 53rd Avenue reconstruction, as information.

CARRIED UNANIMOUSLY

**PROPOSED 2024 EXPEDITED
CAPITAL PURCHASES**

For Council to approve the requested authorization to proceed with a specific 2024 expedited capital item for the Recreation Department.

251-23 Moved by Cr. Assaf that Council accepts this report in respect to proceeding with the purchase and installation of automatic sliding door for the Regional Aquatic hallway, as information.

CARRIED UNANIMOUSLY

**REQUEST TO WAIVE THE RENTAL
FEE FOR THE CHARLES GODBERSON
ROTARY ROOM**

For Council to consider a financial request from the Barrhead & Area Regional Crime Coalition (B.A.R.C.C.), was received.

252-23 Moved by Cr. Assaf that Council denies the request from B.A.R.C.C. dated August 17, 2023 to waive the rental fee for the Charles Godberson Rotary Room but provide an operating grant of \$500.00 for their event scheduled for October, 2023.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items was reviewed:

A letter dated July 27, 2023 from the Barrhead Public Library thanking the Town of Barrhead for the monetary grant that was contributed to the library.

A letter dated July 31, 2023 from the Barrhead Community Victim Services Unit Association requesting financial assistance for 2023.

A letter dated August 9, 2023 from the Barrhead Community Gardens inviting Town Council and Staff to the Grand Opening Phase 1 of the Barrhead Community Gardens.

253-23 Moved by Cr. Oswald that Council accepts the following correspondence items as information:

- the letter dated July 27, 2023 from the Barrhead Public Library thanking the Town of Barrhead for the monetary grant that was contributed to the library,
- the letter dated July 31, 2023 from the Barrhead Community Victim Services Unit Association requesting financial assistance for 2023,
- the letter dated August 9, 2023 from the Barrhead Community Gardens inviting Town Council and Staff to the Grand Opening Phase 1 of the Barrhead Community Gardens.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Councillor Klumph commended the parade organizers, Barrhead Ford, Grizzly Trail Motors and Stephani Motors for the use of their vehicles for the parade.

Councillor Klumph thanked Brooke Newall for organizing the 55 Plus Games and congratulated all the participants. Barrhead is part of Zone 5 in which the Zone won the most gold medals with a total of 49.

Councillor Kluin congratulated the Barrhead Agricultural Society for hosting the Blue Heron Fair and Rodeo.

ADJOURN

254-23 Moved by Cr. Smith that the Council Meeting be adjourned at 6:27 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 12, 2023

Re: Bank Statement – for month ending July 31, 2023

1.0 PURPOSE:

To approve the Monthly Bank Statement for the month ending July 31, 2023.

2.0 BACKGROUND AND DISCUSSION:

None

3.0 ALTERNATIVES:

3.1 That Council approves the Monthly Bank Statement for the month ending July 31, 2023, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending July 31, 2023 and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement for month ending July 31, 2023.

9.0 RECOMMENDATION:

That Council approves the Monthly Bank Statement for the month ending July 31, 2023, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED JULY 31, 2023**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	7,099,384.84	0.00
Receipts	1,629,223.81	
Interest	33,314.05	
Transfers from/to Term Deposits	0.00	2,500,000.00
Cancelled Cheques		
SUBTOTAL	8,761,922.70	2,500,000.00
Disbursements	945,738.23	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	7,816,184.47	2,500,000.00

PER BANK:		
Balance at end of month	7,849,541.95	2,500,000.00
Outstanding Deposits	33,893.79	
SUBTOTAL	7,883,435.74	2,500,000.00
Outstanding Cheques	67,251.27	
NET BALANCE AT END OF MONTH	7,816,184.47	2,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED JULY 31, 2023

<u>Financial Institution</u>	<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Total	\$ <u>2,500,000.00</u>	5.41	08-Jun-23	Maturity Date Sept. 8, 2023

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 12, 2023

Re: Proposed amendment to policies for the Regional Fire Services

1.0 PURPOSE:

For Council to review and consider the proposed amendments to the Regional Fire Services, as recommended by the Regional Fire Services Committee.

2.0 BACKGROUND AND DISCUSSION:

The Regional Fire Services Committee held a meeting to undertake a wholesale review of all if the Regional Fire Services Committee.

To initiate the discussion, Administration presented potential amendments which were first vetted with the County.

Attached are the amended policies, as recommended by the Regional Fire Services Committee.

For ease of reference and convenience any proposed deletions are highlighted in yellow and shown with a strikethrough while the suggested new wording is found in red.

3.0 ALTERNATIVES:

3.1 That Council approves the revised Regional Fire Services policies, as presented and recommended by the Regional Fire Services Committee.

3.2 That Council tables some or all of the proposed revised policy or policies and to instruct Administration to provide further information for the next regular Council Meeting.

- 3.3 That Council tables some or all of the proposed revised policies and instruct the Regional Fire Services Committee to revisit some specific policy or policies.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Proposed revised policies are limited to the activities of the regional fire services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

- 8.1 Proposed revised Policy # 23-17-001
- 8.2 Proposed revised Policy # 23-17-002
- 8.3 Proposed revised Policy # 23-17-003
- 8.4 Proposed revised Policy # 23-17-003 (Appendix "A")
- 8.5 Proposed revised Policy # 23-17-004
- 8.6 Proposed revised Policy # 23-22-005
- 8.7 Proposed revised Policy # 23-23-005 (Appendix "A")
- 8.8 Proposed revised Policy #23-19-005 (Appendix "B")
- 8.9 Proposed revised Policy # 23-17-006
- 8.10 Proposed revised Policy # 23-17-007
- 8.11 Proposed revised Policy # 23-17-008
- 8.12 Proposed revised Policy # 23-17-009
- 8.13 Proposed revised Policy # 23-17-010
- 8.14 Proposed revised Policy # 23-17-011

9.0 RECOMMENDATION:

- a) That Council approves the revised Regional Fire Services policy # 23-17-001, as presented and recommended by the Barrhead Regional Fire Services Committee.
- b) That Council approves the revised Regional Fire Services policy # 23-17-002, as presented and recommended by the Barrhead Regional Fire Services Committee.
- c) That Council approves the revised Regional Fire Services policy # 23-17-003, as presented and recommended by the Barrhead Regional Fire Services Committee.
- d) That Council approves the revised Regional Fire Services policy # 23-17-003 – Appendix “A”, as presented and recommended by the Barrhead Regional Fire Services Committee.
- e) That Council approves the revised Regional Fire Services policy # 23-17-004, as presented and recommended by the Barrhead Regional Fire Services Committee.
- f) That Council approves the revised Regional Fire Services policy # 23-22-005, as presented and recommended by the Barrhead Regional Fire Services Committee.
- g) That Council approves the revised Regional Fire Services policy # 23-23-005 – Appendix “A”, as presented and recommended by the Barrhead Regional Fire Services Committee.
- h) That Council approves the revised Regional Fire Services policy # 23-19-005 – Appendix “B”, as presented and recommended by the Barrhead Regional Fire Services Committee.
- i) That Council approves the revised Regional Fire Services policy # 23-17-006, as presented and recommended by the Barrhead Regional Fire Services Committee.
- j) That Council approves the revised Regional Fire Services policy # 23-17-007, as presented and recommended by the Barrhead Regional Fire Services Committee.
- k) That Council approves the revised Regional Fire Services policy # 23-17-008, as presented and recommended by the Barrhead Regional Fire Services Committee.
- l) That Council approves the revised Regional Fire Services policy # 23-17-009, as presented and recommended by the Barrhead Regional Fire Services Committee.

- m) That Council approves the revised Regional Fire Services policy # 23-17-010, as presented and recommended by the Barrhead Regional Fire Services Committee.
- n) That Council approves the revised Regional Fire Services policy # 23-17-011, as presented and recommended by the Barrhead Regional Fire Services Committee.

(original signed by the CAO)

Edward LeBlanc
CAO

Barrhead Regional Fire Services Level of Service

POLICY NO: 23-17-001

APPROVAL DATE:

TITLE: Level of Service,
Barrhead Fire Services

REVISION DATE:

SECTION: 23-Fire

DEPARTMENT: Fire Department

POLICY STATEMENT

The Town of Barrhead and the County of Barrhead recognize that the Barrhead Regional Fire Services is authorized to provide emergency services within the Town and County boundary area, to the level listed in Appendix A.

REASON FOR POLICY

To identify the services the Barrhead Regional Fire Services Department is authorized to provide and to identify the level or standard to which each service that will be performed.

RELATED INFORMATION

This policy is required to meet the intent of the Alberta Occupational Health & Safety Code Act and the Alberta Code of Practice for Fire Fighters.

Policy to be reviewed every 4 years

RESPONSIBILITIES

Fire Chief will:

- ensure that the level of service identified is adhered to and that employees providing services are competent.
- ensure that this policy is reviewed and updated as required
- requiring the use of this policy are identified and reported immediately to the Fire Chief's or designate. All staff will review and ensure understanding of this policy annually

Town and County Council will review and approve the service levels periodically.

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.

**APPENDIX A
BARRHEAD REGIONAL FIRE SERVICES
EMERGENCY SERVICES LEVELS AND STANDARDS**

National Fire Protection Association (NFPA) Standards can be found www.nfpa.org

<u>EMERGENCY SERVICE PROVIDED</u>	<u>LEVEL OR STANDARD</u>
Emergency Dispatch Services	
Emergency Medical Dispatch (EMD)	NAED - EMD Certification
Emergency Fire Dispatch (EFD)	NAED - EFD Certification
Fire Fighting Services	
Pre-Emergency Planning	NFPA 1021, Level I
Fire Fighting - Structural	NFPA 1001, Level II, NFPA 1002
Fire Fighting - Wildland/Urban Interface	NFPA 1051
Incident Command Services	NFPA 1021, Level II
	ICS 100, 200, 300, 400
Emergency Medical Services	
Limited Medical Co-Response (LMCR) Medical First Responder (MFR) Alberta Medical First Responder Program	Min. NFPA 1720 Emergency Fire Responder (FMR) Standard First Aid HCP CPR Min. Max: NFPA 1720 Emergency Medical Technician (EMT)
Rescue Services	
Motor Vehicle Collisions, Vehicle Extrication	NFPA 1001
Ice Rescue	Technician Level, As per Standard Operating Guidelines (SOG's)
Hazardous Materials Response	NFPA 1072, Operations Level
Confined Space Rescue	NFPA 1001
Rope Rescue Slope/High angle	NFPA 1006 Awareness NFPA 1006 level 1, level 2
Elevator Rescue	NFPA 1001
Building Collapse	NFPA 1001
Other Services	
Public Services: Permitting	

Unknown odour Carbon Dioxide monitoring/response Power Lines Down/Electrical Hazards Water	As Per Standard Operating Guidelines or (SOG's)
Inspections Fire Prevention public education Investigations	NFPA 1031 As Per Quality Management Plan (Q.M.P) NFPA 1033
Mutual & Automatic Aid Responses	As per existing Agreements

Emergency Operations Centre (E.R.C.) Operating Policy

POLICY NO:	23-17-002	APPROVAL DATE:	April 11, 2017
TITLE:	ERC Operations Policy	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 **Regional** Fire Services requires a building to operate from. General operations and use of this facility is authorized to provide a stable home base for emergency, non emergency services and Fire Operations within the Town and County boundary area.

REASON FOR POLICY

To identify the operational requirements in facility service and maintenance of the building, while outlining responsibilities and parameters with **for** use of the facility.

RELATED INFORMATION

This policy is required to meet the intent of the Town of Barrhead and the County of Barrhead Fire Services & ERC agreement dated Sept 2019, building maintenance needs in order to ensure operational excellence.

Policy to be reviewed every 4 years

RESPONSIBILITIES

The Fire Chief will:

- ensure that this policy is adhered to and reviewed as required
- ensure safety inspections will be completed on a regular basis (monthly)
- ensure any hazards identified will be addressed as quickly as possible????

Barrhead Fire Services members, town and county staff members will:

- **When they** identifying **and report** any and all issues with the facility and the grounds surrounding the **emergency response centre** **ERC** will report it to **Administration** Fire Chief or designate as soon as possible **and Administration will ensure the area, if a hazard or potential of a hazard is identified, the area is identified and made safe. All repairs are by qualified personnel as quickly as**

possible.

Town and County Council and Administration will review the facility periodically.

FINANCES:

- a) A facility's **ERC's** operational and capital budgets will be submitted in the last fiscal quarter to the **Barrhead Regional Fire Services** committee for review. The committee will make any changes, request more information and amend as is required. They ~~can choose to adopt~~ **will make recommendations** and vote ~~if they see fit. The~~ for the budget to be taken to both Councils for ~~approval.~~ **Consideration.**
- b) The unit of authority (the municipality responsible for administrative control, employment and billing) will be responsible for all finances, within the budget that is approved by both Councils.
- c) ~~All meeting packages, including financial statements, will be handed out by the unit of authority.~~
- d) ~~All meeting minutes will be recorded by the unit of authority~~

MAINTENANCE AND REPAIR:

- a) All maintenance and repairs ~~on the facility to~~ the ERC will be completed by qualified personnel.
- b) **Proper procurement will be used when hiring for work to be completed on the ERC.** ~~Three quotes, when possible, will be acquired by fire administration when hiring for work to be completed on the facility. (Understanding both councils position on local purchase and hiring within the Town and County limits)~~
- c) ~~Janitorial Services will be bid solicited and selected by the Fire Chief's office, and will be incorporated into the annual budget process.~~
- d) Any and all damage or excess cleaning required to the ~~facility~~ **ERC** ~~used~~ caused by non- profit service groups ~~due to negligence~~ will be billed back at full cost to the services group.
- e) Security of the ~~facility~~ **ERC** will be the responsibility of the ~~fire administration~~ **Fire Chief or designate** ~~and administrated through a standard operating guideline~~

USE OF EMERGENCY RESPONSE CENTER:

- a) Parking will only be in designated areas, not blocking any man and overhead doors for responding trucks and equipment.
- b) The Emergency Response Centre ~~and training grounds are~~ **is** a non smoking facility ~~and smoking will not be permitted with 12 feet (3Meters) of any access to the facility, as per Provincial Law.~~ **prohibiting smoking within five meters (16 feet) of a doorway, open window or air intake in a public place or workplace, including work vehicles. As to Alberta's Tobacco and Smoking Reduction Act (TRA)**
- c) Any and all use of the Emergency Response Centre will be reviewed and approved or declined by the Fire Chief or designate.

- d) All fire department groups, committees, associations and memberships will have priority use of the ERC.
- e) Town and County use of the facility shall be scheduled with as much notice as possible (min 30 days).
- f) ~~Any and all usage groups will ensure the facility is left in the same state as it was found.~~

- g) The Fire Chief **or designate** will ensure all not for profit user groups **are made aware of all rules for use of the ERC.** ~~will adhere to the ERC Standing Orders, Standard Operating Guidelines, Alberta Liquor and Gaming Guidelines and Social Club Rules.~~
- h) Use of the facility is only the meeting room found on the second floor in the South West corner of the building, with a Maximum occupancy of 50 people.
- i) Use of I.T computers, DVD, T.V surround sound ~~will not be~~ may be permitted.
- j) Use of the kitchen ~~will be not~~ may be permitted.
- k) Admittance to the members' room ~~will not be~~ may be permitted.

~~***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.***~~

Barrhead ~~Regional~~ 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 **Regional** 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.

Policy to be reviewed every 4 years

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 **Regional Fire Services Response and Billing Rates**

PROCEDURES:

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

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.~~

Unit	Description	Fire fighters Included	Hourly Rate	Comments
Command 1	2014 Dodge 3/4 Ton 2019 Dodge ¾ Ton	1	\$150.00 \$185.00 205.00 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 2014 Dodge ¾ Ton	1	\$150.00 \$185.00 205.00 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 2000 gal pump	4	\$600.00 \$630.00 700.00 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 1050GPM pump 750 iga tank	5	\$500.00 \$630.00 700.00 Prov. Highway Right-of-way	E-33 is a 1050GPM pump with pre-connected attack lines and two fixed master streams with misc tools for suppression.
Engine 3 Engine 37	1999 Freightliner Fort Garry 1000GPM pump 2020 Spartan Fort Garry 1250iga pump 1000iga Tank	5	\$500.00 \$630.00 700.00 for Prov. Highway Right-of-way	E-3 is a 1000GPM pump with pre-connected attack lines and misc tools for suppression. E 37 is a 1250iga pump with connected handlines, misc. tool for suppression and combination extrication electric tool for forcible entry.
Rescue-8	2011-Freightliner Rosenbauer Heavy rescue	6	\$400.00 \$630.00 700.00 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 \$630.00 700.00 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 \$630.00 700.00 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 2020 GMS 1 Ton Bush Truck	4	\$250.00 \$630.00 700.00 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.

Unit	Description	Fire fighters Included	Hourly Rate	Comments
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

Barrhead Regional Fire Services Fire Master Plan

POLICY NO:	23-17-004	APPROVAL DATE:	August 11, 2017
TITLE:	BFS Fire Master Plan	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 Regional Fire Services requires the ability to have an overall master plan as to the direction related to training, emergency responses, equipment shortfalls and ways to rectify deficiencies within the organization (while also providing tools and resources for operations with the organization in large scale responses in the Town of Barrhead, County of Barrhead #11 and the Summer Village of Birch Cove).

REASON FOR POLICY

To update information within the master plan and identify the true needs of the department while identifying level of service covered by Barrhead Regional Fire Services emergency services.

RELATED INFORMATION

This policy is required to meet the intent of the Town of Barrhead and County of Barrhead Councils rate recovery in providing cost-effective emergency response services. to ensure operational excellence.

Policy to be reviewed every 4 years

The masterplan will be reviewed by the Fire committee every 5 years

RESPONSIBILITIES

Fire Chief will ensure that this policy is adhered to, updated and maintained, including adding and removing issues identified by the organization.

STORAGE AND LOCATION

- Barrhead Fire Services Emergency Responses Centre (Hard Copy and Digital Copy)
- Town Office (Hard Copy and Digital Copy)
- County Office (Hard Copy and Digital Copy)
- Town Public Works Department (Hard Copy and Digital Copy)
- County Public Works Department (Hard Copy and Digital Copy)
- Regional Water Treatment Plant (Hard Copy and Digital Copy)

~~*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.*~~

Barrhead Regional Fire Services (BRFS) Fire Fighter Pay Schedule

POLICY NO:	23-22-005	APPROVAL DATE: April 11, 2017
TITLE:	BRFS Fire Fighter Pay Schedule	REVISION DATE: April 26, 2022
SECTION:	23-Fire	MOTION #
DEPARTMENT:	Fire Department	

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that the Barrhead Regional Fire Services requires the ability to compensate fire fighters for their hours related to responses, training, meetings and other special projects.

REASON FOR POLICY

Identify pay levels related to training and years of service as approved in the annual budget process.

RELATED INFORMATION

This policy is required to meet the intent of the Town of Barrhead and the County of Barrhead Councils' budgeting pay schedule for compensation of the fire department staff, in order to ensure operational excellence and comparable industry compensation standards.

Policy to be reviewed every 4 years

RESPONSIBILITIES

The Fire Chief will ensure that this policy is adhered to and that payment of their staff is done monthly, however recognizing some carry over for weekends, holidays between months or year end, as requested by the Unit of Authority.

The Fire Chief will updated this schedule annually upon joint approval of BRFS budget

Pay Schedule as Identified in 23-22-005-Appendix "A"

Training Level as Identified in 23-22-005-Appendix "B"

~~*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 23-23-005-Appendix “A”
Barrhead Regional Fire Services Pay Schedule

On completion of the Class requirements in Policy 23-19-005 Appendix “B” the corresponding pay grid will be applied to the member’s monthly compensation.

The following Rates are effective as passed by Council for 2019

Training Level	Hourly Rate for 2023
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Orientation/Probation:	\$17.05
Class 4 Fire Fighter	\$21.12
Class 3 Fire Fighter	\$23.30
Class 2 Fire Fighter	\$25.53
Class 1 Fire Fighter	\$27.77
Senior Fire Fighter	\$29.97

In addition to the paid per call, honorariums will be processed to senior staffing recognizing the additional responsibility on and off scene. The below are eligible should the position be filled by a paid-on-call member.

Captain	\$150.00 Monthly
Deputy Fire Chief (Acting) – 1 week or more	\$200.00 Monthly

(Monthly D/C honorariums will be paid weekly if member is acting on top of an hourly wage)

Weekend on call pay will consist of a flat rate of **\$37.50** Per weekend day
During the weekends from July 1st until Aug 31st and the weekend following Christmas and New Years the rate will be **\$62.50**

If there is a long weekend or stat holiday falling on any day during the week the Weekend on call rate will apply.

(All the rates in this Appendix will be reviewed and approved by Council)

Appendix “B” Policy 23-19-005

Barrhead Regional Fire Services Training Requirements

On completion of the following Class requirements the corresponding pay grid will be applied to the member’s monthly compensation.

Recruit/Probation

- Local Training
 - 6 week attendance
 - One weekend 20hrs in house training
 - PPE, SCBA, don and doffing
 - Search and Rescue
 - Tagging Hydrants
 - Radio Communications
 - Chain of Command
 - Hose handling and water streams
 - Sign off by Sr. Officer
- First Aid, Level “C” CPR with AED HCP
- Must be signed off by D/C or Chief.

4th Class Fire Fighter- 2 years of services and the following education

- NFPA 1001 Level 1
- ~~NFPA 472 Awareness and Operations~~
- ICS-100
- Q Endorsement (Air Brake)
- **NFPA 1072 Awareness**
(Or equivalent signed off by Deputy Fire Chief or Chief)

3rd Class Fire Fighter- 4 years of services and the following education

- NFPA 1001 Level 2
- NFPA 1002 Pump & **Driver**/or Aerial
- ICS-200
- NFPA 1051- Wild Land Fire Fighter
- **NFPA 1072 Operations**
(Or equivalent signed off By D/C or Chief)

2nd Class Fire Fighter- 6 years of services and the following education

- ICS-300
- NFPA 1041 Level 1
- Class 3 drivers License

(Or equivalent signed off by Deputy Fire Chief or Chief)

1st Class Fire Fighter- 8 years of services and the following education

➤ NFPA 1021 Level 1

➤ **NFPA 1006 Level 1**

(Or equivalent signed off by Deputy Fire Chief or Chief)

Sr. Fire Fighter- 10 years of services and the following education

➤ **BSCO**

➤ 1021 Level 2 or 1041 level 2

➤ **NFPA 1006 level 2**

(Or equivalent signed off by Deputy Fire Chief or Chief)

Barrhead Regional Fire Services Dispatch Policy

POLICY NO:	23-17-006	APPROVAL DATE:
TITLE:	Dispatch Policy, Barrhead Regional Fire Services	REVISION DATE:
SECTION:	23-Fire	
DEPARTMENT:	Fire Department	

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that the Barrhead Regional Fire Services dispatch minimum equipment and personnel to provide emergency services within the Town and County boundary area and any community contracted to serve, to the level listed in listed in Appendix "A" of Policy 23-15-001.

REASON FOR POLICY

To identify the standard unit turn out and personnel required for response for a general emergency call. Barrhead Regional Fire Services Department is authorized to provide unit response and identify the level or standard to which each service that will be performed.

RELATED INFORMATION

This policy is required to meet the intent of the **level of service** of the Town of Barrhead and County of Barrhead along with Alberta Occupational Health & Safety Code and the Alberta Code of Practice for Fire Fighters.

Policy to be reviewed every 4 years

RESPONSIBILITIES

Fire Chief will ensure that the level of service identified is adhered to and that employees and contractors providing services are competent and adhering to this policy.

NFPA 1221 is a recognized standard for the Installation, Maintenance and Use of Emergency Services Communication Systems. While this document contains a wealth of information pertaining to the above, we are going to focus on a couple of key points for the purposes of establishing an effective dispatch protocol.

Article 7.4.1 states that ninety five (95) percent of calls received on emergency lines shall be answered within 15 seconds and ninety nine (99) percent of calls shall be answered within 40 seconds.

Article 7.4.2 states that with the exception of calls identified in 7.4.2.2., eighty percent (80) of the emergency call processing time shall be completed with sixty (60) seconds and ninety-five (95) percent of alarm processing shall be completed within 106 seconds.

Article 7.4.2.2 states that emergency alarm processing for the following call types shall be completed within ninety (90) seconds ninety (90) percent of the time and within one hundred and twenty (120) seconds ninety-nine (99) percent of the time.

- 1) Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions
- 2) Calls requiring language translation
- 3) Calls requiring the use of a TTY/TTD device or audio/video relay services
- 4) Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units
- 5) Hazardous Materials Incidents
- 6) Technical Rescue.

Emergency Communications Centre Quality Assurance Reviews

The quality assurance review process needs to be well defined, regular and understood by staff and management from Barrhead Regional Fire Services and Parkland County ECC.

There are two types of reviews that need to be factored into a comprehensive quality assurance.

1. There should be a regular assessment of the average call handling times for the organization. This involves a review of aggregated data and provides an overview of how the agency is performing.

Depending on local requirements and size, the reviews of call-handling times should be conducted at least monthly on an organizational level, to conform to NFPA 1221 requirements.

NFPA 1221 also requires dispatch agencies to record:

1. Each unit dispatched;
2. The time of dispatch acknowledgment by each responding unit;
3. The en route time of each unit;
4. The arrival time of each unit;
5. The time of patient contact (if applicable); and
6. The time each unit is returned to service.⁴⁷

2. In conjunction with the relevant emergency agencies, the dispatch agency also should be tracking the total dispatch time (from receipt of the call at the 911 centre through to arrival on scene by the appropriate emergency crews). These results should be shared with the client emergency agencies as part of a regular review process with them.

Dispatch Protocols for County of Barrhead

The chart below identifies which apparatus are responding to identified incidents in the County of Barrhead.

Type of Call	E-33	E-3 E-37	T-34	T-5	R-8	RAT- 1	T-6	Wild-1	WT	HAZ
Structure Fire	X	X	X	X	X		X			
Industrial	X	X	X	X	X		X			X
Structure Fire High Life Hazard	X	X	X	X	X		X			
Vehicle Fire	X	X	X		X	X				
Smoke investigation	X	X	X	X		X				
Farm Equip	X		X	X						
Farm Equip Rescue	X	X			X					
Commercial Vehicle-Large	X	X	X	X	X	X				
Small Outside	X		X	X		X				
Large Outside	X	X	X	X		X		X		
Alarms Ringing	X	X	X	X	X					
Hazmat/C-2	X	X		X	X	X				X
MVC	X	X			X					
Rescue	X	X			X	X	X	X ¹		
Utilities	X	X		X	X					

¹ For remote and hard to access sites

Dispatch Protocols for Town of Barrhead

The chart below identifies which apparatus are responding to identified incidents in the Town of Barrhead.

Type of Call	E-33	E-3 E-37	T-34	T-5	R-8	T-6	RAT- 1	Wild-1	WT	HAZ
Structure Fire	X	X			X	X				
Industrial	X	X	X	X	X	X				X
Structure Fire High Life Hazard	X	X		X	X	X				
Vehicle Fire	X	X		X	X					
Smoke Investigation	X						X			
Commercial Vehicle-Large	X	X		X	X	X	X			
Small Outside	X		X							
Large Outside	X	X	X				X	X		
Alarms Ringing	X	X			X	X				
Hazmat/C-2	X	X			X		X			X
MVC	X	X			X					
Rescue	X	X			X	X	X	X		
Utilities	X	X		X	X					

¹For High Life Hazard Occupancies

Barrhead Regional Fire Services Health and Safety

POLICY NO:	23-17-007	APPROVAL DATE:	April 11, 2017
TITLE:	BFS Health and Safety	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 Regional Fire Services requires direction as to the importance of health and safety in the workplace while identifying roles and responsibilities of all members of Barrhead Fire Services.

REASON FOR POLICY

Identify and provide direction to all Fire Services personnel in emergency and non emergency operations.

RELATED INFORMATION

This policy is required to meet the intent of the Town of Barrhead and County of Barrhead Councils while adhering to Workers Compensation Board and Occupational Health and Safety requirement.

Policy to be reviewed every 4 years

RESPONSIBILITIES

The Fire Chief will ensure that this policy is adhered to and that all documentation will be completed and submitted in a timely manner.

COMITTMENT TO HEATH AND SAFETY:

- Barrhead Regional Fire Services is committed to the protection from accidental loss of all its resources, including employee and physical assets. In fulfilling this commitment, management's goal is to provide and maintain a healthy and safe work environment in accordance with safety industry standards and in compliance with OHS legislative requirements, and will strive to eliminate any foreseeable health and/or safety hazards which may result in property damage, incidents or personal injury/illness.

- All personnel (counselors, management, supervisors, workers, contractors, suppliers) have a responsibility for minimizing incidents within our region, on emergency scenes, within our facilities and in our community.
- Although Fire fighting is an inherently risky business, incidental loss can be controlled through good management in combination with active fire fighter involvement.
- All management activities will comply with the **Barrhead Regional Fire Service Department** health and safety requirements as they relate to the planning, operation and maintenance of all aspects of the organization.
- All workers will perform their jobs properly in accordance with established procedures and safe work practices. These are clearly written in the *Barrhead Regional Fire Services Health and Safety Manual* for all Fire Fighters to follow.
- Barrhead **Regional** Fire Services Health and Safety program will adhere to N.F.P.A 1500
- Barrhead **Regional** Fire Services recognizes that members may be required to travel to and from the fire hall or fire scene and members should abide by the applicable legislation as it applies to the safe operation of motor vehicles whether using a company supplied or their own vehicle.
- Barrhead **Regional** Fire Services believes that every employee is entitled to a safe work environment and **ask** expects that all fire services members join us in a personal commitment to do everything we can to achieve this.

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.

Barrhead Regional Fire Services Harassment Free Work Environment

POLICY NO:	23-17-008	APPROVAL DATE:
TITLE:	BFS Harassment Free	REVISION DATE:
SECTION:		
DEPARTMENT:	Fire Department	

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that the Barrhead Regional Fire Services requires direction as to the importance and maintenance of a harassment free work environment and responsibilities of all members of Barrhead Regional Fire Services.

REASON FOR POLICY

Identify and provide direction to all Fire Services personnel in emergency and non emergency operations in order to ensure a harassment free work environment.

RELATED INFORMATION

This policy is required to meet the intent of the Town of Barrhead and County of Barrhead Councils while adhering to Workers Compensation Board and Occupational Health and Safety requirement.

Policy to be reviewed every 4 years

RESPONSIBILITIES

The Fire Chief will ensure that all members are educated to this policy, that it is adhered to and will complete and submit all documentation in a timely manner.

COMMITMENT TO A HARASSMENT FREE ENVIROMENT:

Barrhead Regional Fire Services, in co-operation with The Town of Barrhead and The County of Barrhead, are committed to a healthy, harassment-free work environment for all our employees. Barrhead Regional Fire Services has developed a department wide policy intended to prevent harassment of any type, including sexual harassment, of its employees and to deal quickly and effectively with any incident that might occur.

Definition of harassment

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, physical or mental disability, age,

ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits workplace harassment based on these grounds.

Examples of harassment that will not be tolerated in Barrhead **Regional** Fire Services are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, color, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Barrhead **Regional** Fire Services will not tolerate the display of pornographic, racist or offensive signs or images, practical jokes that result in awkwardness or embarrassment and unwelcome invitations or requests, whether indirect or explicit.

Definition of sexual harassment

This policy defines sexual harassment as per the Alberta Human Rights Act. ~~The Alberta Human Rights Act prohibits discrimination based on the ground of gender, including sexual harassment. Unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:~~

- ~~1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or~~
- ~~2. submission to, or rejection of, such conduct by an individual affects that individual's employment.~~

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

All harassment is offensive and in many cases it intimidates others. It will not be tolerated within our organization.

A) Procedure

If you are being harassed:

1. Tell the harasser that their behavior is unwelcome and ask them to stop.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a complaint. If, after asking the harasser to stop their behavior, the harassment continues, report the problem to one of the following individuals:
 - a. Town C.A.O
 - b. Fire Chief
 - c. Deputy Fire Chief
 - d. Manager of H/R

You also have the right to contact the Alberta Human Rights Commission to make a complaint of sexual harassment and you can report any incident of assault that has occurred to the police.

B) Dealing with a complaint

1. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.
2. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, and unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

C) Responsibility of management

It is the responsibility of the **unit of authority's C.A.O, The Fire Chief, or any person within this department who supervises one or more employees** to take immediate and appropriate action to report or deal with incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

Barrhead **Regional** Fire Services seeks to provide a safe, healthy and rewarding work environment for its employees. Harassment will not be tolerated within this department. If you feel that you are being harassed, contact us. We want to hear from you.

This policy does not preclude an individual from filling a claim directly with the Please note: A complaint must be made to the Alberta Human Rights Commission or RCMP within one year after the alleged incident of discrimination. The one-year period starts the day after the date on which the incident occurred. For help calculating the one-year period, contact the Commission

Barrhead ~~Regional~~ Fire Services Performance Discipline Policy

POLICY NO:	23-17-009	APPROVAL DATE:	April 11, 2017
TITLE:	BFS Performance Discipline Policy	REVISION DATE:	
SECTION:	23-Fire	MOTION #	132-17
DEPARTMENT:	Fire Department		

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that Barrhead ~~Regional~~ Fire Services requires direction as to the importance of a fair and consistent response to unacceptable behavior and the ability to hand out discipline.

REASON FOR POLICY

The Performance Discipline Policy outlines the philosophy and guidelines to performance management when performance problems are ongoing and/or become serious.

RELATED INFORMATION

~~Discipline shall be respectful and equitable.~~

~~Discipline measures shall be appropriate to the infraction and may include termination of employment. Examples of infractions include unsatisfactory work performance, misrepresentation, insubordination, policy contravention, theft and/or safety infractions.~~ This policy is required to meet the intent of the Town of Barrhead and County of Barrhead while adhering to Workers Compensation Board and Occupational Health and Safety requirement.

Policy to be reviewed every 4 years

RESPONSIBILITIES

C.A.O of the Town of Barrhead is:

- responsible to provide consultation and guidance to the Fire Chief in performance discipline management.**

Fire Chief is responsible to:

- ensure that appropriate action is taken to resolve performance problems.**
- ensure all documentation will be completed and submitted in a timely manner.**

- ensure that all members are educated to this policy and it is adhered to
- ensure all documentation will be completed and submitted in a timely manner.

Department officers are responsible to:

- identify performance problems and make every effort to ensure employees meet organizational needs.

Fire Fighters are responsible to:

- fulfill job duties and responsibilities.

Guidelines ~~COMITTMENT TO A HARASSMENT FREE ENVIROMENT:~~

Discipline shall be respectful and equitable.

Discipline measures shall be appropriate to the infraction and may include termination of employment. Examples of infractions include;

- unsatisfactory work performance,
- misrepresentation,
- insubordination,
- revealing highly confidential and damaging information,
- malicious damage to organization's BRFS property
- policy contravention,
- theft and/or safety infractions and,
- any violation of BFS policy 23-17-007 **23-17-008** on Harassment.

~~Ongoing and/or serious performance problems may be considered a discipline matter and are managed separately from the regular Performance Management systems. Examples include failure to meet performance standards, chronic absenteeism, and refusal to follow direct instructions, and any violation of BFS policy 23-17-007 **23-17-008** on Harassment.~~

The Fire Chief shall consult with **TOWN** human resources to determine appropriate action for each step of managing discipline. **(Town of Barrhead Policy 12-004 Employee Handbook, Article No. 32: Disciplinary Action)**

Action shall depend upon the severity of the problem.

~~The matter shall normally be managed in the step by step procedure as outlined below.????~~

~~Problems of a more serious nature may require more immediate corrective action. In those cases, in consultation with human resources &/or the C.A.O any step(s) may be circumvented. The following are examples of incidents or problems requiring immediate corrective action: revealing highly confidential and damaging information, malicious damage to organization's property, demanding sexual favours with implied or overt threats, gross insubordination and/or a combination of less serious performance problems.~~

Appropriate investigation shall be conducted before any disciplinary action is taken.

An employee may be temporarily suspended with or without pay depending upon the nature

Barrhead Regional Fire Services Hiring Requirement

POLICY NO:	23-17-010	APPROVAL DATE:
TITLE:	BRFS Hiring	REVISION DATE: 19-05-23
SECTION:	23-Fire	
DEPARTMENT:	Fire Department	

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that the Barrhead Regional Fire Services requires direction as to the importance of a fair and consistent directive for hiring staff.

REASON FOR POLICY

Barrhead Regional Fire Services believes in hiring individuals that want to serve the community and who are able to obtain qualifications for the role of firefighter and medical first responder. Each member is hired to make contributions to the department and community. In hiring the most willing/qualified candidate the following procedure should be followed.

Policy to be reviewed every 4 years

Recruitment/ Hiring Process and Guidelines

Application

Applicants must be initiated by department supervisors, (Chief, Deputy Chief or Captain) The application should include the following:

- Application form
- Criminal record check with venerable sector
- Child welfare check
- 3 year Drives abstract

All record checks will be reviewed by the Fire Chief and Deputy Fire Chief to evaluate candidate for hire.

Minimum requirements to be considered for acceptance:

- Alberta Class 5 GDL Drivers License
- Minimum 18 years of age
- Understand and communicate in English (written and oral)
- Physically able to perform tasks/duties of the job
- Able to commit to training and respond to emergency calls
- Live and/or work within a reasonable distance of the response area
- Work as part of a team to respond to emergency situations

- Learn the skills of an emergency responder
- Be a community role model

Interview

The Chief will screen all applicants; initial interviews are generally informal with questions about the applicants experience and reasons for wanting to be hired in the fire service using a candidate evaluation form. Applicants will be either asked to join in on training evenings for a volunteer 6 week orientation or they will be informed that they are not being selected.

Applicants are invited to participating in a 6 week orientation is also an informal interview to expose the candidate to the membership and evaluation for final hiring to recruit.

Performance is evaluated on the candidate evaluation form.

Minimum requirements to be considered for acceptance: (move up)

- Alberta Class 5 GDL Drivers License
- Minimum 18 years of age
- Understand and communicate in English (written and oral)
- Physically able to perform tasks/duties of the job
- Able to commit to training and respond to emergency calls
- Live and/or work within a reasonable distance of the response area
- Work as part of a team to respond to emergency situations
- Learn the skills of an emergency responder
- Be a community role model

Hiring of New Recruit

At the end of the 6 week orientation and evaluation a decision by the Fire Chief will be made to offer the position of recruit to the candidate on the satisfactory completion of the record checks and or evaluations.

Candidates may be hired on a conditional acceptance. Applicants must complete all records checks not previous completed.

The Fire Chief can choose to continue with the orientation process for up to an additional 4 weeks. At any time during the 4 week period they can accept the offer of recruit. At the end of the additional 4 weeks the candidate offer of employment will be evaluated and either hired or informed that they will not be able to continue.

Once the offer has been accepted, all the hiring documents will be forwarded to the HR department.

Barrhead ~~Regional~~ Fire Services Surveillance System Policy

POLICY NO:	23-17-011	APPROVAL DATE:	19-10-22
TITLE:	BRFS Surveillance System	REVISION DATE:	17-04-11
SECTION:	23-Fire	MOTION:	#338-19
DEPARTMENT:	Fire Department		

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that the Barrhead **Regional** Fire Services requires direction as to the importance of surveillance of the fire department, its equipment and personnel for safety, security and accuracy of time lines on and off emergency scenes and that a fair and consistent directive for recording, removing and retaining video recordings.

This policy is intended to assist **public bodies** **the Municipal Having Authority** in deciding whether collection of personal information by means of a surveillance camera is both lawful and justifiable and, if so, in understanding how privacy protection measures can be built into the use of a surveillance system.

REASON FOR POLICY

Have a process in place for the fair unbiased recording and retention of information, while adhering to the *Freedom of Information and Protection of Privacy Act*. (the FOIP Act)

RELATED INFORMATION

~~Surveillance cameras can be an effective technique to protect public safety and detect or deter criminal activity. Surveillance cameras are increasingly being installed inside and outside of public buildings (in elevators, hallways, entrances, etc.), on streets, highways, in parks and public transportation vehicles.~~

Public bodies subject to the *Freedom of Information and Protection of Privacy Act* (the FOIP Act), **the *Personal Information Protection and Electronic Documents Act (PIPEDA)*, *Alberta's Personal Information Act (PIPA)*** must balance the benefits to the public ~~against the rights of individuals to be left alone.~~ A key issue in privacy protection is the public's reasonable **regulation of the collection of personal information**, thereby preventing unnecessary surveillance of individuals.

~~This policy is intended to assist public bodies in deciding whether collection of personal information by means of a surveillance camera is both lawful and justifiable and, if so, in understanding how privacy protection measures can be built into the use of a surveillance system.~~

Policy to be reviewed every 4 years

Guidelines

Surveillance shall follow the Office of the Privacy Commissioner of Canada, Guidelines for Overt Video Surveillance in the Public Sector.

The guidelines do not apply to covert or overt surveillance cameras being used by a public body as a case-specific investigation tool for law enforcement purposes, where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.

ACCESSES TO SYSTEM

- The Fire Chief and/or designate will be the only ones with access to surveillance system at the ERC and the grounds surrounding it.
- Viewing of surveillance recording will only be done when suspicious activity has been reported or damage has occurred without resolution. Surveillance recordings are not intended to be viewed to supervise or watch staff or public without cause to do so.
- The Fire Chief and/or designate will ensure immediately on notification of an incident involving a Response Vehicle recording device, that the memory card will be removed and a new card replaced until the incidents recordings can be removed and stored.
- All video used for the ERC and ~~mobile equipment~~ **Response Vehicle** for an incident will be removed and stored on the server for a minimum of **five** ~~six~~ years.
- ~~All video will be stored in a secure file on the fire department server for a minimum of six years~~
- CAOs will be notified if RCMP have requested and have been given a file, a copy will be made available to the CAOs.
- Any identification of criminal activity recorded by surveillance equipment will be brought to the attention of the RCMP.
- **ALL OTHER REQUESTS WILL BE DENIED UNLESS SUBPOENAED AND WILL BE RELEASED ONLY AFTER CONSULTATION WITH MUNICIPALITY'S LEGAL COUNSEL.**

LOCATIONS OF CAMERAS

Cameras will be installed in the following area:

- Viewing the main entrance
- Viewing the front North man door to East Bays
- Viewing the front North man door to West Bays
- Viewing Gym
- Downstairs Hallway facing South
- Viewing the Training room from the south
- ~~North East Outside on light pole viewing South/West~~
- ~~North West Outside of Power pole viewing South East~~
- In all Barrhead Regional Fire Service response vehicles

Signs identifying the use of surveillance equipment will be posted at all accesses of the facility and signs posted below the cameras.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 12, 2023

Re: Support in Principle – Alberta Community Partnership Grant Program

1.0 PURPOSE:

For Council to support in principle a grant application made under the Alberta Community Partnership (ACP) Program.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead and the County of Barrhead, by forming the Barrhead Regional Water Commission recognizes the importance of well-maintained municipal infrastructure for the enhanced delivery of reliable and safe water services and want to ensure they are positioned to address future operational and infrastructure requirements through the development of a collaborative regional raw water supply system assessment study. This application builds on the work undertaken in the successful 2019/20 ACP application of \$200,000.00 to complete the regional water infrastructure plan.

The Commission does not currently have a comprehensive representation of infrastructure condition assessment data which is critical to provide a big picture approach for the planning and collaborative delivery of regional water services well into the future.

The regional raw water supply system assessment study project is focused on obtaining, analyzing, and summarizing data related to the condition of water service delivery infrastructure systems that includes:

- raw water underground valve chamber;
- water quality related to age of raw water storage ponds;
- erosion protection of the berms;
- flow metering discrepancy analysis;
- intake pipes condition and deterioration; and
- desludging requirements.

This information will establish a framework to guide informed decisions on required regional water infrastructure improvements and upgrades.

3.0 ALTERNATIVES:

- 3.1 Town of Barrhead supports the submission of a non-matching 2023/24 Alberta Community Partnership grant application in support of the Regional Raw Water Supply Assessment Study project and is prepared to manage the grant project and related compliance requirements.
- 3.2 Council instructs Administration to provide further information regarding to the joint Regional Water Infrastructure Plan grant application with the County of Barrhead under the Alberta Community Partnership Grant Program and to report back at the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The application is for \$200,000.00 which requires no matching municipal funds. Any provincial grant funding received will financially benefit the utility account holders for both the Town and the County.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Limited to the existing service agreement the Town has with the Barrhead Regional Water Commission.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The grant application is administered by Municipal Affairs and the deadline for the noted grant application is October 2, 2023.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The application illustrates the financial benefits that can be potentially achieved with collaboration with both local municipalities.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

Town of Barrhead supports the submission of a non-matching 2023/24 Alberta Community Partnership grant application in support of the Regional Raw Water Supply Assessment Study project and is prepared to manage the grant project and related compliance requirements.

(original signed by the CAO)
Edward LeBlanc
CAO

REQUEST FOR DECISION

To: Town Council

From: Administration

cc: File

Date: September 12

Re: Urban/backyard Chicken Survey

1.0 PURPOSE:

To review and discuss the keeping of backyard chickens within the Town of Barrhead.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead has received inquiries requesting Council's consideration to allow urban/backyard chickens. The Town's Animal Control Bylaw currently does not allow the keeping of livestock in a residential area. The MPC has reviewed and discussed this issue at its regular meeting and are recommending this be forwarded to Council for further consideration.

There has been an increase in popularity to raising your own chickens in many communities across Alberta. The Cities of Red Deer, Lacombe, Medicine Hat, Airdrie and the Town of Westlock, Okotoks, Cochrane, High River Nanton, Penhold, Didsbury, Blackfalds, Three Hills all allow backyard chickens in their communities. Three Hills advised when they first introduced this option there was a great interest, however that has fallen off they currently have one existing urban hen permit. Threes Hill chicken license costs \$5.00/year for each chicken. Big Lakes County advise they too had a great deal of interest in urban farming and have backyard chicken and duck permits in their hamlets, however they do not have many permits issued for this. It should be noted that all communities do not allow for the keeping of roosters.

Most communities require applicants to take a course in raising chickens as part of their application process there are courses offered through the Alberta Farm Animal Care Association (AFACA)

Under provincial guideline keeping of chickens must be registered with a PIN number (Premises Identification Number) and apply for a premise's identification

account through the Province. This provides the province with information in the cases of outbreaks of Avian Flu or other diseases.

It is suggested should Council consider back yard chickens that a survey be done first within the community to determine if there would be any interest in raising chickens, if there is an interest then create a bylaw setting out the criteria of allowing backyard chickens and begin a pilot project in Barrhead to be revisited at a later date.

3.0 ALTERNATIVES:

- 3.1 That Council accepts Administration's report on a Backyard Chicken Survey as information.
- 3.2 That Council tables Administration's report regarding backyard chickens and request Administration to provide further information to the next council meeting.
- 3.3 That Council instructions administration to post the backyard chicken survey on the Town website and in the local newspaper to obtain feedback from residents.

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:

Backyard chicken survey

9.0 RECOMMENDATION:

- 9.1 That Council accepts Administration's report on a Backyard Chicken Survey as information.

- 9.2 That Council instructs administration to post the backyard chicken survey on the Town website and in the local newspaper to obtain feedback from residents and bring back to the October 24th Council meeting for review.

SAMPLE BACKYARD CHICKEN SURVEY

1. Do you think residents in the Town should be allowed to keep chickens on their property?
_____ YES _____ NO

Please explain your reasons for support or concerns for the keeping of chickens:

2. Do you have an interest in keeping backyard chickens on your property?
_____ YES _____ NO

3. Should there be a limit on the number of chickens allowed per resident if so how many would be a reasonable number to keep at one resident? _____

4. Would you attend a workshop on raising chickens as part of the permit process?
_____ YES _____ NO

5. Should chickens be licensed similar to dogs and cats?

_____ YES _____ NO

6. Should a permit for a backyard chicken coop be limited to certain areas of Town?
_____ YES _____ NO

7. If guidelines/bylaws were written to allow backyard chickens what do you think are important to consider?

(ie. Lot Size, Coop size and location on the lot, Permission from neighbours etc.)

**COUNCIL REPORTS
AS OF SEPTEMBER 12, 2023**

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

C.A.O Report

To: Town Council

Date: September 12, 2023

Re: August, 2023 C.A.O. Report

Economic Development Services:

In respect to the Community's Alberta Advantage Immigration Program, the following is the statistics for the period ending August 31, 2023:

<u>Employers:</u>	August 31, 2023	Program To date (November 7, 2022 – August 31, 2023)
Employers that have expressed interest	0	24
Employers enrolled	2	20 (7 active employers with open vacancies)
<u>Candidates:</u>		
Candidates that have expressed interest	10	145
Candidates endorsed:	10	55
Current foreign workers	1	16
International applicants	9	39
<u>Positions:</u>		
Positions supported by AAIP	9	78 (21 positions currently vacant)
Positions filled through AAIP	10	55
Started working & living in the community	1	14
Pending arrival to Canada	9	41

Enforcement Services:

- New files generated from July 1st, 2023 – July 31st, 2023
 - Total: 16 files
 - Animal Control matters/Miscellaneous: 1 file
 - Traffic Enforcement: 3 files (speeding, distracted driving, etc)
 - Bylaw Issues: 12 files
- Unresolved files carried over from previous reporting period:
 - Traffic Enforcement: 9 files
 - Unsightly lot files: 8 files
- New files generated from August 1st, 2023 – August 31st, 2023
 - Total: 13 files
 - Animal Control matters/Miscellaneous: 3 files
 - Traffic Enforcement: 5 files (speeding, distracted driving, etc)
 - Bylaw Issues: 5 files
- Unresolved files carried over from previous reporting period:
 - Traffic Enforcement: 4 files
 - Bylaw Issues: 8 files

Fire Protection Services:

- Incidents from August 1, 2023 – August 31, 2023
 - Rubbish or grass fires: 6 (71.75 hours or 34.8% of the total man hours for the month of August)
 - Vehicle accidents: 2 (48.5 hours or 23.5% of the total man hours for the month of August)
 - Ambulance assists: 19 (57.75 hours or 28.0% of the total hours for the month of August)
 - Public service: 1 (1.25 hours or .6 % of the total hours for the month of August)
 - Down power line: 1 (8.0 hours or 3.9% of the total hours for the month of August)
 - False Alarms: 8 (19.0 hours or 9.2% of the total man hours for the month of August)

For the month of August there were a total of 37 calls which represented a total of 206.25 firefighter hours.

The following chart outlines the total ambulance assist calls responded by the Regional Fire Department, for the month of August, 2023:

Response Levels	August	Town or County		Year To Date	Town or County
Level A – Not serious (ie: lift assist)	0	0 – Town 0 - County		7	7 - Town 0 - County
Level B – More serious (ie: medical alert alarm)	3	3 - Town 0 - County		6	5 – Town 1 - County
Level C – Serious (ie: stroke or abnormal breathing)	3	2-Town 1-County		9	8 – Town 1 – County 1– Birch Cove
Level D – Possible life threatening (ie: chest pains, unconscious, overdose)	11	8 - Town 3 - County		95	73 – Town 22 – County
Level E – Life Threatening (ie: cardiac arrest, ineffective breathing)	2	0 – Town 2 - County		14	10 – Town 4 – County
Total calls	19	13– Town 6 – County		131	102 – Town – County 1-Birch Cove
Total hours spent on calls	57.75 hours or 28.0 % of total hours			340.5 hours or 21.0% of total hours	
Fire Dept. arriving before EMS	7			66	
Fire Dept. arriving before EMS (%)	36.8%			50.4%	

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

Note 2: The President of *Alberta Municipalities* is prepared to meet with Town Council virtually to discuss the on-going challenge of ambulance service for rural Alberta. Administration is awaiting on potential meeting dates but in the interim Administration is suggesting that members of Council should prepare questions. These questions would be forward to the President beforehand in order to have as much of a productive meeting as possible.

- Training:
 - NFPA 1001 level 1 fire fighter, on going
 - Vehicle extraction
 - Fitness evaluation
 - EMS orientation, stretchers and stair chair.
 - Pumping operations
- Other:
 - Attended the Barrhead Parade
 - Medical standby for rodeo
 - Engine 33 with 3-man crew was deployed to Yellowknife
 - Engine 33 with 3 – 5-man crew was deployed to Hay River

Recreation Services:

- Operational:
 - Summer Programs ended on August 25th with a Summer Wrap Up Party in partnership with Pembina West Coop, which was a well-attended event. All summer programs ran this year, plus Friday Fun Days were hosted every Friday in July and August.
 - Our subsidized Pool Pass Program continues to be utilized; to date \$2,952.90 of the \$5000 budget has been spent, and the program has been accessed by nine families and three individuals from Barrhead.
 - Hosted 2 weeks of hockey school (ProNorth) and a week of TruGrit.
- Works in Progress:
 - Teachers' PD Day Camps will return this school year in partnership with FCSS, the first PD Day Camp will be on September 15th.
 - As of September 5th, the Department started our annual pool shutdown.
 - We have hockey scheduled each night and every weekend for the month of September starting September 5.
- Upcoming Special Events:
 - Arts & Culture Committee continues planning for our upcoming "Throwback to the Future" event on September 22 & 23

Transportation Services:

- Repaired water leak at three services
- Sewer line repair on 54th avenue
- Haul in Pickled Sand for winter
- Completed annual street crack filling program
- Commence Fall Sewer flushing program
- Pothole filling
- Staff was tree trimming in the back alleys and boulevards
- Removing debris from several Catch Basins
- Haul Compost
- Sidewalk repairs around town (priority issues)
- Street repair 53 Avenue (service road)

Edward LeBlanc - CAO

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

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF AUGUST 22, 2023

Resolution Number	Resolution	Comments	Status
	<u>August 22, 2023 Council Meeting</u>		
252-23	Moved by Cr. Assaf that Council denies the request from B.A.R.C.C. dated August 17, 2023 to waive the rental fee for the Charles Godberson Rotary Room but provide an operating grant of \$500.00 for their event scheduled for October, 2023.	B.A.R.C.C. has been made aware of Council's direction. Payment for the operating grant has been made.	Completed
249-23	Moved by Cr. Sawatzky that Council approves the donation of the 1998 Town owned Fire Truck unit to the Grande Prairie Rotary Club, as is and where is.		Completed
	<u>June 27, 2023 Council Meeting</u>		
187-23	Moved by Cr. Sawatzky that Council authorizes the County of Barrhead and the Town of Barrhead's Administrations to negotiate and refine the scope of the project with Next Architecture Inc. to a maximum of \$146,570.00 (GST excluded).		In Progress
	<u>May 9, 2023 Council Meeting</u>		
147-23	Moved by Cr. Oswald that Council instruct Administration to bring the concession agreement to a future Council Meeting.	Once the draft of the new agreement is prepared, the matter will be presented to Town Council.	In Progress
145-23	Moved by Cr. Smith that Council authorizes Administration to renew the letter of agreement dated June 26, 2017 with the Graduation Celebration Committee for an additional five years and to have the same parameters and financial obligations as seen on the previous agreement, effective for the 2023 graduation.	The Graduation Committee was informed of Council's decision to only charge the Committee a one-day rental fee. A draft agreement has been prepared.	In Progress
144-23	Moved by Cr. Sawatzky that Council instructs Administration to prepare a report exploring the merits of obtaining an accreditation under the Alberta Safety Codes and presenting it to the Municipal Planning Commission for their consideration and recommendation to Town Council.		In Progress
	<u>April 25, 2023 Council Meeting</u>		
130-23	Moved by Cr. Assaf that Council instructs Administration to place the musical playground equipment funded by the Alberta Blue Cross grant of \$50,000.00 in the Splash Park.	The equipment has been delivered. Due to the rainy conditions and other scheduled projects, the vendor has delayed the installation of the equipment. Administration is waiting for further details.	In progress

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF AUGUST 22, 2023

	<u>September 27, 2022 Council Meeting</u>		
337-22	Moved by Cr. Assaf that Council instructs Administration to prepare a draft resolution for the 2023 Alberta Municipalities' Convention relating to the current Provincial ambulance service levels and its demand onto local Fire Departments.	As previously reported to Council the President from A.M. is willing to meet with Council virtually to discuss the on-going challenges. Administration is waiting for potential meeting dates from A.M.	In Progress
	<u>December 14, 2021 Council Meeting</u>		
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	During the Commission's November 25th Meeting, the Board approved the contribution of \$109,775.00 towards the Town's 2021 and 2022 Capital Projects. The Operating expenses were reviewed during the April 27th Commission Meeting. The Board decided to review the costs during the 2024 budget deliberations.	In Progress



**Barrhead & District Social Housing Association
Minutes
Regular Board Meeting – June 7, 2023**

Members Present: Craig Wilson, Don Smith, Roberta Hunt, Bill Lane, Peter Kuelken
Absent: Su Macdonald
Staff Present: Tyler Batdorf

1.0 The meeting was called to order at 10:07 a.m.

2.0 Approval of Agenda

Peter Kuelken moved to approve the June 7, 2023, Regular Board Meeting Agenda.

Carried Unanimously

3.0 Adoption of the Minutes

Roberta Hunt moved to adopt the Minutes of the Regular Board Meeting of April 25, 2023.

Carried Unanimously

4.0 Reports

4.1 Financial Report – April 2023

An Income Statement for the organization was presented.

Peter Kuelken moved to accept the Financial Report as presented.

Carried Unanimously

4.2 Cheque Log – April 2023

Don Smith moved to accept the Cheque Log as presented.

Carried Unanimously

Chair: CW CAO: [Signature]

Minutes: June 7, 2023

4.3 CAO Report

Updates were presented on the following topics:

- Operations (Dietary, Admin, Activities, Housekeeping)
- Licensing Inspection
- Swan Hills Evacuees
- Shower Conversion
- Website
- ASHC Funded Projects
- BDSHA Projects
- Upcoming Projects
- Facilities Manager's Report
 - Lodges
 - Seniors Self-Contained
 - Community Housing
 - Grounds

Roberta Hunt moved to accept the CAO's Report as presented.

Carried Unanimously

4.4 Resident Services Manager's Report

Vacancy Report:

-Hillcrest Lodge	34 vacancies (31%)
-Klondike Place	0 vacancies (0%)
-Golden Crest Manor	4 vacancies (9%)
-Jubilee Manor	0 vacancies (0%)
-Pembina Court Manor	1 vacancies (4%)
-JDR Manor	0 vacancies (0%)
-Barrhead CH	0 vacancies (0%)
-Swan Hills CH	2 vacancies (25%)

Don Smith moved to accept the Resident Services Manager's Report as presented.

Carried Unanimously

5.0 Old Business

- 5.1 Housing Needs Assessment Update– For Information Only
Gordon & Associates has made preliminary data available. Meetings with key stakeholders are currently being scheduled for June.
- 5.2 Building Condition Assessment Update – For Information Only
Wade KH Consulting has been hired to complete the assessments on Golden Crest Manor and Jubilee Manor. The assessments will be completed on June 15, 2023.

Chair: C.W.

CAO: [Signature]

Minutes: June 7, 2023

6.0 New Business

6.1 RFD-Hillcrest Landscaping Project - Contractor

Three proposals were received from the RFP posted on Alberta Purchasing Connection. Two were in excess of the stated budget and were not based on a site visit. The third proposal was received from Canadian Vintage Landscapes after a site visit, at a cost of \$183,495.90.

Peter Kuelken moved to award the contract to Canadian Vintage Landscapes.

Carried Unanimously

6.2 RFD – Hillcrest Library Project – Cabinet Contractor

Two quotes were received from local contractors to install the cabinetry in the new Hillcrest Library. Both contractors are known to the organization so based on price alone, it was recommended that the project be awarded on Fireline Cabinets Ltd. based on price alone.

Don Smith moved to award the contract to Fireline Cabinets Ltd. at a cost of \$35,964.

Carried Unanimously

6.3 RFD – Donations Requests

The CAO made a request to the Board for direction regarding donations to community organizations so that a policy regarding this could be created.

Roberta Hunt moved that a policy be created with a yearly budget of \$5,000 per calendar year and a per donation maximum of \$500.

Carried Unanimously

6.4 RFD – Hillcrest WiFi – Budget Request

The CAO requested to be permitted to obtain quotes to install WiFi in Hillcrest Lodge and to award the contract up to a value of \$17,000.

Bill Lane moved that the CAO be permitted to obtain quotes and award the contract to install WiFi up to a value of \$17,000.

Carried Unanimously

7.0 Correspondence

None.

Chair: C.W. CAO: [Signature]

Minutes: June 7, 2023

8.0 In Camera – Board and CAO

Not Required

9.0 In Camera – Board Only

Not Required

10.0 Time and Date of Next Meeting

Tuesday, August 29, 2023, @ 10:00 a.m.

11.0 Adjournment

Bill Lane moved to adjourn the meeting at 11:37 a.m.

Carried Unanimously



Signature: Craig Wilson, Chairperson



Date



Signature: Tyler Batdorf, CAO



Date

REQUEST FOR DECISION

To: Town Council

From: Cheryl Callihoo, Director of Development & Legislative Service

cc: File

Date: September 12, 2023

Re: Bylaw 07-2023 – LUB Amendment

1.0 PURPOSE:

Bylaw 07-2023 Land Use Bylaw Amendment

2.0 BACKGROUND AND DISCUSSION:

Bylaw 07-2023 will amend Lots 1 & 2, Block 5, Plan 792 1401 (4512-4514-61 Avenue) from M1- Industrial to US-Urban Services to allow for the development of a new RCMP station in Barrhead.

3.0 ALTERNATIVES:

3.1 Council gives Bylaw 07-2023 first reading and set a public hearing.

3.2 Council tables Bylaw 07-2023 to the next meeting of Council.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Bylaw 07-2023

8.2 Sample ad to be posted on the Town website and in the newspaper

9.0 RECOMMENDATION:

Council gives Bylaw 07-2023 first reading and set a public hearing for Tuesday, October 10, 2023 at 7:00 pm in Town Council Chambers.

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

FEE: \$800.00

I/We hereby make application to amend the Land Use Bylaw.

Applicant: SKACI ARCHITECTS + PLANNERS

Address: 17225 102 AVENUE
EDMONTON, AB. T5S 1J8

Phone: (780) 486-6400 OR (780) 991-3955

Owner of Land: RCMP (K DIVISION) (KEV KAECHER)
(if different from above)
Address 11140 - 109 STREET
EDMONTON, AB T5G 2T4

Phone: [REDACTED]

Lot 1+2, Block 5, Plan 7921401

Civic Address: 4512-4514 61 AVENUE, BARRHEAD AB.

Amendment Proposed:

FROM: M1- INDUSTRIAL

TO: U5- URBAN SERVICES

Reasons in Support of Application for Amendment:

PROPOSED NEW BUILDING IS NOT A
PERMITTED USE ON M1.

SEPTEMBER 6, 2023
Date

[REDACTED]
Signature

BYLAW 07-2023
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 792 1401, Block 5, Lots 1 & 2 from M1- Industrial to US – Urban Services.

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 792 1401, Block 5, Lots 1 & 2, as indicated on attached Schedule “A,” is rezoned from M1 – Industrial to US – Urban Services.
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 ____ day of _____, 2023.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Cheryl Callihoo, Director of Legislative Services

Read a second time this ____ day of _____, 2023.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Cheryl Callihoo, Director of Legislative Services

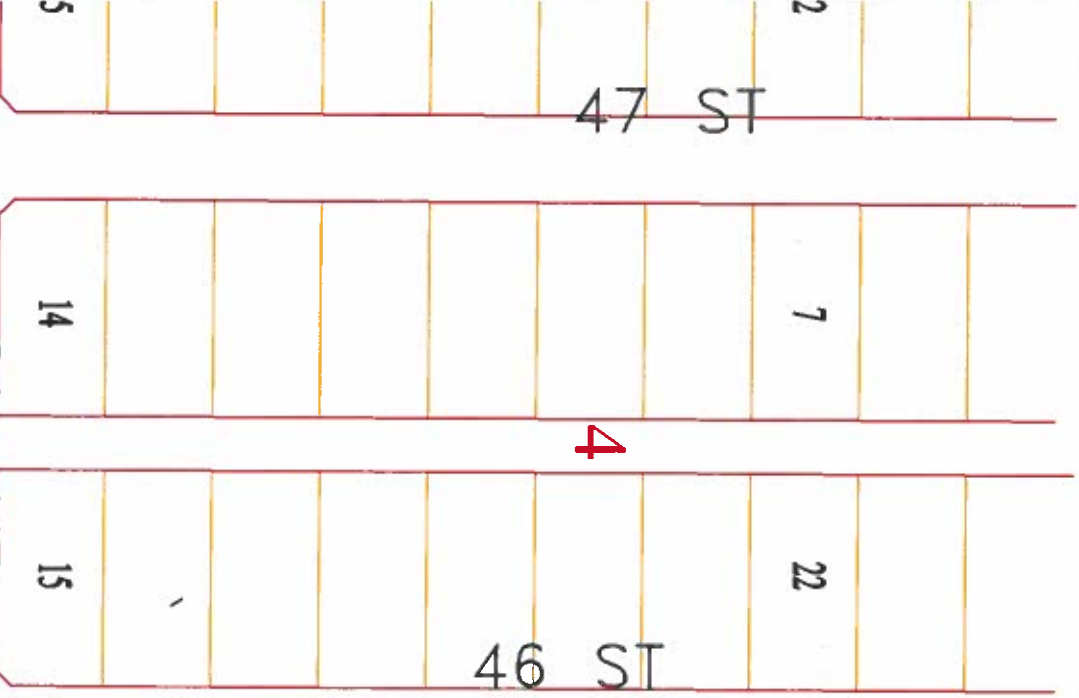
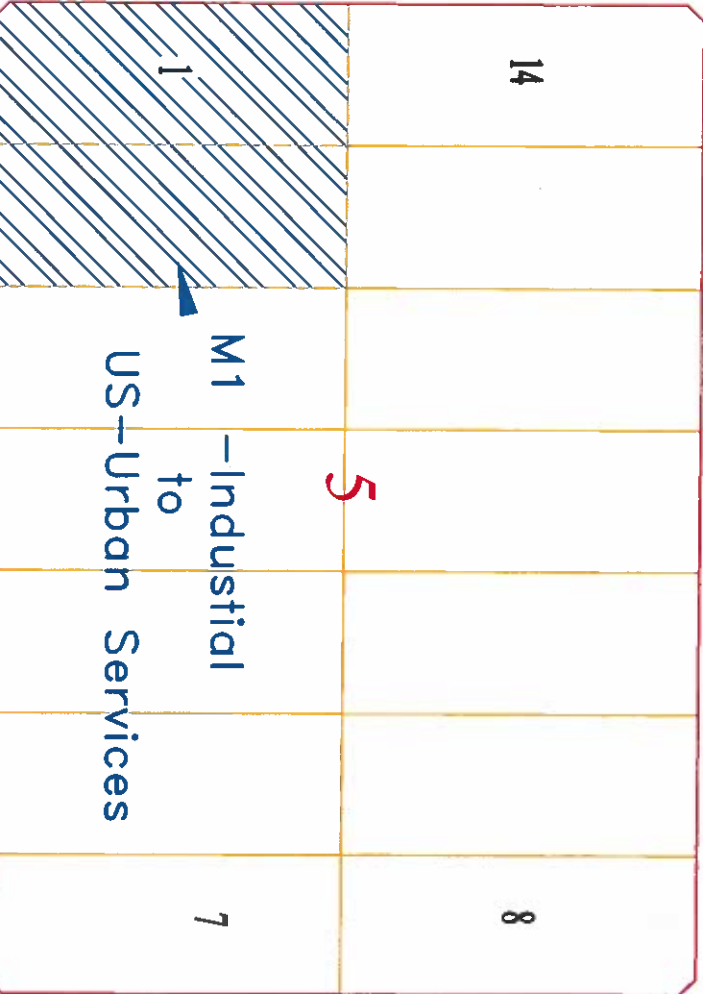
Read a third time this ____ day of _____, 2023 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Cheryl Callihoo, Director of Legislative Services

SCHEDULE "A"



61 AVE

LOT R1
ERC

LOT
IU

LOT R2



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 07-2023, as proposed, will authorize the Council of the Town of Barrhead to amend Bylaw 04-2015 as follows:

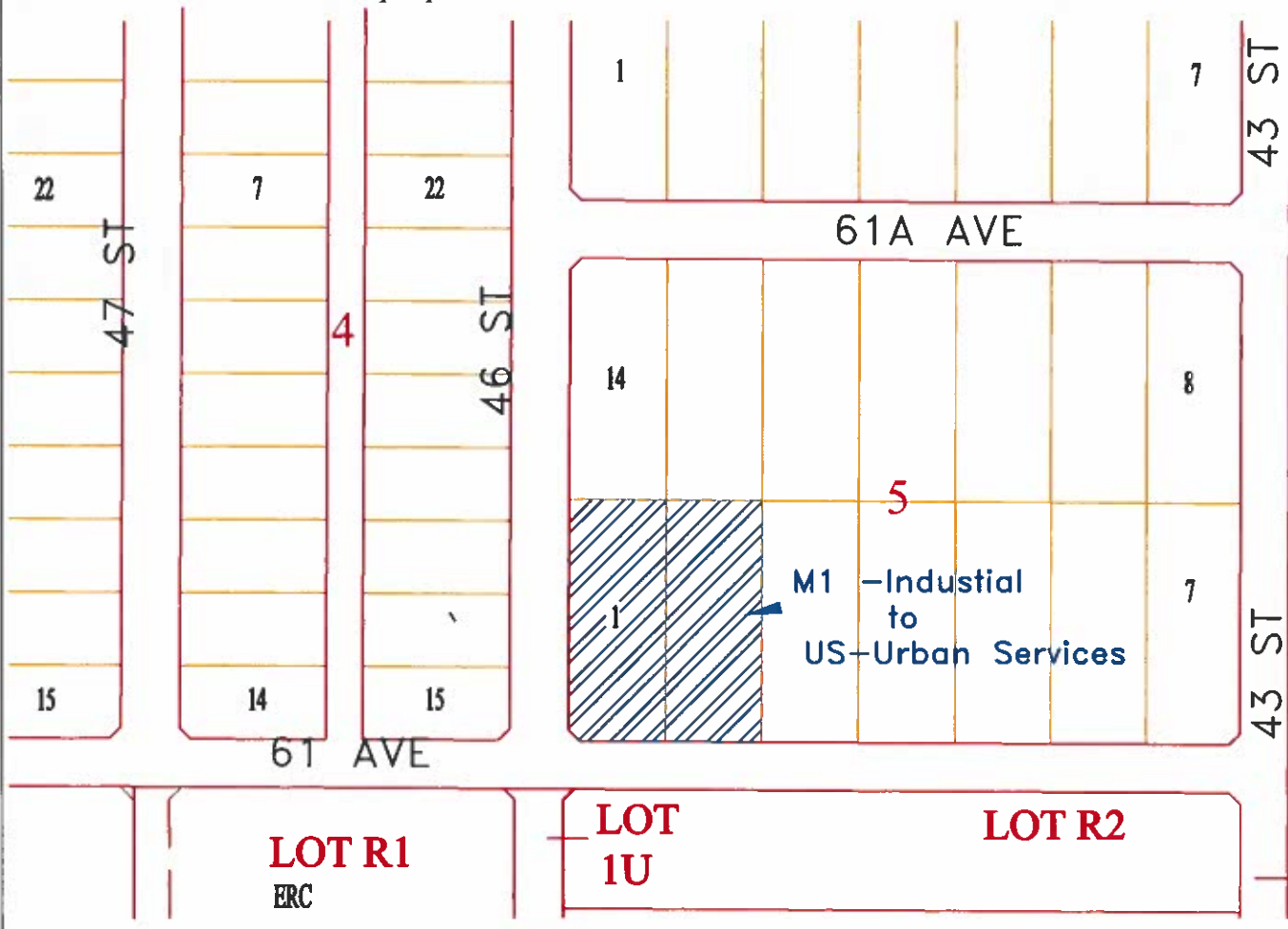
Re-classify Lot 1 & 2, Block 5, Plan 792 1401

FROM - M1 Industrial
TO - US Urban Services

A Public Hearing will be held in the Town of Barrhead

Council Chambers - 5014 - 50th Avenue

Tuesday October 10th at 7:00pm for the purposes of hearing any objections, recommendations and/or complaints pertaining to the proposed amendment.



REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: September 12, 2023
Re: Correspondence Items

Item (a) Letter dated August 23, 2023 from the Barrhead Community Victim Services Unit Association thanking the Town of Barrhead for the financial contribution of \$1,000.00.

Recommendation:

Council accepts the letter dated August 23, 2023 from the Barrhead Community Victim Services Unit Association thanking the Town of Barrhead for the financial contribution of \$1,000.00, as information.

Item (b) Letter dated August 29, 2023 from APEX Utilities Inc. regarding total revenues derived from the Delivery Tariff for prior and next calendar year, this is to help assist with the Town's budgeting process.

Recommendation:

Council accepts the letter dated August 29, 2023 from APEX Utilities Inc. regarding total revenues derived from the Delivery Tariff for prior and next calendar year, as information.

Item (c) Letter dated September 5, 2023, from the residents of Mehden Road requesting Council move the upgrades of Mehden Road from the 2026 fiscal year to the 2024 fiscal year.

Recommendation:

Council accepts the letter from the residents of Mehden Road and defer this item to the 2024 budget deliberations.

(Original signed by the CAO)
Edward LeBlanc
CAO

August 23, 2023

Town of Barrhead
5014 – 50th Avenue
Barrhead, Alberta T7N 1L1



Attention: Mayor McKenzie and Barrhead Town Council.

Barrhead Community Victim Services Unit Association (BCVSUA) is grateful for the Town's continuing support. We recently received the \$1000 contribution for 2023. Town Council is aware of how important these funds are to Barrhead Victim Services' volunteer Advocates in their work with clients and victims of crime and trauma.

Thank you for honouring the 2023 contribution and please contact Program Manager, Kristina Kyllonen, at 780-674-4848, if you have any questions.

Sincerely,

Kristina Kyllonen
Program Manager
Barrhead Community Victim Services Unit Association

Margaret Osborne
Board Chairperson
Barrhead Community Victim Services Unit Association

August 29, 2023

Mayor David McKenzie and Council
Town of Barrhead
P.O. Box 4189
Barrhead, AB T7N 1A2

Dear Mayor McKenzie and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of Barrhead and Apex Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2023. Failing notification, the current franchise fee percentage of **18.0%** will remain unchanged.

	2022 Actuals	2024 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$2,479,723.37	\$2,844,143.71
Delivery Revenues (Rate 3 & 13)	<u>\$59,237.92</u>	<u>\$55,617.78</u>
Total Delivery Revenues	<u>\$2,538,961.29</u>	<u>\$2,899,761.49</u>
2022 Actual Franchise	<u>\$406,233.07</u>	
2024 Estimated Franchise Fee		<u>\$463,961.84</u>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@apexutilities.ca. I look forward to hearing from you.

Sincerely,

Apex Utilities Inc.



Irv Richelhoff
Supervisor Business Development

Dear Mayor Mackenzie, Councilors Assaf, Kluin, Klumph, Oswald, Sawatzky, and Smith,

We have been battling ongoing issues on our road with tar oozing through the gravel, lack of gravel on the road and large potholes for several years now. As the weather gets warm, we have had tar tracked into our homes, our guests sometimes having to leave their shoes at the outside door. This is not acceptable, and we are asking for a permanent solution for Mehden Road.

This is an older established neighborhood that has never had our road paved or maintained in the summer or winter. We are not on the regular snowplow route in the winter, the the cul-de-sac next to us is plowed resulting in us relying on either Schmidt's bringing their tractor in from the Schmidt Livestock or Wolfram's bringing a tractor from Martin Deerline to clear the road in the winter. We are asking to be added to the regular snowplow route, the maintenance of this road would hopefully help mitigate some of the issues that we deal with, until Mehden Road can be paved.

Thank you and we look forward to hearing from you soon,

