



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, DECEMBER 10, 2024 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 – November 26, 2024
4. Public Hearings
  - (a) Public Hearing at 5:30 p.m. – Bylaw 10-2024, to amend Land Use Bylaw 04-2015
5. Delegations
  - (a) There are no Delegations
6. Old Business
  - (a) Neutral Space Bylaw 08-2024
7. New Business
  - (a) 2025 Interim Operating Budget

8. Reports
  - (a) Council Reports
  
9. Minutes
  - (a) Barrhead & District Social Housing Association – October 31, 2024
  
10. Bylaw
  - (a) Bylaw 09-2024, Municipal Public Utilities Bylaw
  - (b) Bylaw 11-2024, Rates and Fees Bylaw
  
11. Correspondence Items
  - (a) There are no Correspondence Items
  
12. For the Good of Council
  
13. Tabled Items
  
14. Closed Session
  
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, NOVEMBER 26, 2024,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: T. Assaf, D. Kluin, A. Oswald and D. Smith

Officials: Collin Steffes CAO, Cheryl Callihoo, Director of Development & Legislative Services, Jennifer Mantay, Director of Corporate Services and Shallon Touet, Director of Parks and Recreation

**OTHERS** Barry Kerton, Barrhead Leader

**ABSENT** Crs: R. Klumph and D. Sawatzky

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

**AGENDA** The agenda was reviewed.

378-24 Moved by Cr. Smith that the agenda be accepted as amended:

- Add 7(h) Proclamation – International Day For Persons With Disabilities

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of November 12, 2024, were reviewed.

379-24 Moved by Cr. Assaf that the Minutes of the Town Council Regular Meeting of November 12, 2024 be approved as presented.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Ms. Deborah Porter and Mr. Calvin Bach representing the Paddle River Golf Club at 5:31 p.m.

Ms. Deborah Porter and Mr. Calvin Bach presented the Paddle River Golf Club's thoughts and vision relating to the operations of the Golf Course for 2025 and beyond for Council's consideration.

**EXITED** Mayor McKenzie and Council thanked Ms. Deborah Porter and Mr. Calvin Bach representing the Paddle River Golf Club for their presentation and they exited the Chambers at 5:52 p.m.

380-24 Moved by Cr. Assaf that Council defer the information received from the Paddle River Golf Club to the 2025 budget deliberation meetings.

CARRIED UNANIMOUSLY

**ENTERED** Sheldon Flett, Director of Public Works and Mario Acevedo, Utility Operator entered the Chambers at 5:52 p.m.

**WATER LEAK DETECTION**

For Council to approve a 2024 expense for Water Leak Detection in the Town.

Sheldon Flett, Director of Public Works and Mario Acevedo, Utility Operator were present to discuss the water leak within the Town.

Jennifer Mantay, Director of Corporate Services updated Council on the water leak and the proposal to have a company come in and do a leak detection.

381-24 Moved by Cr. Smith that Council authorize Administration to hire Enviro Trace Advanced Leak Detection for leak detection on the Town of Barrhead, at a cost of \$72,000.00, to be funded from the 2024 Water Capital Reserve.

CARRIED UNANIMOUSLY

**EXITED** Sheldon Flett, Director of Public Works and Mario Acevedo, Utility Operator exited the Chambers at 6:05 p.m.

**PROCLAMATION**

Mayor McKenzie stated that December 3 is International Day For Persons With Disabilities and would like this proclamation added to our Proclamations Policy.

382-24 Moved by Mayor McKenzie that Council have Administration include December 3 as International Day For Persons With Disabilities to our Proclamation Policy, as presented.

CARRIED UNANIMOUSLY

**FINANCIAL STATEMENT REPORTS  
TO SEPTEMBER 30, 2024**

For Council to approve the Financial Statement Report to September 30, 2024, as presented.

383-24 Moved by Cr. Oswald that Council receives the Financial Statement Reports to September 30, 2024, as presented.

CARRIED UNANIMOUSLY

**BANK  
STATEMENT**

The Monthly Bank Statement for the month ended October 31, 2024, was received.

384-24 Moved by Cr. Oswald that Council approves the Monthly Bank Statement for the month ended October 31, 2024, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES AND EMERGENCY  
RESPONSE CENTRE 2025 BUDGETS**

For Council to approve the Barrhead Regional Fire Services and Emergency Response Centre Committee's 2025 Operating Budget, 2026-2028 Operating Plans, the 2025 Capital Budgets and the 10 Year Capital Plan.

385-24 Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services proposed 2025 Operating Budget in the amount of \$976,290.00, with a financial contribution of \$312,170.00 from both the Town of Barrhead and County of Barrhead, as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

386-24 Moved by Cr. Smith that Council approves the Barrhead Regional Fire Services proposed 2026-2028 Financial Plan, as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

387-24 Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services proposed 2025 Capital Budget in the amount of \$850,000.00, with a financial contribution of \$425,000.00 from both the Town of Barrhead and County of Barrhead, as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

388-24 Moved by Cr. Kluin that Council approves the Barrhead Regional Fire Services Emergency Response Center Operating Budget in the amount of \$ 57,400.00 with a financial contribution of \$28,700.00 from both the Town of Barrhead and County of Barrhead, as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

389-24 Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services' Emergency Response Center proposed 2026-2028 Financial Plan, as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

390-24 Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services' Emergency Response Centre proposed 2025 Capital Budget in the amount of \$11,900.00 with \$3,450.00 contribution from both the Town of Barrhead and County of Barrhead as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

391-24 Moved by Cr. Smith that Council approves the Barrhead Regional Fire Services and the Barrhead Regional Fire Services Emergency Response Centre 10 Year Capital Plan, as presented and recommended by the Barrhead Regional Fire Services Committee.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT TWINNING  
COMMITTEE – 2025 OPERATING BUDGET  
AND 2026 TO 2028 OPERATING PLAN**

For Council to approve the Barrhead & District Twinning Committee's 2025 Operating Budgets and 2026 to 2028 Operating Plan.

392-24 Moved by Cr. Assaf that Council approves the Barrhead and District Twinning Committee Operating Budget with expenditures in the amount of \$8,700.00, with each municipality contributing \$4,350.00, as presented and recommended by the Barrhead and District Twinning Committee.

CARRIED UNANIMOUSLY

393-24 Moved by Cr. Oswald that Council approves the Barrhead & District Twinning Committee 2026 to 2028 Operating Plan, as presented and recommended by the Barrhead & District Twinning Committee.

CARRIED UNANIMOUSLY

**CANCELLATION OF UTILITY  
RECEIVABLE ACCOUNTS**

For Council to authorize the potential cancellation of Utility Receivable Accounts.

394-24 Moved by Cr. Kluin that Council authorizes Administration to cancel the outstanding Utility Receivable Accounts in the amount of \$394.20, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**CANCELLATION OF TRADE  
RECEIVABLE ACCOUNTS**

For Council to authorize the potential cancellation of Trade Receivable Accounts.

395-24 Moved by Cr. Smith that Council authorizes Administration to cancel the outstanding Trade Receivable Accounts in the amount of \$203.00, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of November 26, 2024, were reviewed:

- Chamber of Commerce
- Family & Community Support Services Society
- Barrhead Public Library Board
- Barrhead & District Twinning Committee

396-24 Moved by Cr. Smith that the following Reports to Council as of November 26, 2024, be accepted as information and as presented:

- Chamber of Commerce
- Family & Community Support Services Society
- Barrhead Public Library Board
- Barrhead & District Twinning Committee

CARRIED UNANIMOUSLY

**MINUTES TO  
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Community Support Services – October 17, 2024
- Barrhead & District Twinning Committee – November 13, 2024
- Barrhead Regional Fire Services Committee – November 13, 2024

397-24 Moved by Cr. Kluin that the Minutes to Council be accepted as information and as presented.

- Barrhead & District Community Support Services – October 17, 2024
- Barrhead & District Twinning Committee – November 13, 2024
- Barrhead Regional Fire Services Committee – November 13, 2024

CARRIED UNANIMOUSLY

**BYLAW 11-2024, RATES AND FEES BYLAW**

For Council to consider passing all three readings to the Town's new Rates and Fees Bylaw 11-2024.

398-24 Moved by Cr. Smith that Council tables Bylaw 11-2024, Rates and Fees Bylaw, to a future Council meeting.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Council commended Ms. Rita Lyster on a great fundraiser to name Barrhead's all-wheel park after long time doctor Marvin Brent Wray.

Council commended the Public Works department for the ongoing road clearing.

Council welcomed the Town's new CAO, Collin Steffes to Barrhead.

**RECESSED**

399-24 Moved by Cr. Smith to recess the meeting at 6:20 p.m.

CARRIED UNANIMOUSLY

**EXITED**

Jennifer Mantay, Director of Corporate Services exited the Chambers at 6:20 p.m.

**RECONVENED**

400-24 Moved by Cr. Assaf to reconvene the meeting at 7:00 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION – LEGAL  
FOIP ACT SECTION 17(2)**

401-24 Moved by Cr. Assaf that Council go in closed session at 7:00 p.m.

CARRIED UNANIMOUSLY

Cheryl Callihoo, Director of Development & Legislative Services and Shallon Touet,  
Director of Parks and Recreation were present.

**OUT OF CLOSED SESSION**

402-24 Moved by Cr. Smith that the Council come out of closed session at 8:00 p.m.

CARRIED UNANIMOUSLY

403-24 Moved by Cr. Oswald that Administration review the existing concession agreement.

CARRIED UNANIMOUSLY

**ADJOURN**

404-24 Moved by Cr. Assaf that the Council Meeting be adjourned at 8:00 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Collin Steffes

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Collin Steffes, CAO

**cc:** File

**Date:** December 10, 2024

**Re:** Land Use Amendment Bylaw 10-2024 – Public Hearing

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## **1.0 Purpose:**

Council passed first reading of Bylaw 10-2024 to amend Land Use Bylaw 04-2015 at the November 12 Council meeting. Council is now considering 2<sup>nd</sup> & 3<sup>rd</sup> reading of Bylaw 10-2024

## **2.0 Background and Discussion:**

The purpose of Bylaw 10-2024 is to re-district one residential lot from R2 – Residential District to R3 – Residential Medium Density District.

The Lot in question is Lot 4 – Part North Block 4 Plan 2970 ET (civic address of 5120 48<sup>th</sup> street) and is immediately adjacent to “The House of Print Ltd.” property. The proposal is to construct a four plex. Two units on the main floor with the other two units on the second floor; no basement is being considered.

An ad was put into the local paper and on the Town social media website as required within the MGA, letters were also sent out to adjacent landowners, to date the Town has not received any feedback to the proposed Land Use Bylaw, however.

MPC has met and reviewed with the developer the proposed building footprint, parking, height and potential available greenspace. The developer advised he would present a revised proposal, taking into consideration the comments of MPC.

## **3.0 Alternatives:**

3.1 Council pass 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw 10-2024, amending the Land Use Bylaw 04-2015, as presented.



3.2 Council tables proposed Land Use Amendment Bylaw 10-2024 and instructs Administration to provide further information and bring back the information at the next scheduled Council Meeting.

**4.0 Financial Implications:**

Not applicable

**5.0 Interdepartmental Implications:**

Not applicable.

**6.0 Senior Government Implications:**

Not applicable.

**7.0 Political/Public Implications:**

The required statutory Public Hearing will be scheduled at a later date to provide the Applicant along with the general public an opportunity for their respective input on the pending re-districting bylaw.

**8.0 Attachments:**

- 8.1 Application for amendment to the Town's Land Use Bylaw – as submitted by the property owner.
- 8.2 Draft Bylaw 10-2024 to amend the Town's Land Use Bylaw 04-2015.
- 8.3 Preliminary design of the proposed development – as submitted by the property owner
- 8.4 Aerial photo of the property in question.
- 8.5 R2 Residential District, currently found in the Town's Land Use Bylaw 04-2015
- 8.6 R3 – Residential District, currently found in the Town's Land Use Bylaw 04-2015.

**9.0 Recommendations**

The Council pass 2<sup>nd</sup> & 3<sup>rd</sup> reading to Bylaw 10-2024, amending the Land Use Bylaw 04-2015, as presented.

That Council table 2<sup>nd</sup> & 3<sup>rd</sup> readings of Bylaw 10-2024 pending further information from the developer.

(Original signed by the CAO)  
Collin Steffes  
CAO

**Town of Barrhead**  
Mayor's Procedural Notes  
Public Hearing for Proposed Bylaw 10-2024, as amended

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Item No. 4(a)

**Hearing Date**                    December 10, 2024  
**Hearing Time:**                5:30 p.m.  
**Proposed Bylaw:**            **10-2024**

1. Mayor McKenzie declares the Public Hearing open relating to Bylaw 10-2024, as amended, amending the Town's Land Use Bylaw 04-15.
2. Mayor McKenzie advises that this is a formal Hearing and records are being kept of the proceedings.
3. Mayor McKenzie states the following purpose of the Hearing.

*"In accordance with the Provisions of Section **692** of the Municipal Government Act, as amended, the Council of the Town of Barrhead is holding this Hearing to provide an opportunity for public input and comment on proposed Bylaw 07-2024, as amended.*

4. The following is the Hearing procedures:
  - a) Mayor McKenzie request from Administration to provide an overview and summary of the proposed amending Bylaw.
  - b) Mayor McKenzie request Administration to confirm the Public Hearing was advertised in the local newspaper.
  - c) Mayor McKenzie request Administration to summarize any written submissions received into the record.
  - d) Council will then receive any additional written or verbal submissions from the floor.

Mayor McKenzie "I ask that those who wish to speak must first identify themselves and address their comments to the Chair. There will be an approximately 10-minute limit on the length of verbal submissions or presentations. Council may ask for any clarification on written or verbal submissions. Council wishes to remind everyone that this will be everyone's only opportunity to comment on this proposed Bylaw".

- Parties in favour of the bylaw. (developer will be present to review his proposal)
    - Parties opposed the bylaw.
    - Any other person deemed to be affected and wished to be heard.
  - e) Mayor McKenzie ask if Council has any questions after each presentation.
  - f) Following the verbal presentations, Administration will respond to any questions from Council.
  - g) Mayor McKenzie may allow a concluding statement from those who have made a presentation.
5. Mayor McKenzie asks Council if they are satisfied with the amount of information they have received before closing the hearing and advises that if Council wishes to obtain more information, a motion to recess the hearing may be made at this time.
6. Mayor McKenzie "Given there are no other presentations, "I declare the Public Hearing closed"

**APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW**

**FEE: \$800.00**

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

Applicant:

Address:

Phone:

Owner of Land:  
(if different from above)  
Address

Phone:

Lot P4YN, Block A, Plan 2970 ET

Civic Address: 5120 48 STREET BARRHEAD, AB

Amendment Proposed:

FROM: R2 ~~ZONING~~ ZONING

TO: R3 ZONING

Reasons in Support of Application for Amendment:

November 5, 2024  
Date

**BYLAW 10-2024**  
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 considers it desirable, expedient and in the best interest of the Town of Barrhead to amend Bylaw 04-2015, the Land Use By-Law.

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 Pt Lot 4 N, Block A, Plan 2970 ET be redistricted from R2- Residential to R3- Residential Medium Density.
2. That this Bylaw once passed and signed shall form part of By-Law 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 12<sup>th</sup> day of November, 2024.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
Cheryl Callihoo , Acting CAO

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
Collin Steffes, CAO

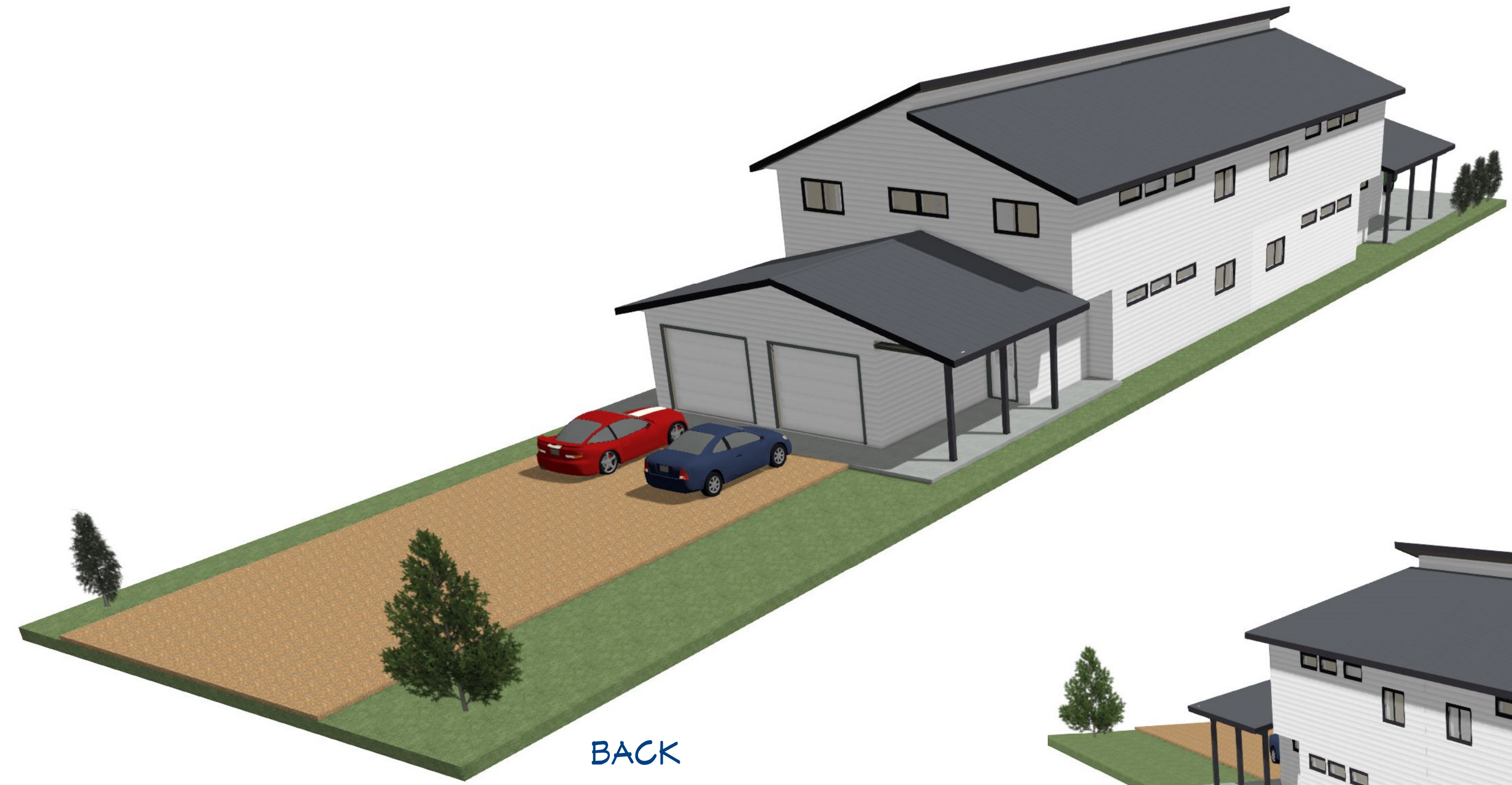
Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2024 and passed.

TOWN OF BARRHEAD

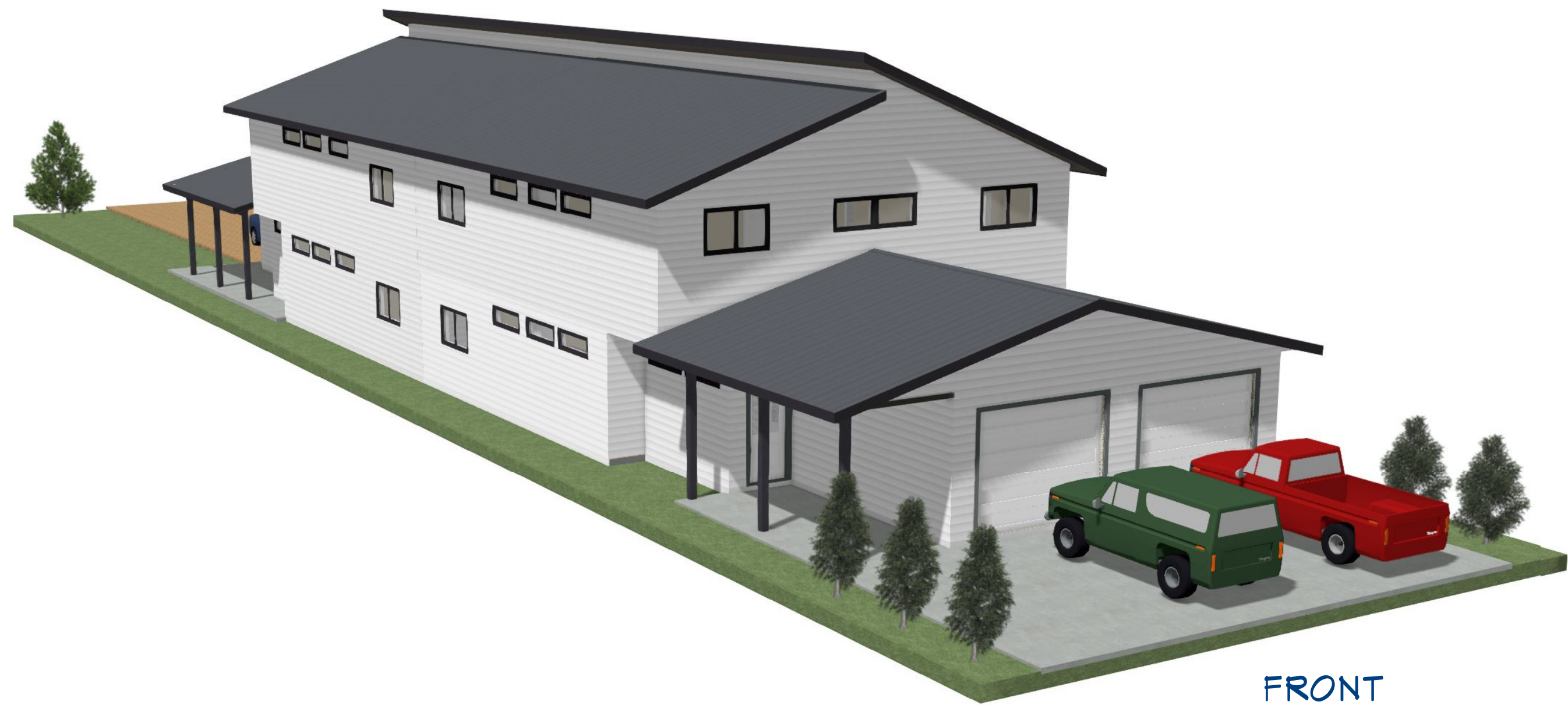
\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
Collin Steffes, CAO

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BACK

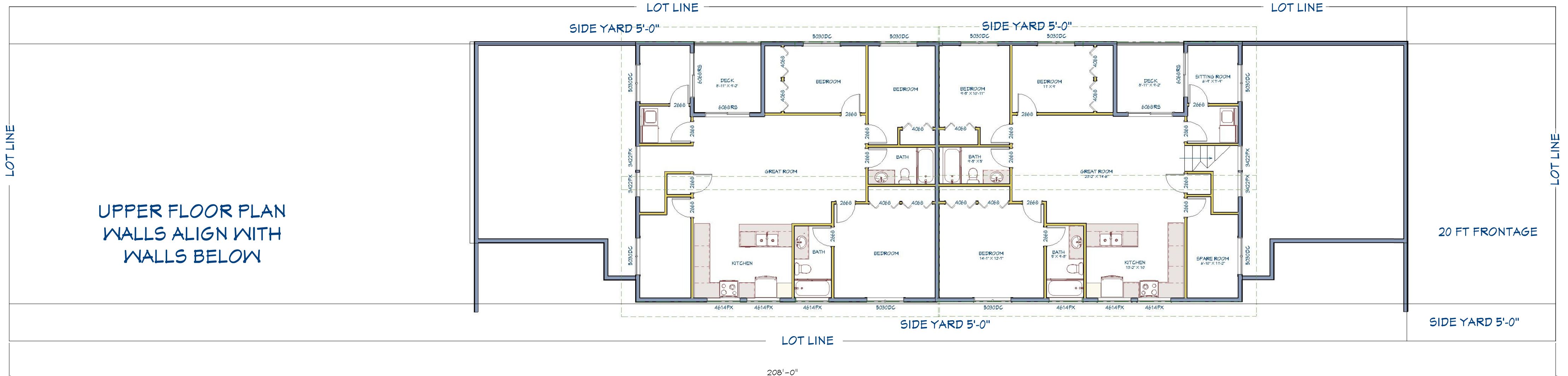
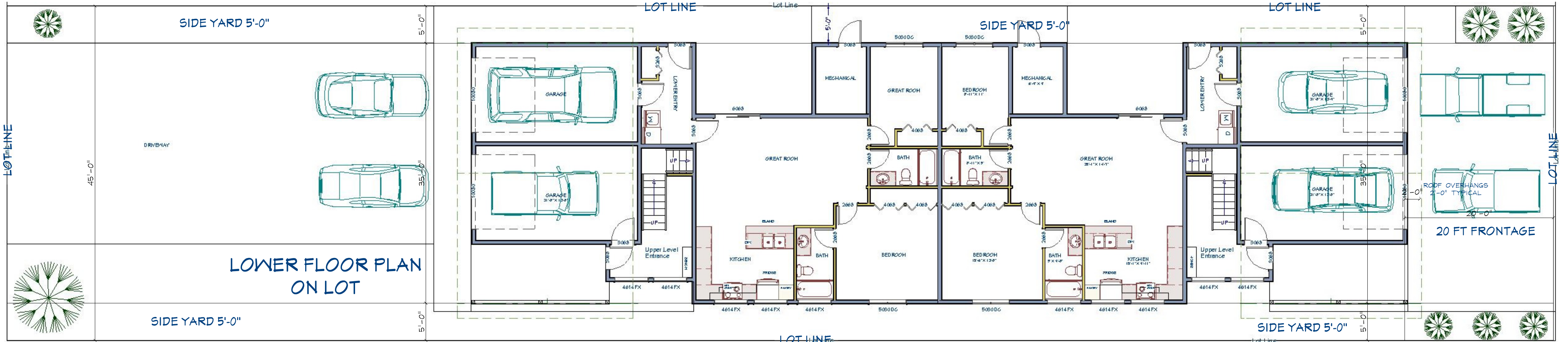
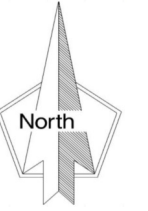


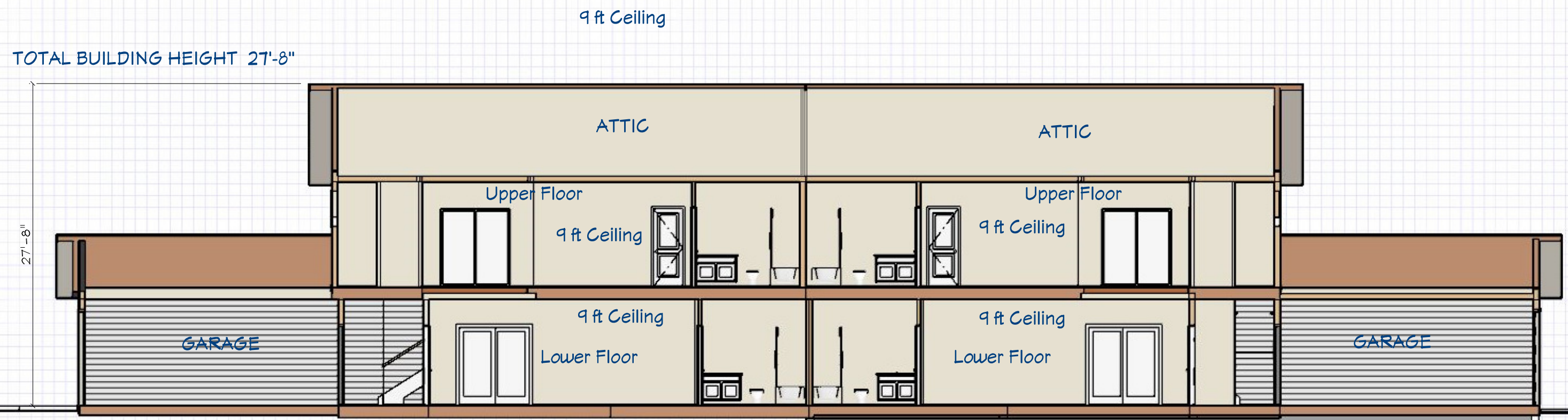
FRONT

LOT SIZE 45' X 208'  
LOT AREA 9,360 SQ FT

BUILDING FOOTPRINT  
3,720 SQ FT

$3720/9360 * 100 = 40\%$   
COVERAGE





MID BUILDING SECTION LOOKING NORTH



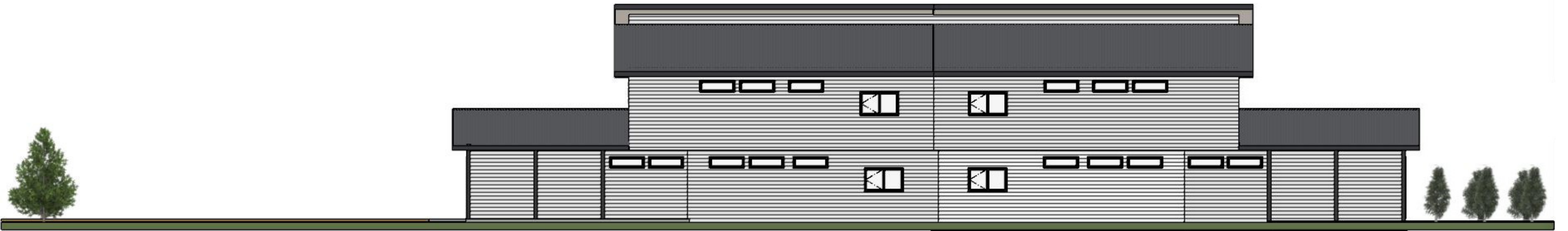
WEST ELEVATION



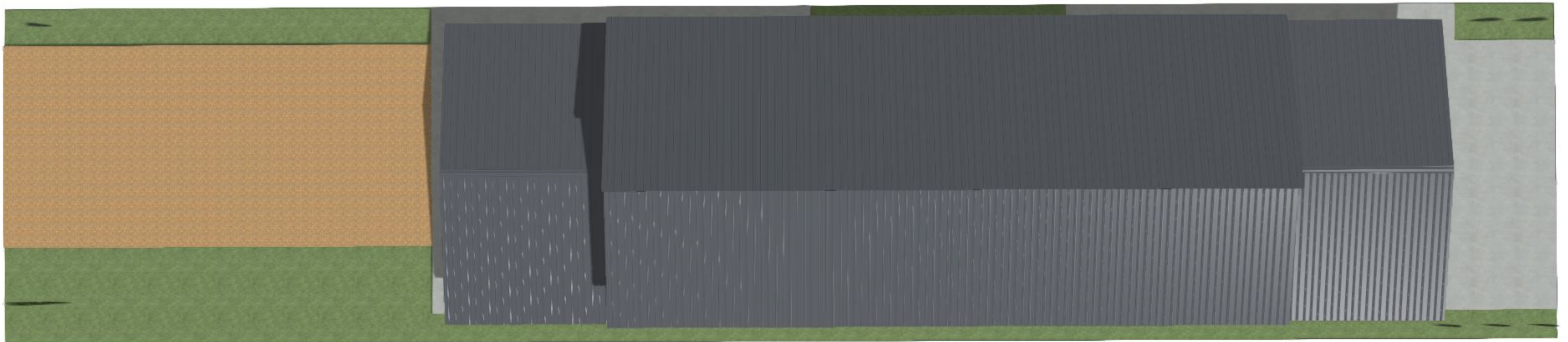
EAST ELEVATION



NORTH ELEVATION

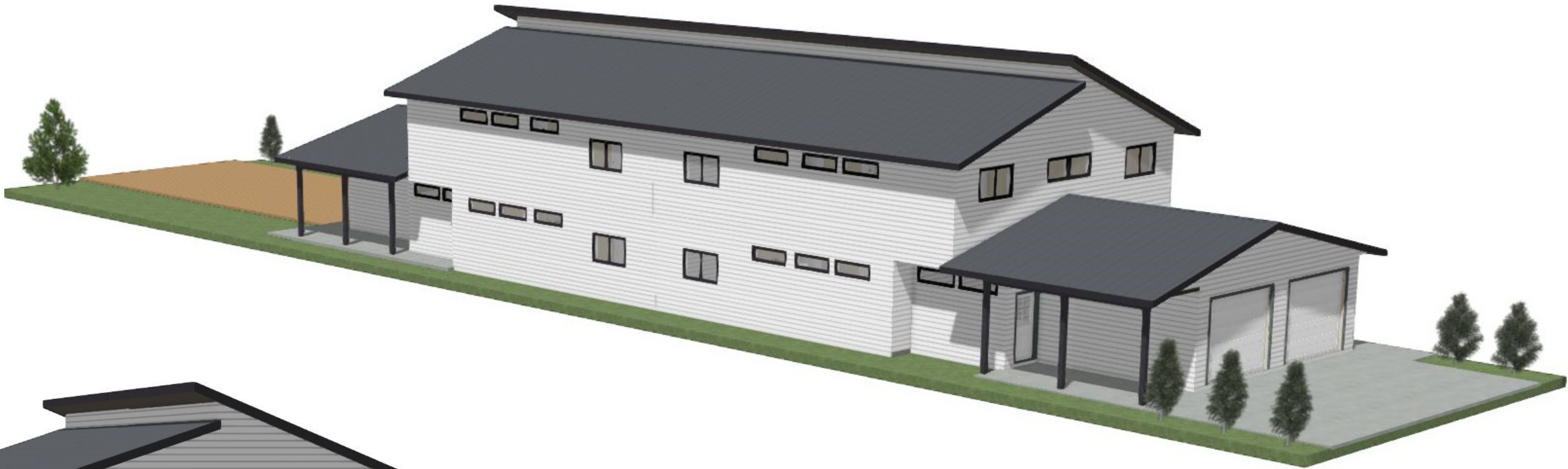


SOUTH ELEVATION



DRONE VIEW

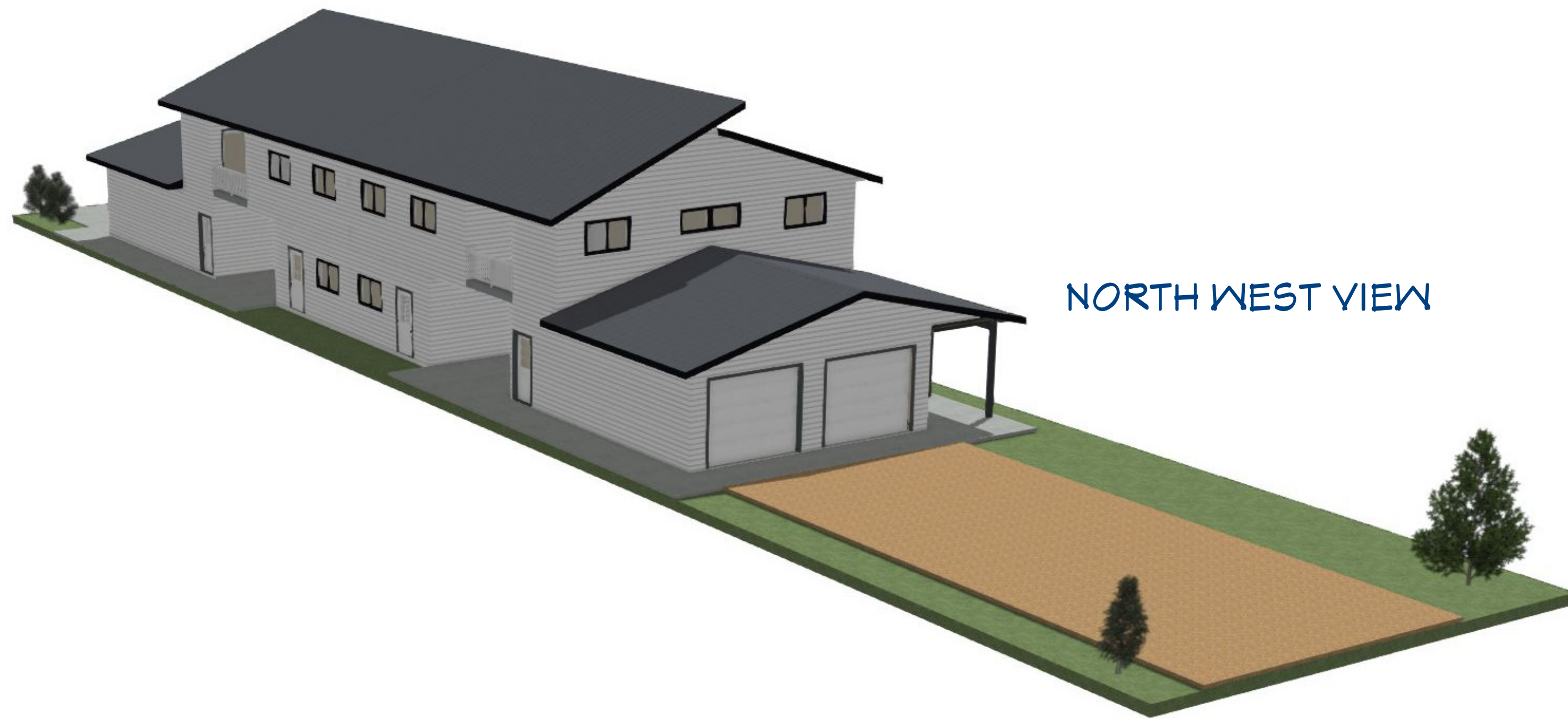




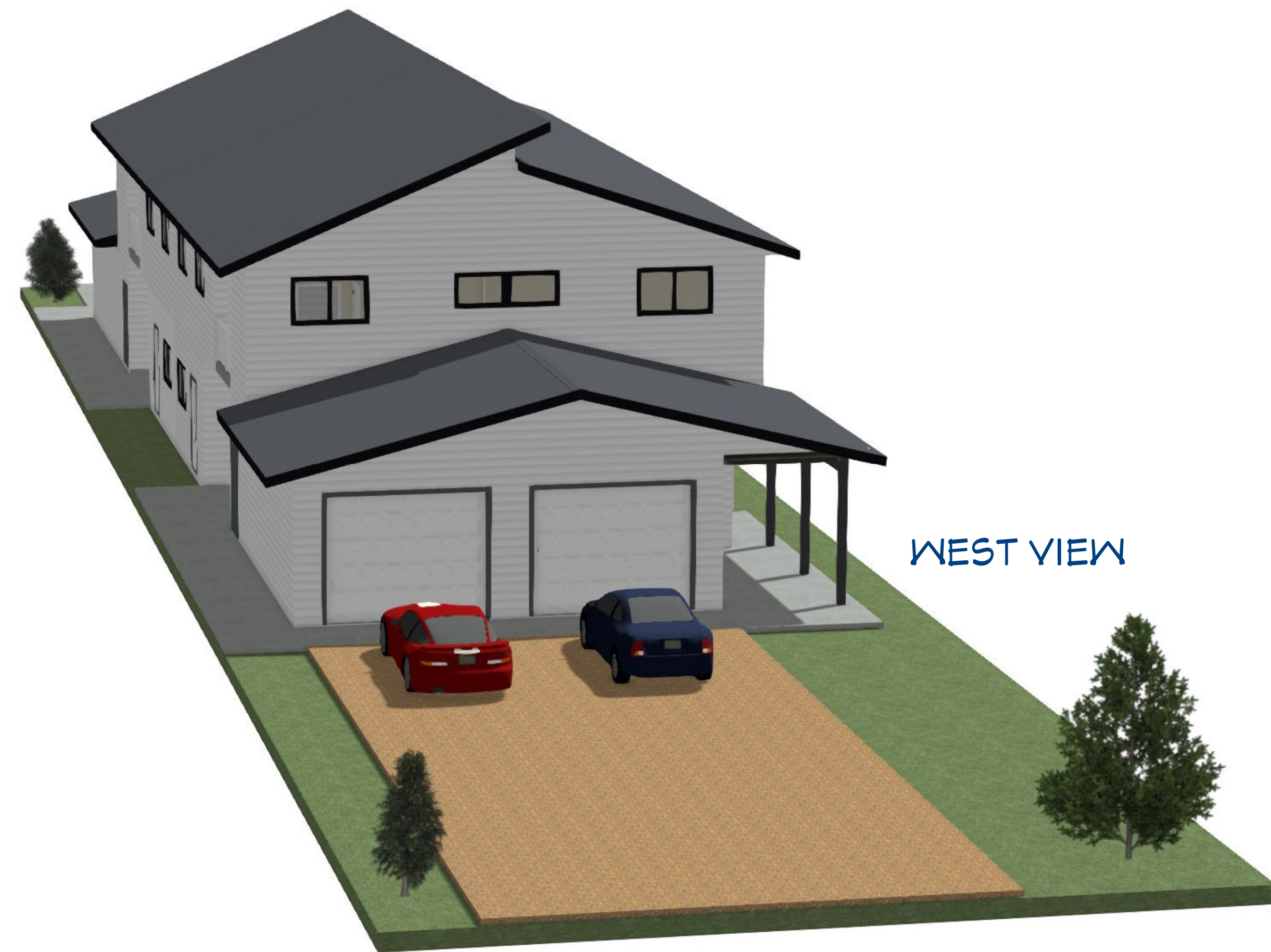
SOUTH EAST VIEW



EAST VIEW



NORTH WEST VIEW



WEST VIEW





## **SECTION 3 R2 - RESIDENTIAL**

### **GENERAL PURPOSE**



The general purpose of this District is to provide a neighbourhood that is intended to be for both single detached and duplex housing with a broad range of lot and housing sizes.

<b>USES</b>	<b>CLASS*</b>	<b>USE SPECIFIC REGULATION**</b>
ACCESSORY BUILDING	P	
ACCESSORY USE	P	
BED AND BREAKFAST	D	SECTION 5: BED AND BREAKFAST
CHILD CARE SERVICE	D	SECTION 8: CHILD CARE SERVICES
DWELLING (SINGLE DETACHED)	P	SECTION 23: RESIDENTIAL
DWELLING (DUPLEX)	P	SECTION 18: MULTI-UNIT RESIDENTIAL
GARAGE SUITE	D	SECTION 25: SECONDARY/GARAGE SUITES
GROUP HOME	D	SECTION 12: GROUP HOME FACILITIES
HOME BASED BUSINESS	D	SECTION 13: HOME BASED BUSINESS
IN-FILL RESIDENTIAL - CLASS A	P	SECTION 16: RESIDENTIAL IN-FILL
IN-FILL RESIDENTIAL - CLASS B	D	SECTION 16: RESIDENTIAL IN-FILL
PLACE OF WORSHIP	D	SECTION 20: PLACES OF WORSHIP
PUBLIC USE	D	
PUBLIC UTILITY	P	
QUASI-PUBLIC USE	D	
SECONDARY SUITE	D	SECTION 25: SECONDARY/GARAGE SUITES
SHOW HOME & SALES OFFICE	D	
SWIM POOLS OR HOT TUBS	P	SECTION 21: SWIM POOLS & HOT TUBS

\*"P" denotes a Permitted Use while "D" denotes a Discretionary Use

\*\*Special Regulations are provided in Part VIII of this Bylaw.



<b>YARD REGULATIONS</b>	<b>REQUIREMENTS</b>
<b>Yard (Minimum)</b>	
Front	6.1 metres (20.0 ft.)
Side	1.5 metres (4.9 ft.)
Rear	7.5 metres (24.6 ft.)
Flanking	3.0 metres (9.8 ft.)
<b>PARCEL REGULATIONS</b>	<b>REQUIREMENTS</b>
<b>Parcel Area (Minimum)</b>	
Laned: Internal	510.95 m <sup>2</sup> (5,500 ft <sup>2</sup> )
Laned: Corner	562.05 m <sup>2</sup> (6,050 ft <sup>2</sup> )
Laneless: Internal	562.05 m <sup>2</sup> (6,050 ft <sup>2</sup> )
Laneless: Corner	613.14 m <sup>2</sup> (6,600 ft <sup>2</sup> )
<b>Parcel Dimensions: (Minimum)</b>	
Depth	33.53 m (110 ft)
Width	
Laneless (Internal)	16.76 m (55 ft)
Laneless (Corner)	19.81 m (65 ft)
Laned (Internal)	15.24 m (50 ft)
Laned (Corner)	16.76 m (55 ft)
Pie/Irregular Shape	Measured minimum front yard setback
<b>Building Height (Maximum)</b>	9.14 m (30 ft)
<b>Minimum Floor Area (Minimum)***</b>	
single storey	102.19 m <sup>2</sup> (1,100 ft <sup>2</sup> )
1.5-storey	116.13m <sup>2</sup> (1,250 ft <sup>2</sup> )
1.5 storey - lower floor	97.55 m <sup>2</sup> (1,050 ft <sup>2</sup> )
2.0 Storey	130.06 m <sup>2</sup> (1,400 ft <sup>2</sup> )
2.0 storey - lower floor	69.68 m <sup>2</sup> (750 ft <sup>2</sup> )
<b>Parcel Coverage (Maximum)</b>	40%

\*\*\* Minimum floor areas does not include attached garages, decks or other outdoor amenity spaces.



*Barrhead...A Quality Community...With A Quality Lifestyle*

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### **COMMON APPLICABLE REGULATIONS (PART VII)**

SECTION 1: ACCESSORY BUILDINGS	SECTION 18: LANEWAY ACCESS
SECTION 2: AMENITY AREAS	SECTION 22: OUTSIDE STORAGE / DISPLAY
SECTION 4: BUILDING HEIGHT	SECTION 24: PRINCIPAL BUILDINGS OR USE
SECTION 10: DWELLING UNITS ON A PARCEL	SECTION 25: PROJECTIONS INTO YARDS
SECTION 14: FENCING AND SCREENING	SECTION 27: RELOCATION OF BUILDINGS
SECTION 17: LANDSCAPING	

### **REQUIREMENTS**

All land uses approved under this Land Use District must comply with all other applicable provisions of this Bylaw, including, but not limited to: Part VII: General Regulations, Part VIII: Use Specific Regulations.



## SECTION 5 R3 - RESIDENTIAL

### GENERAL PURPOSE



The general purpose of this District is to provide for a variety of medium to high density housing options, and those uses which are compatible with the character of the residential neighbourhood.

Part IX: Parking Requirements and Part X: Signage Requirements.

USES	CLASS*	USE SPECIFIC REGULATION**
ACCESSORY BUILDING	P	
ACCESSORY USE	P	
BED AND BREAKFAST	D	SECTION 5: BED AND BREAKFAST
CHILD CARE FACILITY	D	SECTION 8: CHILD CARE SERVICES
DWELLING (DUPLIX)	P	SECTION 18: MULTI-UNIT RESIDENTIAL
DWELLING (FOUR-PLEX)	P	SECTION 18: MULTI-UNIT RESIDENTIAL
DWELLING (ROW HOUSING)	P	SECTION 18: MULTI-UNIT RESIDENTIAL
DWELLING (SINGLE DETACHED)	D	SECTION 23: RESIDENTIAL
DWELLING (TRI-PLEX)	P	SECTION 18: MULTI-UNIT RESIDENTIAL
GARAGE SUITE	D	SECTION 25: SECONDARY/GARAGE SUITES
GROUP HOME	D	SECTION 12: GROUP HOME FACILITIES
HOME BASED BUSINESS	D	SECTION 13: HOME BASED BUSINESS
PLACE OF WORSHIP	D	SECTION 20: PLACES OF WORSHIP
PUBLIC USE	D	
PUBLIC UTILITY	P	
QUASI-PUBLIC USE	D	
SECONDARY SUITES	D	SECTION 25: SECONDARY/GARAGE SUITES
SHOW HOME & SALES OFFICE	D	



**SWIM POOLS OR HOT TUBS P SECTION 21: SWIM POOLS & HOT TUBS**

"P" denotes a Permitted Use while "D" denotes a Discretionary Use  
 \*\*Special Regulations are provided in Part VIII of this Bylaw.

**YARD REGULATIONS MINIMUM REQUIREMENTS**

Yard (Minimum)	
Front	6.1 metres (20.0 ft.)
Side	1.5 metres (4.9 ft.)
Rear	7.5 metres (24.6 ft.)
Flanking	3.0 metres (9.8 ft.)

**DISTRICT REGULATIONS MINIMUM REQUIREMENTS**

Parcel Area	780.4 m <sup>2</sup> (8,400 ft <sup>2</sup> )
-------------	---

**Parcel Dimensions:**

Depth	36.58 m (120 ft)
Width	
Internal Lot	21.3 m (70 ft)
Corner Lot	27.4 m (90 ft)
Building Height	9.14 m (30 ft)

Dwelling Density	59 units/hectare (24/acre)
------------------	----------------------------

Parcel Coverage	40%
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\*\*\* Minimum floor areas does not include attached garages, decks or other outdoor amenity spaces.

**COMMON APPLICABLE REGULATIONS (PART VII)**

SECTION 1: ACCESSORY BUILDINGS	SECTION 18: LANEWAY ACCESS
SECTION 2: AMENITY AREAS	SECTION 22: OUTSIDE STORAGE / DISPLAY
SECTION 4: BUILDING HEIGHT	SECTION 24: PRINCIPAL BUILDINGS OR USE
SECTION 10: DWELLING UNITS ON A PARCEL	SECTION 25: PROJECTIONS INTO YARDS
SECTION 14: FENCING AND SCREENING	SECTION 27: RELOCATION OF BUILDINGS
SECTION 17: LANDSCAPING	SECTION 18: MULTI-UNIT RESIDENTIAL





*Barrhead...A Quality Community...With A Quality Lifestyle*

---

## **REQUIREMENTS**

All land uses approved under this Land Use District must comply with all other applicable provisions of this Bylaw, including, but not limited to: Part VII: General Regulations, Part VIII: Use Specific Regulations, Part IX: Parking Requirements and Part X: Signage Requirements.

# REQUEST FOR DECISION

---

**To:** Town Council  
**From:** Collin Steffes, CAO  
**cc:** File  
**Date:** December 10, 2024  
**Re:** Neutral Space Bylaw (Bylaw 08-2024)

---

## **1.0 Purpose:**

For Council to provide second and third reading of the Neutral Space Bylaw, in accordance with the requirements of the *Municipal Government Act (MGA)*, Sec 235 (1).

## **2.0 Background and Discussion:**

On July 26, 2024, the Town office received a petition to ensure crosswalks and flags on public property remain neutral - please refer to the attachment containing the wording of the petition presented to Council.

At the September 3, 2024 Council Meeting, the petition was declared to be sufficient by the CAO, meeting the requirements of the *MGA*. Council accepted the petition (Resolution No. 268-24) and directed administration to prepare a bylaw to address it. As required per Sec 233 (3) of the *MGA*, Council gave first reading of Bylaw 08-2024 on September 30, 2024.

Further, once first reading has been provided, Sec 233 (4) of the *MGA* indicates that Council must either (a) pass the bylaw within 30 days of receiving first reading, or (b) administer a public vote by electors on the matter within 90 days of the bylaw receiving first reading. As such, on September 30, 2024, Council directed administration to proceed with the requirement for a plebiscite (public vote) on proposed Bylaw 08-2024 – Neutral Space Bylaw (Resolution No. 295-24).

The plebiscite occurred on December 2<sup>nd</sup>. The results were 653 (57%) in favor and 492 (43%) opposed to the proposed bylaw. Approximately one-third of eligible voters took part in this public vote.

Because a majority of electors voted in favour of the Neutral Space Bylaw, Sec 235 (1) of the *MGA* now requires that the bylaw must be passed by Council within 30 days after the date of the vote, without any alteration affecting its substance.

Council is now being asked to provide second and third reading to Bylaw 08-2024 in accordance with the requirements of the *Municipal Government Act*.

**3.0 Alternatives:**

No alternatives are suggested as the requirements of the *Municipal Government Act* are clear in directing Council to pass the bylaw, in accordance with a majority decision of a public vote.

Council's only discretion is the timing of passing the bylaw, which must occur within 30 days after the public vote.

**4.0 Financial Implications:**

Not applicable

**5.0 Interdepartmental Implications:**

Not applicable.

**6.0 Senior Government Implications:**

Not applicable.

**7.0 Political/Public Implications:**

Town Council is adhering to the requirements as stated in the *Municipal Government Act*.

**8.0 Attachments:**

- 8.1 Wording found on the Petition by Electors form.
- 8.2 Draft Bylaw 08-2024 – Neutral Space Bylaw

**9.0 Recommendations**

That Council give second reading to Bylaw 08-2024 – Neutral Space Bylaw.

That Council give third reading to Bylaw 08-2024 – Neutral Space Bylaw.

(Original signed by the CAO)  
Collin Steffes  
CAO

RECEIVED  
JUL 26 2024

**PETITION BY ELECTORS**

To: The Council of the Town of Barrhead, in the Province of Alberta

The undersigned persons, being electors of the Town of Barrhead, in the Province of Alberta, hereby petition Council to:

**MAKE A BYLAW ENSURING PUBLIC BUILDINGS, CROSSWALKS AND FLAGS ON PUBLIC PROPERTY REMAIN NEUTRAL, ADHERING TO THE FOLLOWING:**

CROSSWALKS

Crosswalks will only be painted in the standard white striped pattern ("continental" or "ladder") between two parallel lines.

FLAGS

Only the national flags, provincial flag of Alberta, or Town of Barrhead flags are raised on flagpoles on public property or facilities.

There will be no decorations on Town crosswalks or displaying of flags supporting political, social, or religious movements or commercial entities.

No grandfathering of any existing crosswalks or flags that contravene the new bylaw will be authorized.

BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

**BEING A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ENSURING PUBLIC BUILDINGS, CROSSWALKS AND FLAGS ON PUBLIC PROPERTY REMAIN NEUTRAL IN THE TOWN.**

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council may pass a bylaw respecting the safety, health and welfare of people and the protection of people and property; people, activities and things in, on or near a public place or place that is open to the public; and the enforcement of bylaws, and

**WHEREAS** pursuant to Section 232 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, Electors may petition for a new bylaw, and

**WHEREAS** on July 26, 2024 the Town of Barrhead received a petition, hereby petitioning Council to:

- Ensuring public buildings, crosswalks and flag on public property remain neutral, adhering to the following:
  - Crosswalks will only be painted in the standard white striped pattern (“continental” or “ladder”) between two parallel lines.
  - Only the national flags, provincial flag of Alberta, or Town of Barrhead flags are raised on flagpoles on public property or facilities.
  - There will be no decorations on Town crosswalks or displaying of flags supporting political, social, or religious movements or commercial entities.
  - No grandfathering of any existing crosswalks or flags that contravene the new bylaw will be authorized, and

**WHEREAS** a copy of the petition by electors, as received on July 26, 2024 is attached and forms part of this bylaw; and

**WHEREAS** during the September 3, 2024 Council Meeting, the CAO for the Town of Barrhead declared the petition to be sufficient and satisfied the requirements of the Act; and

**WHEREAS** pursuant to Section 233 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, within 30 days after the day on which the Chief Administrative Officer declares a petition submitted under Section 232 to be sufficient, council must give first reading of a bylaw dealing with the subject matter of the petition and any other matters council considers necessary; and

BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

**WHEREAS** pursuant to Section 233 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto if a bylaw is not required to be advertised under this or another enactment, Council must within 30 days after the bylaw receives 1<sup>st</sup> reading pass the bylaw or, fix a date that is within 90 days after the bylaw receives 1<sup>st</sup> reading for a vote of the electors on the bylaw; and

**WHEREAS** pursuant to Section 239 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, if a vote of the electors is conducted on a bylaw or resolution, the council may refuse any further petition on the same or similar subject filed within one year after the date of the vote; and

**WHEREAS** pursuant to Section 240 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, a bylaw or resolution that Council was required to pass as a result of a vote of the electors may be amended or repealed only if,

- a) a vote of the electors is held on the proposed amendment or repeal and the majority of the electors voting vote in favour of the proposed amendment or repeal
- b) three years have passed from the date that the bylaw or resolution was passed and the proposed amendment or repeal is advertised, or
- c) ten years have passed from the date that the bylaw or resolution was passed.

**NOW THEREFORE**, the Council of the Town of Barrhead, in the Province of Alberta, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

**1. SHORT TITLE**

- 1.1 This Bylaw may be cited as the “Neutral Space Bylaw.”

**2. DEFINITIONS**

- 2.1 **2SLGBTQ+** means an acronym representing a broad spectrum of sexual orientations and gender identities, including Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and others.
- 2.2 **Act** means the *Municipal Government Act, R.S.A. 2000, Chapter M-26* as amended.
- 2.3 **Chief Administrative Officer (CAO)** means the person appointed as chief administrative officer of the Town of Barrhead or designate.
- 2.4 **Commercial Entity** means any individual, organization or business engaged in

BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

activities primarily for the purpose of generating profit or providing goods and services in exchange for financial compensation. This includes but not limited to, corporations, partnerships, sole proprietorships, franchises and other business organizations that operate in a marketplace, whether publicly or privately.

- 2.5 **Continental** means the pattern drawn or illustrated on Crosswalks as set out in the following image:



- 2.6 **Council** means the municipal Council for the Town of Barrhead

- 2.7 **Crosswalk** means

(a) that part of a Municipal Road at an intersection included within the lateral line of the sidewalks on opposite sides of the Municipal Road measured from the curbs or in the absence of curbs, from the edges of the Municipal Road; or

(b) any part of a Municipal Road at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, by lines or by other markings on the road surface.

- 2.8 **Decorations** means any decorative or artistic items or illustrations, aside from the permitted Continental and Ladder patterns.

- 2.9 **Facilities** means any buildings, structures, or land owned, operated, or maintained by the Town of Barrhead for public use or municipal purposes. This includes, but is not limited to, recreational centers, parks, public works buildings, community halls, libraries, administrative offices, aquatics centers, sports fields, playgrounds, parking lots, and other infrastructure or spaces designated for public service, municipal operations, or community events.

BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

- 2.10 **Ladder** means the pattern drawn or illustrated on Crosswalks as set out in the following image:



- 2.11 **Municipal Road** means a road as defined in the Act which is under the direction, control and management of the Town.
- 2.12 **Neutral** means the state of not supporting or favouring either side in a conflict, dispute, or debate. It implies impartiality, objectivity, and an absence of bias or preference toward any specific group, viewpoint, ideology, or outcome.
- 2.13 **Political Movement** means an organized effort by a group of individuals or organizations to influence, advocate for, or achieve specific political goals or changes within a government or political system. This includes, but is not limited to, movements related to political parties, electoral campaigns, legislation advocacy, or governmental policy changes, whether at the municipal, province, national or international level.
- 2.14 **Public Building** means a structure with a roof and walls, standing more or less permanently in one place, designed for human occupancy, habitation, or use, such as for living, working, or storing materials, solely owned by the Town of Barrhead and located on Public Property.
- 2.15 **Public Property** means land located within the Town of Barrhead for which the Town of Barrhead is the sole registered owner, and that the Town owns and utilizes for the benefit and use of the public.
- 2.16 **Religious Movement** means an organized effort by a group of individuals or organizations to promote, practice or advance specific religious beliefs, practices or ideologies. This includes movements that aim to spread religious teachings, establish religious norms in public or private life, or advocate for policies or actions based on religious doctrines or principals.
- 2.17 **Social Movement** means a collective effort by a group of individuals or organizations to bring about or resist social change or promote specific values or norms. This includes movements aimed at addressing societal issues such as civil rights, environmental protection, gender equality, pro-life, racial equality, 2SLGBTQ+ right and other causes that seek to influence societal attitudes, behaviours or practices.



BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

2.18 **Town** means the municipal corporation of the Town of Barrhead or the geographical area within the municipal boundaries of the Town of Barrhead, as the context may require.

**3 CROSSWALKS AND FLAGS**

3.1 Crosswalks will only be painted in the standard white striped pattern (meaning Continental, or Ladder patterns) between two parallel lines.

3.2 No Decorations will be permitted on Crosswalks.

3.3 Only national flags, the provincial flag of Alberta, or Town of Barrhead flags are to be raised on flagpoles on Public Property or facilities.

3.4 No flags displaying or supporting Political Movements, Social Movements, or Religious Movements, or Commercial Entities, shall be displayed on flags on Public Property or facilities.

3.5 At the time this Bylaw comes into effect, any Crosswalks or flags located in the Town that contravene sections 3.1, 3.2, 3.3, and 3.4 of this bylaw shall be removed, and no grandfathering shall be authorized.

**4 ENFORCEMENT**

4.1 In the event of a contravention of this bylaw, the Chief Administrative Officer (CAO) or their designate is authorized to remove any non-compliant items from Public Property or Public Buildings, with any costs incurred by the Town in removing the items constituting a debt owing to the Town.

**5 SEVERABILITY**

5.1 If any part of this bylaw is deemed invalid, the invalid portion shall be severed, and the remaining parts of the bylaw will continue to be in force.

BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

6 **EFFECTIVE**

6.1 This Bylaw shall take come into force and effect upon third and final reading.

Read a first time this  30  day of  September , A.D., 2024.

TOWN OF BARRHEAD

---

Mayor, Dave McKenzie

---

CAO, Edward LeBlanc

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

---

Mayor, Dave McKenzie

---

CAO, Edward LeBlanc

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2024 and passed.

TOWN OF BARRHEAD

---

Mayor, Dave McKenzie

---

CAO, Edward LeBlanc

BYLAW NO. 08-2024  
NEUTRUAL SPACE BYLAW

# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Collin Steffes, CAO  
**cc:** File  
**Date:** December 10, 2024  
**Re:** 2025 Interim Operating Budget

---

## 1.0 **Purpose:**

For Council to approve the 2025 Interim Operating Budget.

## 2.0 **Background and Discussion:**

It is requested that Council adopt the following 2025 interim Operating Budget:

Estimated revenue:	\$1,700,000.00
Estimated transfer from reserves:	<u>\$2,300,000.00</u>
Estimated expenditures for general operations, payment of debentures and school requisitions:	\$4,000,000.00

The final 2025 operating budget will be prepared and presented during the January 14, 2025 Council Meeting.

## 3.0 **Alternatives:**

- 3.1 Council adopt the 2025 Interim Municipal Operating Budget based on estimated revenues of \$1,700,000.00 and funding from reserves of \$2,300,000.00 with estimated expenditures being \$4,000,000.00 for general operations, debenture and school requisition payments, and that there be no capital purchases without first receiving formal approval from Council.
- 3.2 Council tables the proposed 2025 interim operating budget and instructs Administration to provide further information to be presented at the next meeting of Council.

**4.0 Financial Implications:**

Approval of 2025 Interim Operating Budgets.

**5.0 Interdepartmental Implications:**

Departments may proceed with regular operational purchases.

**6.0 Senior Government Implications:**

Not applicable

**7.0 Political/Public Implications:**

Minimal

**8.0 Attachments:**

None

**9.0 Recommendations**

Council adopt the 2025 Interim Municipal Operating Budget based on estimated revenues of \$1,700,000.00 and funding from reserves of \$2,300,000.00 with estimated expenditures being \$4,000,000.00 for general operations, debenture and school requisition payments, and that there be no capital purchases without first receiving approval from formal Council.

(original signed by the CAO)

Collin Steffes  
CAO

**COUNCIL REPORTS  
AS OF DECEMBER 10, 2024**

		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>  X  </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 Landfill Committee	Cr. Sawatzky and Cr. Klumph	<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>          </u>
Subdivision & Development Appeal Board	Cr. Klumph	<u>          </u>
Twining Committee	Cr. Klumph	<u>          </u>
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	<u>          </u>



**Barrhead & District Social Housing Association  
Minutes  
Regular Board Meeting – October 31, 2024**

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

---

**1.0 The meeting was called to order at 10:20: a.m.**

**2.0 Approval of Agenda**

*Roberta Hunt moved to approve the October 31, 2024, Regular Board Meeting Agenda*

*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Peter Kuelken moved to adopt the Minutes of the Regular Board Meeting of September 12, 2024.*

*Carried Unanimously*

**4.0 Reports**

**4.1 Financial Report – August & September 2024**

Income Statements for the organization were presented.

*Bill Lane moved to accept the Financial Reports as presented.*

*Carried Unanimously*

**4.2 Cheque Log – September 2024**

*Roberta Hunt moved to accept the Cheque Log as presented.*

*Carried Unanimously*

#### 4.3 CAO Report

Updates were presented on the following topics:

-Activities, Dietary, Administration, Housekeeping and Maintenance.

-Safe Spaces: As Lodge occupancy increases there is less space to accommodate a Safe Spaces placement. However, if there is room and a space is needed, it will be furnished and offered.

-CPS: A new capital purchase program has been introduced by CPS. CPS will obtain all the quotes for a project over \$500 and do all of the administrative work. BDSHA will be utilizing this service in the very near future.

-APHAA Conference: Tyler and Su attended this year's Fall Conference in Kananaskis which was very informative, beneficial to BDSHA operations and provided excellent networking opportunities.

-Outbreak: BDSHA Lodges are currently restricted by a GI outbreak. Measures have been implemented to reduce the spread of the infection. Hopefully residents and staff will recover soon.

-Contingency Plan: BDSHA Contingency Plan has been reviewed for the year. However, information obtained at the APHAA Conference has brought to light additional measures that will be implemented by BDSHA.

-Continuing Care: Continuing Care has now been moved under the umbrella of Seniors, Community and Social Services. The impacts of this change are not yet known.

*Peter Kuelken moved to accept the Acting CAO's Report as presented.*

*Carried Unanimously*

#### 4.4 Facilities Manager's Report

-Lodges: The pump has been installed in the new build cooling tower. The walk-in freezer has a refrigerant leak and repairs will be required. Repairs were necessary to the KP west parkade doors and a stop sensor will likely be installed. Preventative maintenance and suite turnovers are being carried out as needed.

-Seniors Self-Contained: Only one bid was received for the pedway flooring. That work will be going ahead. Repairs are being completed on Pembina Court units 206 & 104. The GoA is conducting assessments on selected properties. Golden Crest was assessed in this round of visits.

-Community Housing: Only one bid was received for the replacement of the flooring and doors in Swan Hills 102F. Barrhead Community Housing #6 was also visited by the assessors who will recommend that the government provide funding to excavate and seal parts of the foundation.

-Grounds: There are no issues, and seasonal work is being carried out as normal.

-Up Next: Fire drills, fire inspections, Hillcrest suite renovation, Swan Hills move-in ready repairs and CMR work.

*Bill Lane moved to accept the Facilities Manager's Report as presented.*

*Carried Unanimously*



4.5 Resident Services Manger's Report

Vacancy Report:

-Hillcrest Lodge	5 vacancies (5%)
-Klondike Place	0 vacancies (0%)
-Golden Crest Manor	2 vacancies (6%)
-Jubilee Manor	0 vacancies (0%)
-Pembina Court Manor	2 vacancies (8%)
-JDR Manor	1 vacancies (17%)
-Barrhead CH	0 vacancies (0%)
-Swan Hills CH	1 vacancies (13%)

There is a waitlist for Barrhead Community Housing of 23, 5 for Swan Hills, 14 for the Manors and 35 for Lodges.

*Peter Kuelken moved to accept the Resident Services Manager's Report as presented.*

*Carried Unanimously*

**5.0 Old Business**

5.1 Discussion – Update on affordable housing  
A potential building lot was discussed but the Board decided not pursue a purchase at this time.

5.2 RFD – HV Preventative Maintenance Proposal

*Peter Kuelken moved that this be tabled to the next meeting.*

*Carried Unanimously*

**6.0 New Business**

6.1 Discussion – Policies for Approval  
The following new and/or amended HR policies required by the Board were presented for approval:

- Conflict of Interest Policy
- Conflict Resolution Policy
- Loans/Cash Advance Policy
- Whistleblowing Policy
- Romantic Relationship Policy
- Finance and Banking

*Robert Hunt moved that the policies as amended by the Board during the meeting, be approved.*

*Carried Unanimously*

6.2 RFD – Commercial Washing Machine Policy  
One of the commercial washing machines is broken and needs replacing as parts are now obsolete. The CAO asked the Board for a maximum

expenditure amount so that he could use the procurement services offered by CPS to purchase one or two new machines.

*Peter Kuelken moved that up to the sum of \$35,000 be approved for the purchase of two new commercial washing machines.*

*Carried Unanimously*

**6.3 RFD – Annual Staff Bonus**

The CAO requested direction from the Board as to the amount and method of delivery for staff Xmas bonuses.

*Bill Lane moved that the bonuses be in exactly the same amounts and method of delivery as the prior year.*

*Carried Unanimously*

**7.0 Correspondence**

None

**8.0 In Camera – Board and CAO**

Not required.

**9.0 In Camera – Board Only and Board & CAO**

Not required.

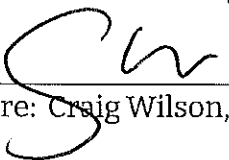
**10.0 Date and Time of Next Meeting**

Friday, November 29, 2024 @ 10:00 a.m.

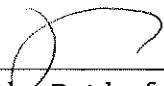
**11.0 Adjournment**

*Bill Lane moved to adjourn the meeting at 11:47 a.m.*

*Carried Unanimously*

  
\_\_\_\_\_  
Signature: Craig Wilson, Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature: Tyler Batdorf, CAO

  
\_\_\_\_\_  
Date

# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Collin Steffes, CAO  
**cc:** File  
**Date:** December 10, 2024  
**Re:** Bylaw 09-2024, Municipal Public Utilities Bylaw

---

**1.0 Purpose:**

For Council to review and approve Bylaw 09-2024, the Municipal Public Utilities Bylaw.

**2.0 Background and Discussion:**

Water, sewer, garbage and recycle services are considered self-supporting utilities, where the revenues cover the expenses, and operational activities are not subsidized by property taxes. The 2025 operating budgets for water, sewer, trade waste, landfill and recycling total \$ 3.8 million.

The Barrhead Regional Water Commission has advised that the Town will be charged \$2.51/m<sup>3</sup> for the supply of treated water in 2025, which is an increase of 2.9% over the 2024 charge of \$2.44/m<sup>3</sup>.

Due to rising costs and maintaining the water system as a self-supporting utility, the Town operating budget has incorporated the rate of \$2.60 per cubic meter for the charge to our ratepayers. This is \$0.09 more than what the Barrhead Regional Water Commission is charging the Town for water.

It is being requested that the base rate of \$60.00 remain unchanged for 2025.

For ease of reference and convenience, Administration utilized the current utility Bylaw 08-2023 as a template for the proposed new Bylaw. Any proposed changes have been strikethrough, and any proposed new information is shown in red print.

## **2.1 Average Bi-Monthly Residential Bill**

The proposed total increase in the average **bi-monthly** billing for water, sewer & garbage rates will result in a combined increase of **\$ 7.84 (overall 5% increase) for the two-month period.**

The following shows the comparison of the present bi-monthly utility billing for water, sewer and garbage, along with the proposed new rates. This is based on an average household using 14 cubic meters of water over a two-month period.

Average <b>Bi-Monthly</b> Residential Billing Charge	Present Rate	<b>Proposed New Rate</b>	Bi-Monthly Billing Change \$	<b>% Change</b>
Base Charge	60.00	<b>60.00</b>	0.00	
Water (14 m3)	34.16	<b>36.40</b>	2.24	
Sewer	32.96	<b>38.56</b>	5.60	
Garbage	31.10	<b>31.10</b>	0.00	
Total	158.22	<b>166.06</b>	<b>7.84</b>	<b>5%</b>

**2.2 Sewer Rates** are calculated based on a percentage of the water charges as listed in the Utility Bylaw. Rates have been 35% since 2013.

Because of the extensive upgrades that are going to be required at the sewer lagoon in the future, it is recommended that the **Sewer Rate increase to 40% for 2025.**

**2.3 Bulk Water Rate For Account Holders** is presently \$ 9.50/m3. Part of the bulk water revenue is transferred to capital for future projects.

It is recommended that the **Bulk Water Rate for Account Holders remain at \$9.50/m3 for 2024.** We are still comparable with neighbouring municipalities if we keep this rate the same.

## **2.4 Bulk Water Rate for Non-Account Holders**

The bulk water system was upgraded in 2023. Rather than accepting coins, the system now only accepts debit and credit cards.

**It is recommended that the Bulk Water Rate for Non-Account Holders be maintained at \$12.50/m3, which was the same rate that was charged in 2024.** The reason we would like the rate slightly higher than the rate for Account Holders is to cover the cost of the debit/credit card fees.

## **2.5 Garbage Rates**

The various **Garbage Rates** have been reviewed. Administration feels that the rates can remain the same as they were in 2024 without compromising service levels.

The rate for Commercial Light pickup is currently \$24.90 per month and the bylaw states that this is for once-a-week pickup. Because there are commercial light businesses that have their garbage picked up more than once a week, Administration is requesting that they be charged the base rate of \$24.90 per month, plus an additional \$10.95 per month for every additional weekly pickup day.

The 2025 budget has incorporated the above addition to the Commercial Light pickup, with no other increases to garbage rates.

## **2.6 Water Meter Installation**

Section 4(b) of the Bylaw has been amended to increase the labour charges for the installation of water meters. The rate in the current bylaw is \$35.00 for the installation during normal working hours and \$100.00 for the installation outside of normal working hours. These rates have been in effect since 2014. Due to inflation, it is recommended that the rate for installation during normal working hours be increased to \$50.00 and the rate for installation outside of normal working hours be increased to \$130.00.

## **2.7 Appeal**

Section VII, Appeal, has been added into the Bylaw. The purpose of this section is so that utility ratepayers know that there is a process that they can follow if they would like to appeal a service charge or rate to the Alberta Utilities Commission.

### **3.0 Alternatives:**

- 3.1 That Council pass all three readings of Bylaw 09-2024, the Municipal Public Utilities Bylaw, as presented.
- 3.2 That Council request additional information from Administration and table Bylaw 09-2024, the Municipal Public Utilities Bylaw, to the next Council Meeting.

### **4.0 Financial Implications:**

Most average utility accounts will see an overall increase of 5% to their bi-monthly utility bill.

The suggested increase is to cover off-setting increases in the operational expense budget and to maintain the contribution to capital reserves.

**5.0 Interdepartmental Implications:**

Not applicable

**6.0 Senior Government Implications:**

Not applicable

**7.0 Political/Public Implications:**

With the passage of Bylaw No. 09-2024, Council is assured that property taxes will not subsidize the Utility Departments Operating Budgets.

**8.0 Attachments:**

1. Historical Utility Rates 2021 to 2025
2. 2025 Utility Rate Proposed Increase Examples
3. Bylaw No. 08-2023 – Municipal Public Utilities Bylaw

**9.0 Recommendations**

That Council give all three readings to Bylaw 09-2024, the Municipal Public Utilities Bylaw.

(Original signed by the CAO)  
Collin Steffes  
CAO

## HISTORICAL UTILITY BILLING RATES 2021 TO 2025 PROPOSED

<b><u>Minimum Bi-Monthly Residential Billing</u></b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Base Rate	-	60.00	60.00	60.00	60.00
Water Charge for 14 m3	102.10	33.18	34.16	34.16	36.40
Sewer Charge - Residential	35.70	32.61	32.96	32.96	38.56
Garbage Charge - Residential	29.20	29.50	30.20	31.10	31.10
<b>Total</b>	<b>167.00</b>	<b>155.29</b>	<b>157.32</b>	<b>158.22</b>	<b>166.06</b>

<b><u>Commercial Garbage Charge</u></b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Minimum Rate/Hour	130.00	133.20	136.00	140.00	140.00

<b><u>Sewer Rate</u></b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Based on Percentage of Water Charges	35%	35%	35%	35%	40%

<b><u>Bulk Water Rate</u></b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Per m3	9.50	9.50	9.50	9.50	9.50
					<b>(No change)</b>

## 2025 Proposed Increase of Utility Bills - Bi-Monthly

Type	Rate Water Charges Per Cubic Metre	Consumption Used	2024	2025	Bi-Monthly Increase Amt.
			Bi-Monthly Total (2.44/m3)	Bi-Monthly Total (2.60/m3)	
Residential Average Bill	Flat Rate		\$ 60.00	\$ 60.00	\$ -
		14 m3	\$ 34.16	\$ 36.40	\$ 2.24
	<b>Total</b>		<b>\$ 94.16</b>	<b>\$ 96.40</b>	<b>\$ 2.24</b>
	Sewer 35% of H <sub>2</sub> O in 2024	40% in 2025	\$ 32.96	\$ 38.56	\$ 5.60
	Residential pick-up	Garbage	\$ 31.10	\$ 31.10	\$ -
	<b>Total</b>		<b>\$ 158.22</b>	<b>\$ 166.06</b>	<b>\$ 7.84</b>

Type	Rate Water Charges Per Cubic Metre	Consumption Used	2024	2025	Bi-Monthly Increase Amt.
			Bi-Monthly Total (2.44/m3)	Bi-Monthly Total (2.60/m3)	
Residential Higher Usage	Flat Rate		\$ 60.00	\$ 60.00	\$ -
		35 m3	\$ 85.40	\$ 91.00	\$ 5.60
	<b>Total</b>		<b>\$ 145.40</b>	<b>\$ 151.00</b>	<b>\$ 5.60</b>
	Sewer 35% of H <sub>2</sub> O	40% in 2025	\$ 50.89	\$ 60.40	\$ 9.51
	Residential pick-up	Garbage	\$ 31.10	\$ 31.10	\$ -
	<b>Total</b>		<b>\$ 227.39</b>	<b>\$ 242.50</b>	<b>\$ 15.11</b>

Type	Rate Water Charges Per Cubic Metre	Consumption Used 8 Cubic Metre	2024	2025	Bi-Monthly Increase Amt.
			Bi-Monthly Total (2.44/m3)	Bi-Monthly Total (2.60/m3)	
Commercial Light User	Flat Rate		\$ 60.00	\$ 60.00	\$ -
		8 m3	\$ 19.52	\$ 20.80	\$ 1.28
	<b>Total</b>		<b>\$ 79.52</b>	<b>\$ 80.80</b>	<b>\$ 1.28</b>
	Sewer 35% of H <sub>2</sub> O	40% in 2025	\$ 27.83	\$ 32.32	\$ 4.49
	95 Gallon Bin, pickup once/week	Garbage	\$ 49.80	\$ 49.80	\$ -
	<b>Total</b>		<b>\$ 157.15</b>	<b>\$ 162.92</b>	<b>\$ 5.77</b>

Type	Rate Water Charges Per Cubic Metre	Consumption Used 620 Cubic Metre	2024	2025	Bi-Monthly Increase Amt.
			Bi-Monthly Total (2.44/m3)	Bi-Monthly Total (2.60/m3)	
Commercial Heavy User	Flat Rate		\$ 60.00	\$ 60.00	\$ -
		620 m3	\$ 1,512.80	\$ 1,612.00	\$ 99.20
	<b>Total</b>		<b>\$ 1,572.80</b>	<b>\$ 1,672.00</b>	<b>\$ 99.20</b>
	Sewer 35% of H <sub>2</sub> O	40% in 2025	\$ 550.48	\$ 668.80	\$ 118.32
	Large Bin, pickup every day	Garbage	\$ 945.00	\$ 945.00	\$ -
	<b>Total</b>		<b>\$ 3,068.28</b>	<b>\$ 3,285.80</b>	<b>\$ 217.52</b>



**BYLAW ~~08-2023~~ 09-2024**  
**Municipal Public Utilities Bylaw**

A BY-LAW OF THE TOWN OF BARRHEAD, A MUNICIPAL CORPORATION IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF UTILITY SERVICES.

WHEREAS, pursuant to the provisions of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council may pass Bylaws respecting to services provided by, or on behalf of the municipality; and,

WHEREAS, Council has deemed it necessary and desirable to levy fees for the supply and maintenance of a utility services system which includes water, sanitary sewage, and solid waste collection and disposal.

NOW THEREFORE, duly assembled in a Regular Meeting, the Council of the Town of Barrhead, in the Province of Alberta hereby enacts as follows:

**I. DEFINITIONS**

- (a) “Automated Waste Collection” shall mean the collection of solid waste by a system of mechanical lifting and tipping of Carts or Bins into a specially designed vehicle.
- (b) “Backflow Preventer” shall mean a device that uses one-way valves that is designed to only allow water to travel in one direction.
- (c) “Bin” shall mean a Town supplied large volume, bulk, solid waste container requiring mechanized collection for apartment, commercial, industrial and institutional use.
- (d) “Bulk Waste Bin” shall mean a bulk solid waste container that was purchased from the Town prior to the year 2018 and used for the waste collection service as provided by the Town.
- (e) “Bulk Water Filling Station” means the Town of Barrhead’s truck fill station located at the Town Public Works lands or as moved from time to time and all parts and use thereof.
- (f) “CAO” shall mean the Chief Administrative Officer of the Town of Barrhead.
- (g) “Cart” shall mean a Town supplied wheeled receptacle that is intended for the automated collection of solid waste for residential dwellings and light commercial use.
- (h) "Consumer" shall mean that person utilizing the utility service whether it be Owner or Tenant.
- (i) “Curb Cock” shall mean a valve that is located on the municipality owned portion of the Water Utility, located between the main line and the property line installed for the purpose of enabling the municipality to turn on or shut off the supply of water to the Property; commonly referred to as CC.
- (j) “Declared Disaster” shall mean any declaration of a state of emergency issued by the Town or any Provincial or Federal Departments or Agency which an event or anticipated event will cause or did lead to the harm to the health, safety or welfare of the people or property within the Town.
- (k) “Hazardous Substance” as per the Environmental Protection and Enhancement Act of Alberta (EPEA), "hazardous substance" means a substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity, including, without limitation, any substance that is designated as a hazardous substance within the meaning of the regulations.
- (l) “Significant Local Event” shall mean an unintended or unexpected event, which could cause or did lead to the harm to the health, safety or welfare of the people or property within the Town.
- (m) “Landowner” shall mean the person, company or entity registered on the property title as per Alberta Land Titles

- (n) "Owner" shall mean the person, company or entity registered on the property title as per Alberta Land Titles, or the Owner of the utility service itself unless specified otherwise.
- (o) "Tenant" shall mean that person who rents or leases property and occupies same.
- (p) "Town" shall mean the Town of Barrhead or its duly authorized representatives.
- (q) "Wastewater Interceptor" is a device installed within pipework to collect and hold contaminants, allowing the remaining wastewater to be discharged safely into the main sewer system.

**II. Water Supply and Maintenance Service**

1. Service Charge and Metered:

- (a) The flat fee for water services will be \$30.00 per month. This fee shall be pro-rated based on date of service connection/disconnection and/or the supply of water services.
- (b) The Water Consumption Rate shall be ~~\$2.44~~ **\$2.60** per cubic meter for all water volumes recorded through the water meter or on an estimated consumption if the Town is unable to obtain a meter reading.
- (c) Where the meter installed is imperial rather than metric all rates shall be as per the metric conversion. (imperial gallons - cubic meter).

2. Unmetered Service:

Where the Town is unable to obtain a meter reading, or where a meter fails to properly register the volume of water consumed within a Property, the amount of water consumed during the time period in which the Town has been unable to obtain a meter reading may be estimated by the Town based on the average daily consumption of the property for a period of two (2) months, if known. In the event that such information is not available, the consumption will be estimated on the basis of the average daily consumption over a two (2) month period, for a comparable property within the Town.

- (a) Bulk sales to Account Holders \$9.50/m<sup>3</sup>
- (b) Bulk sales to Credit/Debit Payments \$12.50/m<sup>3</sup>

3. Construction Water

During the construction phase of a building, where water is being supplied, whether through a metered or unmetered service, the Owner or Developer will pay the minimum monthly charge for water and sewer only, commencing when the water service has been connected and is in use.

4. Water Meter - Installation/Repairs/Access:

- (a) Every water service connected to the Town water system shall be equipped with a meter, to indicate the water consumption of that water service, and an approved shut off valve, and all Consumers shall pay for their water consumption and all other charges on the basis of and in accordance with the tariff on rates as authorized from time to time by Council.
- (b) All meters shall be supplied, owned, installed and maintained by the Town, unless written approval to the contrary is first obtained from the Town. Water meters will be installed upon request, with the Owner or Developer providing a minimum of two working days notice of the requested installation date. There shall be a ~~\$35.00~~ **\$50.00** labour charge for the installation of a water meter. Should the property Owner request installation service outside normal working hours, the labour charge shall be ~~\$100.00~~ **\$130.00**.
- (c) Where a non-residential building or a residential building which has numerous occupants, is monitored by more than a single water meter, and is connected by a single water line with only one curb cock (c.c.) to the Town water system, the Owner of said property is hereby made

responsible to the Town for the utility charges emanating from that structure as monitored and calculated by the Town.

- (d) The size of each meter to be installed and the dimension for all meter connections shall be determined by the Town. Information as to sizes and dimensions shall be obtained from the Town Office. The size of meter required will be determined when a development permit application is submitted.
- (e) The Owner of any building in which a water meter service is, or is to be installed, shall make proper provision for a meter to be installed (horizontal). Any alterations necessary, determined by the Town, shall be made by the Owner at his/her own expense.
- (f) Meter and shut off valves must be installed in an area readily accessible for meter reading, inspection, repair and removal, and their location shall be subject to the approval of the Town. All meters shall be located on the Consumer's side of the approved shut off valve.
- (g) All new residential or non-residential properties must have the curb cock (C.C.) at ground surface level when it is requested that the water service is to be turned on.
- (h) No person shall do, or shall cause to be done, or shall permit to be done, any act or thing which may obstruct, interfere with or impede a direct and convenient access to a meter for the purpose of installation, inspection, removal, repair, replacement, reading or the like at all times.
- (i) All Consumers shall give free access to all or parts of the building or property in which water is delivered or consumed, to the Town or its employees to install, inspect, repair and read, the meter or anything of a similar nature.
- (j) In the event a water meter cannot be read remotely, the CAO or their delegate will be required to gain access to the premises for the purpose of reading the meter. In the event that a person refuses to provide access to the property in order to obtain a meter reading, as requested by the Town, for a period in excess of two (2) months, the supply of water to that meter may be shut off until access is gained to obtain the water meter reading. Twenty-four (24) hours written notice will be provided to the Consumer or the Owner prior to shut off.
- (k) In the event a water meter must be repaired or replaced, the CAO or their delegate will be required to gain access to the premises for the purpose of repairing or replacing the meter. The cost of the repair/replacement may be the responsibility of the Property Owner. In the event that a person refuses to provide access to the property in order to repair or replace a meter, as requested by the Town, for a period in excess of two (2) months, the supply of water to that meter may be shut off until access is gained to repair or replace the meter. Twenty-four (24) hours written notice will be provided to the Consumer or the Owner prior to shut off.
- (l) No branch line or fire line shall be taken off the service pipe prior to the meter without the written consent of the CAO or designate and upon the approval of same, the Town shall apply a wire and seal to ensure that no bypassing occurs.
- (m) The Owner shall provide adequate protection for the meter against frost, heat or any other internal or external damage. The Owner is responsible to provide adequate protection against internal or external damage to any remote reading device that is still in active use. The Town may assess costs against the Owner for repair or replacement of a damaged meter.
- (n) Where a chamber is required to meter a building or property, it shall be constructed and maintained by the Owner, as per specifications provided by the Town. Any Owner requesting to construct a chamber must receive the prior approval of the CAO or designate.
- (o) Where it is advantageous to construct large volume meter settings in the form of a battery of smaller size meters rather than in the form of one large meter, the Town may order this type of installation and the Owner shall install the piping accordingly.

- (p) It shall be normal for one meter only to be installed on the one only service pipe to the one only building on the lot free of cost, with the exception of the installation charge (II.4.b) which will be paid by the Owner. Any variation from the foregoing shall be approved by the CAO or designate and the whole or part of the cost of such variation may be charged to the Owner.
- (q) If a Consumer or Owner requests a water leak report or a data log report there will be a \$50.00 charge and copy of the report will be provided.
- (r) If a Consumer or Owner is doubtful regarding the accuracy of any 5/8" meter, the Town may remove and have the meter sent for testing. The Consumer shall be liable for all costs incurred by the Town to complete the testing. A deposit of \$300.00 shall be required before the meter is removed from the property. Once all expenses for the testing are reconciled, the Consumer or Owner may be required to submit an additional payment if the expenses are greater than the \$300.00 deposit, or they may be eligible for a refund if the expenses are less than the \$300.00 deposit. If it is determined that the meter is inaccurately providing high readings, the deposit shall be refunded to the Consumer. A copy of the testing report will be provided to the person making the request.
- (s) If a Consumer or Owner is doubtful regarding the accuracy of any meter larger than 5/8", the Town may remove and have the meter sent away for testing. The cost for testing on any meter larger than 5/8" will be determined after receiving a quote for this service from a separate entity. The Consumer shall be liable for the cost of this service. If it is determined that the meter is inaccurately providing high readings, the full charge of the testing will be refunded back to the Consumer. A copy of the testing report will be provided to the person making the request.

5. Liability of the Town:

The Town shall not be liable for any loss, injury, damage, expense, charge, cost or liability of any kind, whether direct, indirect, special or of a consequential nature (except only as specifically provided for in this section) arising out of or in any way connected with any failure, defect, fluctuation, reduction or interruptions in the provision of utility services by the Town to the Owner, howsoever caused, including that which is caused by or related to:

- (a) The break, blockage, stoppage or failure of any portion of the utility services within the Town;
- (b) The interference with or cessation of the utility services in connection with repair or proper maintenance of the water utility, sewer utility or both;
- (c) Directly or indirectly as a result of the Town approving any service connection;
- (d) Any change in the water pressure of the water utility, nor for the shutting off of water nor by reason of water containing sediments, deposits or other foreign materials; or
- (e) Any accident or incident due to the operation of the Water Utility or Sewer Utility, unless such costs of damages have been shown to be directly due to an act of bad faith, gross negligence or willful misconduct of the Town or its employees, agents or other authorized representative.
- (f) The Town shall not be liable for loss of business arising from the discontinuation of water service, whether the shut off was due to an emergency or non-emergency reason.

6. Water Ration:

Where the Town may have breakage, leakage, or other shortage of supply, the CAO in consultation with the Mayor may require that Consumers do not water gardens, lawns, or prohibit other outside use as is deemed proper and expedient at the time.

Any person who has received written or verbal notice of the water rationing and commits a breach of same is liable to a penalty in lieu of prosecution as outlined in Schedule A.

If said penalty is paid within seven (7) days of receipt of notice, payment shall be accepted in lieu of prosecution.

The Town shall not be liable for loss of business arising from the rationing of water, whether due to an emergency or non-emergency reason.

7. Water Valves, Hydrants:

No Contractor/Owner shall turn the water service on unless for testing purposes, and in such a case the CAO and/or designate shall be advised in advance of the intention to ensure the water service is turned off.

No person, corporation, Consumer shall, other than authorized by the CAO and/or designate, in advance, touch, turn or disturb any fire hydrant, curb stop, water valve or anything associated with the water supply system.

Approval for all connections to the Town water system not specified in this Bylaw shall require the prior approval of the Town.

8. Bulk Water:

All new or renewed accounts for use of the Bulk Water Filling Station shall be subject to a refundable Bulk Water Account Deposit. Deposits for Commercial Accounts shall be \$200.00 and deposits for Residential Accounts shall be \$50.00. There will also be a \$25.00 plus GST non-refundable set up and administration fee for all new accounts.

Applications for a Bulk Water account must be made in the Business name AND the Business owner's name.

Bulk Water Accounts shall be subject to review and renewal every 12 month period.

Any un-paid account which remains in arrears for a period of more than 45 days shall be subject to termination and any subsequent reactivation after payment of overdue funds will be subject to a \$100.00 non-refundable re-activation fee for overdue account holders.

Fittings used to attach hoses to the bulk water station MUST be clean and clear of any grease or debris to eliminate any potential contamination of the water for the next user. Should it be discovered that a dirty fitting was used, the account will be suspended.

9. Backflow Prevention:

- (a) Where, in the opinion of the Town, the configuration of any water connection creates a high risk for contamination to the water system, the Owner, upon being given notice by the Town, shall install on their water service an approved backflow preventer at the Owner's sole cost.
- (b) No property owner shall connect, cause to be connected, or allow to remain connected to the water system any piping, fixture, fittings, containers or appliances, in a manner which under any circumstances may allow contaminated or polluted water, wastewater or any other liquid, chemical or substance to enter the domestic water supply.
- (c) All backflow preventers shall be inspected and tested at the expense of the Owner, upon installation, and thereafter annually, or more often if required by the Town, by personnel approved by the Town to carry out such tests to demonstrate that the device is in good working condition. The Owner shall submit a report for all tests performed on the backflow preventer within thirty (30) days of a test and a record card issued by the Town shall be displayed on or adjacent to the backflow preventer.
- (d) If the results from a test referred to in Section 9(c) indicate that a backflow preventer is not in good working condition, the Owner shall have 96 hours to repair or replace it, along with testing it to ensure it is working properly. If the Owner fails to comply with this, the Town may shut off the water service.
- (e) If an Owner fails to have a backflow preventer tested as per Section 9(c) or 9(d), the Town may cause the water service to be terminated until the backflow preventer has been tested and approved.

- (f) No person other than those qualified may conduct the tests on backflow preventers.
- (g) Property Owners must notify the Town immediately if they suspect contamination of the Town's water supply. Penalties as outlined in Schedule A will be enforced.

**III. Sanitary Sewage Service**

1. No person, firm, institution or corporation shall damage, break or remove any portion of the sewer system or its appurtenances or throw or deposit or cause to be thrown or deposited in any sewer opening or receptacle connected with the sewer system, any garbage, offal, dead animal, vegetable parings, ashes, cinders, rags, or any other matter of thing except feces, urine, the necessary water closet paper and liquid house slops, organic garbage, pulverized by a commercial garbage disposal unit.
2. No person, firm, institution or corporation, with intent, knowledge or by negligent action, shall place or cause to be placed or facilitate the release of or cause the release of any substance deemed toxic or any hazardous substance, into any receptacle connected with the sewer system or where there is a reasonable chance that such a release will enter the sewer system.
3. The Town, at its discretion and at the Property Owner's expense, may require the Owner of an industrial, commercial, institutional or retail premises to install, operate, monitor and properly maintain at all times a Wastewater Interceptor for the removal of grease, oil, solids, dental amalgam or other harmful substances from the Wastewater system.
  - a. Interceptors shall be installed in compliance with the most current requirements of the Building Code and the Canadian Standards Association and shall not be modified or tampered with in any manner which will affect the intended use and performance.
  - b. No person shall discharge emulsifiers, enzymes, bacteria, solvents, hot water or any other agent to facilitate the passage of any harmful substance that may have an adverse effect on the wastewater system.
  - c. The owner of a property with an interceptor must keep the documents of proof of interceptor clean-out for a two-year period.
  - d. Should it be discovered through wastewater testing that any contamination of the wastewater system occurred due to owner neglect or failure to comply strictly with the provisions of this bylaw, the Owner shall, in addition to any penalty as stated in Schedule A, be liable for and on demand shall pay to the Town all costs of monitoring, sampling, testing and removing any contamination.
  - e. Property Owners must notify the Town immediately if they suspect contamination of the Town's Wastewater System. Penalties as outlined in Schedule A will be enforced.
4. The Town of Barrhead does hereby levy a monthly sewer service charge on all persons, firms or corporations being the Consumer or purchaser entitled to possession of property serviced directly or indirectly by a connection to the sewer system of the Town of Barrhead.
5. The sanitary sewer charge will be ~~35%~~ 40% of the cost of water usage, including the flat monthly fee plus the consumption charge.

**IV. Solid Waste Collection and Disposal Service**

1. That the Commercial/Industrial/Institutional rate for solid waste collection shall be at \$140.00 per hour with a minimum of \$70.00 per business per month. The rate will be pro-rated to the nearest quarter hour, based on the actual recorded time for collection and disposal.
2. That the rate for Residential solid waste collection shall be as per the following schedule:
 

Single family residence (65 Gallon Cart)	\$15.55/month
Single family residence (95 Gallon Cart)	\$24.90/month

- Duplex \$15.55/month/suite
- Any residential building with three or more suites  
\$10.95/month/suite
- Mobile Home Park:
- (a) where no bins are provided and stops are required for each or every second mobile unit \$15.55/month/unit
- (b) where self-unloading bins are provided \$10.95/month/unit
3. Commercial Light (65 or 95 Gallon Cart) - where the collection is once a week \$24.90/month
- 4. Commercial Light (65 or 95 Gallon Cart) - where the collection is between two and five times a week \$24.90/month plus \$10.95/month for each extra pickup day**
5. Any building or business that does not fall into any of the classifications mentioned (No garbage cart or bin provided) \$10.95/month
6. Solid waste collection and disposal is also subject to the provisions of Bylaw 06-2018, the Waste Collection, Disposal and Recycling Bylaw.
7. Solid waste collection Bins or Carts are supplied by the Town to each property. The Landowner is responsible to ensure that the Bins or Carts remain in a reasonable state of repair and are operational and safe for use with the Automated Waste Collection system, as determined by the individual entrusted with the work of collection or removal of waste on behalf of the Town.
- (a) Pursuant to Bylaw 06-2018, the Waste Collection, Disposal and Recycling Bylaw, commercial garbage bins must be in an approved location and provide free and clear access for waste removal.
- (b) All residential property Landowners with a single-family dwelling on the land will be supplied one (1) 65 Gallon Cart for the Automated Waste Collection. A written request for a change in size of Cart will be reviewed, with approval subject to the discretion of the CAO or their designate.
- (c) All residential property Landowners with a duplex on the land will be supplied with two (2) Carts for the automated waste collection. Residential property Landowners with three (3) or more suites/apartments will be contacted by the Town to ascertain whether Bins or Carts should be supplied, which will be determined by the Town, based on location of Bin or Cart and volumes to be collected.
- (d) Solid waste for commercial, industrial, institutional collection will be placed in the Town supplied Bin(s) with the Landowner contacted by the Town to ascertain whether Bins or Carts should be supplied, which will be determined by the Town, based on location of Bin or Cart and volumes to be collected.
- (e) The Town supplied Carts and Bins are assigned a serial number unique to each property and stay with that property.
8. No garbage bag shall, when presented for collection, weigh more than 25 kg or 55 lbs. or within a reasonable limit thereof to be determined by that individual who is entrusted with the work of collection or removal of waste on behalf of the Town of Barrhead.
9. All waste must be presented for collection or removal in the Town supplied Cart or Bin, in non-returnable bags, and must be of a size and consistency of no greater capacity than 1.3 cubic yards (1 cubic meter) and not more than 76 cm (30 inches) in height and not more than 63 cm (25 inches) in width.

- (a) Where more than three individually tied grocery bags are used for garbage collection or removal they must be placed in non-returnable bags subject to specifications noted in this bylaw.
  - (b) Animal waste, feces or any other material which is emitted or is caused by the natural functioning of an animal, shall be placed in a separate garbage bag, double bagged and securely tied.
  - (c) All clippings from trees, shrubs or other branch bearing flora shall be tied securely in bundles adhering to the aforementioned weight limitations for garbage bags and shall be presented as such. Nor shall these bundles exceed a length of approximately 0.91 meters (3 feet) and shall be judged by those entrusted with the collection and removal of waste on behalf of the Town of Barrhead.
  - (d) Solid waste presented for collection in the Town supplied Cart must fit within the Cart, with lid closed completely, be placed on the front street, with arrows on the lid pointed to the street, wheels against the curb, with at least one (1) meter clearance around all sides of the Cart. Dependent on locations and varying circumstances the Town may designate an alternate area for collection. Any bags or waste outside of the Cart will not be collected.
  - (e) All Carts must be removed from the street by 11:00 p.m. on collection day and stored on the Landowners property.
  - (f) Solid waste presented for collection in the Town supplied Bin, must have the lid closed completely. Any bags or waste outside any Bins will not be collected.
10. No person other than the Tenant, Owner, Town representative or garbage collection contractor shall interfere with, disturb the contents of, removal of or addition of materials, to any collection container at any eligible premises with the Town limits.
11. The Town shall supply the 1<sup>st</sup> Cart(s) or Bin(s) to each property. Any replacement of a Cart or Bin, due to loss or significant damage, with the exception of normal wear and tear as determined by the Town, shall be the responsibility of the Landowner at a cost of plus applicable taxes:
- a. 65 gallon Cart - \$ 100.00
  - b. 95 gallon Cart - \$ 125.00
  - c. 2 yard Bin - \$ 950.00
  - d. 4 yard Bin - \$1,250.00
  - e. 6 yard Bin - \$1,500.00
  - f. 8 yard Bin - \$1,850.00

**V. UTILITY ACCOUNT PROVISIONS**

1. **Utility Account Deposits** shall be required for any utility accounts set up in the Tenant's name and prior to April 30, 2018 where all new utility accounts are required to be set up in the Landowner's name. Utility Account Deposits shall be charged according to the classification of the Consumer account, as listed:

(a) Residential Single Family Dwelling	\$200.00
Duplex/Triplex	\$300.00
Commercial	\$250.00
Commercial – High Volume – 1” or more meter size	\$600.00
Restaurant	\$350.00
Apartments 4 suites to 11 suites	\$400.00
Apartments 12 suites and more	\$800.00
Carwash	\$800.00
Hotel/Motel	\$1,000.00



- (b) After April 30, 2018 all new utility accounts shall be set up in the legal name of the Owner(s) registered on the property title as per Alberta Land Titles. Tenants shall not be permitted to set up utility accounts solely in their own name.
- (c) Utility Services will not be established for an Owner who has an overdue or outstanding account of any nature with the Town until the account is paid in full.
- (d) After April 30, 2018 in all cases the Owner shall be liable for the cost of Utility Services supplied to a property, regardless of whether the Property is occupied by the Owner or a Tenant, and all invoices issued by the Town shall be sent to the Owner.
- (e) Utility Account Deposits currently on file, of Owner named accounts, will be refunded as a credit applied to their utility account.
- (f) Utility Account Deposits on existing tenant accounts will be refunded on their final bill when the utility account has been discontinued or closed for any reason.
- (g) All current residential, commercial or industrial utility accounts in the name of the Tenant shall be transitioned to the Owner after April 30, 2018. However, to allow for this transition, a Tenant whose account is in good standing may continue to receive utility services until such time as the Tenant closes the account, or the Tenant fails to maintain good standing on the account (account is in arrears for more than 30 days), or the utility services are discontinued for any reason.
- (h) Should services for utility accounts in the Tenants name result in a utility service disconnection, there will be a 48 hr waiting period from the time of disconnection, for the tenant to clear the outstanding balance to resume their services. Once the 48 hr waiting period has passed, and if any outstanding balance is still owing, the Tenant utility account will be closed. The owner will then be contacted to get approval to resume services, and the utility account will then be set up in Landowners name.

2. Maintenance of the Utility System

- (a) The Town, pursuant to the provisions of the Municipal Government Act, has the right to enter onto land to construct, maintain, repair and/or restore utility services. Further, the costs of doing such work will be at the property Owners expense, and will be a condition of supplying service.
- (b) Where the Town decides to exercise its rights under V.2 (a), Council hereby authorizes Administration to prepare and enter into agreement for payment of costs. Such agreements shall:
  - i. provide for the principal and interest to be added to the tax roll.
  - ii. that the Municipality will forego tax recovery proceedings and penalties on the outstanding amount, providing that the Owner complies with the payment schedule.
- (c)
  - i. The service connection includes parts or works such as pipes, wires, couplings, curb cocks, meters and other apparatus that connect to the water main or sanitary sewer main.
  - ii. Service connections located within the property boundaries of a property are owned by the Owner and the Owner shall be responsible for the construction, maintenance and repair of that portion of the service connection.
  - iii. The Town shall, at all times, remain the Owner of that portion of the service connection between the Town's water main or sanitary sewer main, and the Owner's property line, or the valve or connection point near the property line, whichever is applicable, notwithstanding that the Town's portion of the service connection may have been constructed by, or its construction funded by, some person other than the Town.
  - iv. Owners of property are responsible for the construction, installation and repairs of the service connection on their property to the valve or connection point, within or closest to their property line.

- v. As a condition of receiving utility service from the Town, the Owner shall maintain, in a state of good repair, free from leakage, infiltration and/or other forms of loss, with sufficient protection from freezing, all parts of the service connection to the satisfaction of the Town, through which wastewater is conveyed from outlets or fixtures located on or within the property to the sanitary sewer main or which the supply of water is conveyed from the Town's water system to water supply outlets or fixtures located on or within the property, as the case may be. Owners are required to adequately maintain their sanitary sewer service connections, to keep the sanitary sewer service connections clear from tree roots, grease, oil, mud, rags and other debris that may cause blockages or plugs in the line connected to the Town's sanitary sewer main.
3. Utility Service accounts rendered shall be due and payable on or before the last day of the month following the month in which the invoice was issued.
4. Accounts unpaid after the last day of the following month in which account is rendered shall be subject to a 2.5% penalty.
5. Owners will be notified if their account is in arrears and if these arrears are not paid by the specified time, the Utility services may be discontinued.
6. If the utility account remains unpaid, after the services have been discontinued, by the following billing cycle, the property owner has 60 days until the amount owing is transferred as an amount added to their property tax roll, whereby it will be deemed taxes and collected as such in accordance with the Municipal Government Act.
7. Where the Consumer desires to have their water turned off for a period of time, a charge of \$30.00 shall be paid to the Town at the time of the request and a further charge of \$30.00 shall be paid when requesting reconnection. This will not apply where water is to be turned off for 6 months or longer.
  - (a) Should the Consumers desired time for water turn off or reconnection be outside the Town's regular working hours, there will be a charge of \$100.00 for each water turn off or reconnection.
8. Enforcement and Collection:
  - (a) In case of default in payment of the rates and penalties herein provided, the Town may enforce such payment by any and all legal means including turning off the utility service being supplied to the Consumer and/or discontinuing the service thereof.
  - (b) If utility service is discontinued due to default in payment, it is prohibited for the Consumer to connect to a neighbouring property to access water.
  - (c) Should the utility being supplied and/or the service be discontinued a reconnection fee of \$60.00 will be paid by the Consumer along with all outstanding charges and penalties. The reconnection will take place during regular working hours.
  - (d) When the Consumer is the Owner of the building or lands, the sum payable for the public utility service including all rates, costs, and charges imposed are a preferential lien and charge on the building or lands and may be levied and collected in like manner as municipal rates and taxes are recoverable.
  - (e) As per the Municipal Government Act 42(1), the charges for a municipal service provided to a parcel of land are an amount owing to the municipality by the owner of the land.
  - (f) When the Consumer to whom the public utility service has been supplied is a person other than the Owner, the sum payable by the Consumer is a debt owed by them and is a preferential lien and charge on their personal property and may be levied and collected with costs by distress.
  - (g) Utility services will not be established by the Town for a Consumer or Owner who has an overdue or outstanding account of any nature with the Town, until such time as the account is paid in full or payment arrangements have been established and maintained as agreed to. Should the payment schedule not be adhered to, the Town maintains the right to discontinue the utility services.

9. Any person who contravenes any provision of this Bylaw is guilty of an offense, and liable upon summary conviction to imprisonment for a term of not more than three (3) months or to a fine as specified in Schedule A, or to both fine and imprisonment. Any fines shall be added to the person's Utility Account.
10. Utility and Bulk Water Account Deposits shall be applied to the final bill when the Consumer requests the discontinuation of Utility Service. Any credit balance left remaining on the account shall be refunded to the Consumer.
11. The Town shall not be liable for loss of business arising from the discontinuing water service, whether the shut off was due to an emergency or non-emergency reason.

**VI. EMERGENCY MANAGEMENT PROVISIONS**

1. In the event where there has been a Declared Disaster or a Significant Local Event that impacts the Town of Barrhead as a whole, the CAO or designate will have the authority to make changes to the entire billing cycle, effecting all account holders to implement any or all of the following:
  - a. Extend the billing due date of the affected billing cycle
  - b. Waive or adjust penalties on any billing arrears during the event
  - c. Create a deferral payment program for account holders
  - d. Change disconnection procedures for all dates and accounts in arrears
  - e. Advise Council of all changes implemented by the CAO or designate

**VII. APPEAL**

1. **A person who uses, receives or pays for a municipal utility service may appeal a service charge or rate made in respect of it to the Alberta Utilities Commission, but may not challenge the public utility rate structure itself.**
2. **If the Alberta Utilities Commission is satisfied that the person's service charge or rate**
  - a. **does not conform to the public utility rate structure established by the municipality,**
  - b. **has been improperly imposed, or**
  - c. **is discriminatory,**

**the Commission may order the charge or rate to be wholly or partly varied, adjusted or disallowed.**

**VIII. GENERAL PROVISIONS**

1. These rates shall be effective January 1, ~~2024~~, **2025** and shall continue in force from year to year until altered by Resolution of Council.
2. Council may from time to time, adopt schedules regarding any aspect of utility service by resolution. Those schedules once adopted shall be attached to, and form part of this Bylaw.
3. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein, and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
4. Bylaw ~~10-2022~~ **08-2023** is hereby rescinded.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
CAO, Collin Steffes

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

TOWN OF BARRHEAD

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Mayor, Dave McKenzie

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CAO, Collin Steffes

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024 and passed.

TOWN OF BARRHEAD

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Mayor, Dave McKenzie

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CAO, Collin Steffes

SCHEDULE A

VIOLATION PENALTIES

Water System Offences:

Item Description	Relevant Section of Bylaw	Penalty Amount
Water Ration Not Adhered to	II-6	\$100.00 First Offence \$200.00 Second Offence \$400.00 Subsequent Offences
Connection to Neighbouring Property to Access Water	V-8	\$250.00 First Offence \$500.00 Subsequent Offences
Failure to Install an Approved Backflow Preventer	II-9	\$500.00 First Offence \$2,000.00 Subsequent Offences
Contamination of the Water Supply System	II-9	\$10,000.00

Wastewater System Offences:

Item Description	Relevant Section of Bylaw	Penalty Amount
Failure to Install an Approved Wastewater Interceptor	III-3	\$500.00 First Offence \$2,000.00 Second Offence
Discharge of Prohibited Substance into Wastewater System	III-3	\$5,000.00
Usage of emulsifiers, enzymes, bacteria, solvents, hot water or any other agent to facilitate the passage of any harmful substance into the Town wastewater system.	III-3	\$500.00 First Offence \$2,000 Subsequent Offences

Other Offences

Item Description	Relevant Section of Bylaw	Penalty Amount
Any Offence as Outlined in This Bylaw Other Than Any Item Specified Above		At the Discretion of CAO, Not To Exceed \$1,000.00

Above fines shall be added to the Owners' Utility Account and collected in accordance with Section V-6 of this Bylaw.

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Collin Steffes, CAO

**cc:** File

**Date:** December 10, 2024

**Re:** Bylaw 11-2024 – Rates and Fees Bylaw

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## 1.0 **Purpose:**

For Council to consider passing all three readings to the Town's new Rates and Fees Bylaw 11-2024.

## 2.0 **Background and Discussion:**

Bylaw 11-2024 was first presented to Town Council during the February 27<sup>th</sup> Council Meeting.

As there were a few questions from Council, Council passed a resolution to table Bylaw 11-2024 and requested further information from Administration.

The following are the answers to Council's inquiry:

- Private Youth Ice where the majority are under 17, usually birthday parties
- Summer ice - outside of Town or County - ice between July 15 and September 30.
- Half day is four hours or less
- Full day excess of four hours to a maximum of eight hours
- Lobby rental - Staff do not monitor used to be used for AGMS and extra space for birthday parties when Godberson room would be booked.
- Minor ball or T-Ball - part of minor ball so I would expect that we would raise the rate by the same ratio.
- Corporate membership 15% reduction minimum of five passed purchased.
- It has been several years since this diamond rental rate has been amended. All other diamond rental rates fall within the ranges from other surrounding communities.
- Addition to the Bylaw is the rates for inline hockey, ball hockey and Lacross.
- Administration has reviewed an updated the cemetery plot fees

For ease of reference and convenience, any proposed changes to the attached bylaw are seen with a strikethrough and any proposed new information is highlighted in yellow.

It is important to note that all the rates shown in the attached bylaw has the 5% G.S.T. included.

The following are the reasons there was a delay in re-submitting the draft bylaw to Council:

- a) Administration was waiting for the 2024 Equipment Rental Guide from the Alberta Roadbuilders & Heavy Construction Association. This guide is used as a reference for the Town's own rates.
- b) Administration wanted to wait for a full 12-month cycle to review the energy cost for the arena, as a result of the recent installed energy efficient system.
- c) There was not an urgency for Council to review the increase as there is some recommendations for fee relating to ball diamond but they would only take into effect for 2025.

### **3.0 Alternatives:**

- 3.1 Council pass all three readings to the Town's new Rates and Fees Bylaw 11-2024, as presented.
- 3.2 Council pass all three readings to the Town's new Rates and Fees Bylaw 11-2024, as directed to Administration.
- 3.3 Council tables proposed Bylaw 11-2024 and instructs Administration to provide further information and bring back the information at the next scheduled Council Meeting.

### **4.0 Financial Implications:**

Limited

### **5.0 Interdepartmental Implications:**

Not applicable.

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

Not applicable.

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

Minimal – based on the proposed amendments to the existing rates and fees.

**8.0 Attachments:**

8.1 Draft Bylaw 11-2024, Rates and Fees Bylaw

**9.0 Recommendations**

Council pass all three readings to the Town's new Rates and Fees Bylaw 11-2024, as presented.

(original signed by the CAO)

Collin Steffes

CAO



**BYLAW 11-2024**

**A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA TO ESTABLISH FEES AND RATES FOR SERVICES PROVIDED BY THE MUNICIPALITY**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council may pass Bylaws for the purpose of establishing fees and rate charges for services provided by the municipality; and,

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

1. This bylaw shall be known as the “Fees and Rates bylaw”
2. The fees and rates contained and attached as Schedule A shall form part of this bylaw and may be amended from time to time and any such amendment shall form part of this bylaw.
3. This Bylaw shall come into force and have effect from and after the date of third reading thereof.
4. 03-2024, is hereby rescinded.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
CAO, Collin Steffes

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024

TOWN OF BARRHEAD

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

\_\_\_\_\_  
CAO, Collin Steffes

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024 and passed.

TOWN OF BARRHEAD

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

\_\_\_\_\_  
CAO, Collin Steffes

**SCHEDULE "A"**

**ADMINISTRATION SERVICES**

<b>Tax Certificate</b>	<b>Description</b>	<b>Fee-Rates</b>
Regular	Within one working day	\$25.00
Priority	Within 2 hours of request	\$50.00
Verbal Property Information request		\$10.00

<b>Assessment Complaints</b>	<b>Description</b>	<b>Rate-Fee</b>
Residential 3 or fewer and farmland		\$50.00
Residential 4 or more dwellings	Variable (as noted below)	
	Assessed Value of up to \$249,999	\$200.00
	Assessed Value of between \$250,000 to \$499,999	\$400.00
	Assessed Value that exceeds \$500,000	\$650.00
Non-Residential	Variable (as noted below)	
	Assessed Value of up to \$249,999	\$200.00
	Assessed Value of between \$250,000 to \$499,999	\$400.00
	Assessed Value that exceeds \$500,000	\$650.00

<b>Miscellaneous</b>	<b>Description</b>	<b>Rates/Fees</b>
Historical record search	Lawyer, Engineer or Environmental request to undertake a historical record search	\$100.00
Photo Copies		\$0.25/copy
Sale of Pins		\$2.50 + tax
Fax Service		\$3.00 + \$1.00/page
<b>Finance Charge</b>	<b>Any Accounts Receivable Invoices outstanding for more than 30 days</b>	<b>1.5% on principal amount</b>
<b>Sale of Maps</b>		
Small maps	11x17	\$2.50
Large maps	2'x3'	\$5.00
Large maps	Larger than 2'x3'	\$5.00 plus \$1.00/per sq ft over
<b>Promotional Items</b>		<b>Rate/fee + tax</b>
Town Flags		\$100.00

**ANIMAL CONTROL SERVICES**

<b>Description</b>	<b>Rates/Fees</b>
Dog/Cat License -spayed/ neutered (documentation required)	\$8.00
Dog/Cat License- unspayed/unneutered	\$20.00
Service Dog	Nil
Lost/damaged license tag replacement	\$8.00
Animal shelter/impound fee	\$20.00/daily

**BUSINESS LICENSE**

Description	Rates-Fees
Annual (resident/non-resident)	\$125.00
Home Based Business	\$175.00
Between July 31-October 31 - 50% reduction (after November 1 annual fee to Dec 31 of following year)	
Description - Other	
Hawkers-Peddlers-door to door	\$75.00/weekly
Temporary	\$50.00/weekly
Youth Entrepreneur (under 18)	\$10/monthly
Food Vender	\$125.00/yearly
General Contractor	\$500.00

**CEMETERY SERVICES**

Main Section	Plot Fee	Perpetual Care F	Total Fee + Tax
Single Plot	<del>\$450.00</del> \$600.00	\$100.00	<del>\$550.00</del> \$700.00
Double Depth	<del>\$450.00</del> \$600.00	\$100.00	<del>\$550.00</del> \$700.00
Single Plot Child under 18	waived	\$100.00	\$100.00
Infant/Child (Eastlawn)			
¼ Plot	waived	\$25.00	\$25.00
½ Plot	waived	\$50.00	\$50.00

**COLUMBARIUM NICHE (maximum of two urns per niche)**

Niche Location	Cost per Niche Plus GST	Perpetual Care Plus GST	Cover Plate and engraving	Open and Close Fees
Level #1	\$1,000.00	\$100.00	Full Responsibility of purchaser. Must be purchased from and paid in full to <b>Town of Barrhead</b> . Must follow outline in "Inscription Details" which forms part of the Columbarium Niche Sales Contract	Includes opening and closing for first internment
Level #2	\$900.00	\$100.00		Includes opening and closing for first internment
Level #3	\$800.00	\$100.00		Includes opening and closing for first internment
Level #4	\$700.00	\$100.00		Includes opening and closing for first internment
Additional Opening and Closing			<b>An Administration Fee of \$100 will be added to cover plate/engraving costs.</b>	\$150.00 for each weekday occurrence. + tax
				\$200.00 for weekend and statutory holidays. + tax

**DEVELOPMENT (PLANNING) SERVICES**

Development	Description	Rates-Fees
Permit	Residential	\$100.00
Permit	Non-residential (Commercial/Industrial/institutional)	\$150.00
Permit	Shed-fence-garage-deck	\$50.00
Permit	Discretionary-Variance- Residential	\$150.00
Permit	Discretionary-Variance-Non-residential	\$200.00
Permit	Demolition	\$50.00
Sign Permit		\$50.00
Development	Description	Rates-Fees
Appeals	Development Appeals	\$200.00
Rezoning Requests	Land Use Bylaw Amendment	\$800.00

Encroachment Agreements	Description	Assessed age	Up to 152.4m Rate/Fee	Over 152.4m Rate/Fee
Assessed age of building based on a 50-year life span All fees are applied to tax roll	Residential	Under 25%	\$100.00/year	\$150.00
		Between 25% & 50%	\$75.00/year	\$100.00
		Between 50% & 75%	\$50.00/year	\$75.00
		Over 75%	\$25.00/year	\$50.00
	Description	Assessed age	Up to 152.4m	Over 152.4m
	Commercial/Industrial	Under 25%	\$200.00	\$350.00
		Between 25% & 50%	\$150.00	\$300.00
		Between 50% & 75%	\$100.00	\$200.00
		Over 75%	\$50.00	\$100.00
	Description	Rate/Fee		
	Fence	\$25.00/year		
	Garage/Shed	\$25.00/year		

Compliance Certificate (Real Property Report)	Description	Rate/Fee
Regular Service	Within 1 week of request	\$60.00
Priority Service	Within 2 days of request	\$100.00

**FIRE PROTECTION SERVICES**

Unit	Description	No. Fire Fighters	Hourly Rate	Comments
Command 1	2014-Dodge Power 3/4 Ton	1	\$150.00 <del>\$185.00</del> \$210.00 for Prov. Highway Right-of-way	Has an enclosed topper and the ability to block, with misc. hand tools and pylons
Command 2	2010 GMC 3/4 Ton	1	\$150.00 <del>\$185.00</del> \$210.00 for Prov. Highway Right-of-way	Has an enclosed topper and the ability to block, with hand tools and pylons
Tower 6	2009-Pierce 104 Foot Ladder/Platform	4	\$600.00 <del>\$630.00</del> \$720.00 for 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 1000 GPM pump	5	\$500.00 <del>\$630.00</del> \$720.00 Prov. Highway Right-of-way	E-33 is a 1000 GPM pump with pre-connected attack lines and two fixed master streams with misc tools for suppression
Engine-3	1999 Freightliner Fort Gary 1000 GPM pump	5	\$500.00 <del>\$630.00</del> \$720.00 for Prov. Highway Right-of-way	E-3 is a 1000 GPM pump with pre-connected attack lines and misc tools for suppression
Rescue-8	2011-Freightliner Rosenbauer Heavy rescue	6	\$400.00 <del>\$630.00</del> \$720.00 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 1754 Gal water	2	\$400.00 <del>\$630.00</del> \$720.00 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 <del>\$630.00</del> \$720.00 for Prov. Highway Right-of-way	Tender-5 is a Super Tender with a bumper mounted monitor
Rapid Attack Truck-1	1999 - 1 Ton Bush Truck	4	\$250.00 <del>\$630.00</del> \$720.00 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 Ranger 6x6 off road side by side	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.
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	Rate	Comment	

Historical Search		\$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	Cost at purchase price plus 10%	Cost Per. Bag
Floor Dry	Special Bio. or Chem. Dry	Cost at purchase price plus 10%	Cost Per Bag, Pail
Foam	Class "A"	Cost at purchase price plus 10%	Cost Per Pail
Foam	Class "B"	Cost at purchase price plus 10%	Cost Per Pail
Foam	Class Fire Aid	Cost at purchase price plus 10%	Cost Per Pail

Equipment	Description	Hourly Rate- Fee
Grader	670 GP	<del>\$200.00</del> \$220.00
Sweeper	Global M4 HSF	<del>\$220.00</del> \$235.00
Loader	544H Deere	<del>\$125.00</del> \$140.00
Loader	544K Deere	<del>\$140.00</del> \$165.00
Snow Blower		<del>\$250.00</del> \$275.00
Loader Backhoe	310 SE Deere	<del>\$90.00</del> \$105.00
Skid Steer	318D	<del>\$105.00</del> \$110.00
Gravel Truck	Tandem	<del>\$150.00</del> \$155.00
Garbage Truck		<del>\$200.00</del> \$215.00
Recycle Truck		\$90.00
Sand Truck		\$200.00 + Sand \$50/tonne
Karcher Steamer		<del>\$150.00</del> \$175.00
Sewer Flush Truck		<del>\$200.00</del> \$225.00
John Deere Tractor		<del>\$130.00</del> \$135.00
Schulte Mower		<del>\$35.00</del> \$40.00
Sewer Camera		<del>\$250.00</del> \$275.00
Power Auger		<del>\$180.00</del> \$200.00
Air Compressor		<del>\$45.00</del> \$50.00 \$310/day \$350/day
Wobble Wheel		<del>\$15.00</del> \$20.00
Pick up		\$35.00
Landfill Cat		<del>\$175.00</del> \$275.00
Landfill Compactor		<del>\$250.00</del> \$310.00
Asphalt Compactor		\$90.00
Line Painter		<del>\$170.00</del> \$185.00
Chipper	7" to 10"	\$180.00
Supervisory Rate		<del>\$120.00</del> \$150.00
Mechanic Rate		<del>\$100.00</del> \$130.00
Labour Rate		<del>\$70.00</del> \$80.00
<b>**Troy Nimrichter Contract Services</b>		\$95.00 Materials -\$35.00/Tonne
<b>Landfill Tipping Fees</b>	<b>Description</b>	<b>Rate/Fee</b>
	Pickup Truck	\$35.00
	Truck/Trailer	\$55.00
	Large Truck 1 ton & over	\$65.00
	Tandem Truck	\$95.00
	End Dump	\$155.00

## RECREATION SERVICES

Facility/ Description	Item	Rate Type	Rate with GST
<b>Arena- Ice</b>	Minor Ice Before 9:00am (Mon-Fri)	Hourly	\$94.30
	Minor Ice 9:00am-4:00pm (Mon-Fri)	Hourly	\$84.00
	Minor Ice After 4:00pm (Mon-Fri)	Hourly	\$107.10
	School Ice Rental	Hourly	\$43.90
	Adult Recreation Ice- Town or County	Hourly	\$179.90
	Adult Recreation Ice- Outside of Town or County	Hourly	\$189.60
	Private Youth Ice	Hourly	\$107.10
	Competitive Hockey- Practice (9-4, Mon.-Fri.)	Hourly	\$84.00
	Competitive Hockey- Games	Hourly	\$179.90
	Summer Ice-Town or County	Hourly	\$160.20
	Summer Ice - Outside of Town or County	Hourly	\$170.90
<b>Arena-Ice (Off Season)</b>	Socials,Graduations,Weddings	Hourly	\$428.40
	Socials,Graduations,Weddings	Half Day	\$696.20
	Socials,Graduations,Weddings	Full Day	\$1,071.00
	Agricultural Shows, Rodeos	Hourly	\$535.50
	Agricultural Shows, Rodeos	Half Day	\$803.30
	Agricultural Shows, Rodeos	Full Day	\$1,285.20
	Commercial Rentals, Trade shows	Hourly	\$642.60
	Commercial Rentals, Trade shows	Half Day	\$1,071.00
	Commercial Rentals, Trade shows	Full Day	\$1,606.50
	Nonprofit Group	Hourly	\$374.90
	Nonprofit Group	Half Day	\$589.10
	Nonprofit Group	Full Day	\$856.80
	Rental - Outside of Town or County	Hourly	\$535.50
	Rental - Outside of Town or County	Half Day	\$803.30
	Rental - Outside of Town or County	Full Day	\$1,285.20
	In-Line Hockey, Ball Hockey/Lacrosse	Hourly/From 8am-5pm-10pm	\$69.60
	In-Line Hockey, Ball Hockey	Hourly/From 5pm-10pm	\$85.70
	Off Season BMBA	Hourly	\$26.80
	Youth In-Line Hockey, Ball Hockey/Lacrosse Outside Town or County	Hourly	\$83.52
<b>Arena Kitchen/Concession</b>	Rental	Half Day	\$128.50
	Rental	Full Day	\$250.00
	Concession Lease	Lease	\$633.40
<b>Arena Lobby</b>	Lobby	Full Day	\$160.70
	Lobby	Half Day	\$85.70
<b>Charles Godberson Rotary Room</b>	Meetings, socials, etc.	Hourly	\$53.60
	Meetings, socials, etc.	Half Day	\$107.10
	Meetings, socials, etc.	Full Day	\$160.70
	Birthday Parties	First hour with Private Pool Rental	\$32.10
<b>Agrena Second Floor Meeting Room</b>	Meetings, socials, etc.	Hourly	\$25.24 \$53.60



	Meetings, socials, etc.	Half Day	\$67.28 \$107.10
	Meetings, socials, etc.	Full Day	\$101.02 \$160.70
<b>Facility/ Description</b>	<b>Item</b>	<b>Rate Type</b>	<b>Rate with GST</b>
	Birthday Parties	First hour with Private Pool Rental	\$32.10
<b>Minor Ball</b>	1 Diamond	Amount per year Full Day	\$650.00 \$37.00
<b>all Diamonds- Other Tournaments/Hosting</b>	1 Diamond	Full Day	\$73.90 \$35.00
<b>Non League Teams/Outside of Town or County</b>	Games	Full Day	\$33.50 \$41.08
	Practices	Full Day	\$16.10
<b>Ball Leagues</b>	Senior Men's or Ladies	Team Per Season	\$154.20
	Fast Ball	Team Per Season	\$154.20
	Slo-Pitch	Team Per Season	\$154.20
	Minor Ball or T Ball	Team Per Season	\$24.60
	Mite to Bantam	Team Per Season	\$37.00
	Midget	Team Per Season	\$49.30
<b>Rotary Park Camping</b>			
	All Sites	Per Night	\$30.00
<b>Cecile Martin/Beaver Brook Soccer Fields</b>	Youth Rate	Field Per 2 Hour Booking	\$16.10
	Adult Rate	Field Per 2 Hour Booking	\$32.10
<b>Misc Items</b>	Tables	Each Per Weekend	\$10.50
	Chairs	Each Per Weekend	\$3.15
	Delivery Fee Outside of Town Working Hours or Statutory Holidays	Hour Per Person	\$78.75
	Delivery Fee Within Town Working Hours	Hour Per Person	\$52.50
	Pick Up Fee Outside of Town Working Hours or Statutory Holidays	Hour Per Person	\$78.75
	Pick Up Fee Within Town Working Hours	Hour Per Person	\$52.50
	Damage Deposit	Flat Rate	\$105.00
<b>Bounce House</b>	Child Drop in	Per Person	\$4.00
	Castle Bounce House	Hourly	\$148.50
	Jungle Combo Bounce House	Hourly	\$148.50
	Obstacle Course Bouncer	Hourly	\$168.50
	Castle Bounce House & Jungle Combo	Hourly	\$208.50
	Obstacle Course & Jungle or Castle Combo	Hourly	\$228.50
	Obstacle Course & Jungle & Castle Combo	Hourly	\$288.50
<b>Bounce House with Pool Rental</b>	Castle Bounce House	Hourly	\$111.40
	Jungle Combo Bounce House	Hourly	\$111.40

	Obstacle Course Bouncer	Hourly	\$126.40
	Castle Bounce & Jungle Combo	Hourly	\$156.40
	Obstacle Course & Jungle or Castle Combo	Hourly	\$171.40
<b>Facility/ Description</b>	<b>Item</b>	<b>Rate Type</b>	<b>Rate with GST</b>
	Obstacle Course & Jungle & Castle Combo	Hourly	\$216.40
<b>Advertising</b>	Zamboni	Per Unit- Price Dependent on Location	\$367.50- \$525.00
	Arena Glass	Per Year	\$315.00
	Dash Boards	Per Year	\$840.00
	Dash Boards	Per multi-year Agreement	\$735.00
	Dressing Room	Per Year	\$1,575.00
	Ice Scooter Advertising	Per Year	\$78.75
	Ice Scooter Advertising	Lifetime	\$267.80
	Centre Ice Logo	Per Year	\$1,575.00
	Ice Logo	Per Season	\$525.00
	Bleacher Risers	Per Year	\$262.50
<b>Clean up Charge</b>	Event Clean Up	Flat Rate	\$321.30
	Concession Clean Up	Per Hour	\$100.00
<b>Curling Rink</b>	Main Floor	Half Day	\$126.00
	Main Floor	Full Day	\$252.00
	Main Floor	Weekend	\$525.00
<b>Misc</b>	Public Skate Sponsorship	Flat Rate	\$107.10
	Re-Key Storage Room	Flat Rate	\$100.00
	Dressing Room	Flat Rate/Per Ice Season	\$630.00
	Under Bleacher Storage Unit Rental	Per Unit/Per Season	\$214.20
<b>Pool Pass</b>	Adult(18-64)	Drop in Rate	\$8.75
		10 Passes	\$74.50
		Monthly Membership	\$56.10
		Corporate Monthly Pass	\$47.68
		3 Month Membership	\$163.20
		3 Month Corporate Pass	\$138.72
		6 Month Membership	\$316.20
		6 Month Corporate Pass	\$268.77
		12 Month Membership	\$479.40
		12 Month Corporate Membership	\$407.49
<b>Pool Pass</b>	Youth(13-17)	Drop in Rate	\$5.50
		10 Passes	\$51.00

		Monthly Membership	\$45.90
		3 Month Membership	\$129.50
		6 Month Membership	\$250.90
		12 Month Membership	\$357.00
Facility/ Description	Item	Rate Type	Rate with GST
		12 Month Corporate Membership	\$303.45
<b>Pool Pass</b>	Child (3-12)	Drop in Rate	\$4.00
		10 Passes	\$35.70
		Monthly Membership	\$28.60
		3 Month Membership	\$79.60
		6 Month Membership	\$158.10
		12 Month Membership	\$244.80
<b>Pool Pass</b>	Tot (0-2)	Drop in Rate	\$0.00
		10 Passes	\$0.00
		Monthly Membership	\$0.00
		3 Month Membership	\$0.00
		6 Month Membership	\$0.00
		12 Month Membership	\$0.00
<b>Pool Pass</b>	Senior(65+)	Drop in Rate	\$6.40
		10 Passes	\$56.10
		Monthly Membership	\$40.80
		3 Month Membership	\$122.40
		6 Month Membership	\$244.80
		12 Month Membership	\$367.20
		12 Month Corporate Membership	\$312.10
<b>Pool Pass</b>	Family	Drop in Rate	\$17.90
		10 Passes	\$163.20
		Monthly Membership	\$147.90
		3 Month Membership	\$428.40
		6 Month Membership	\$637.50

		12 Month Membership	\$1,020.00
	Aqua Spin	Daily Drop in	\$12.90
		Discount on Daily Drop In	\$6.40
		9 Pass Membership	\$96.40
		Discount on 9 Pass	\$48.20
<b>Pool Rentals</b>	Private Pool Rental 1-40 People	In town/county	\$128.50
<b>Facility/ Description</b>	<b>Item</b>	<b>Rate Type</b>	<b>Rate with GST</b>
		Out of town/county	\$257.00
	Private Pool Rental 41-60 People	In town/county	\$176.70
		Out of town/county	\$267.80
	Private Pool Rental 61-80 People	In town/county	\$219.60
		Out of town/county	\$299.90
	Private Pool Rental 81-100 People	In town/county	\$267.80
		Out of town/county	\$362.00
<b>School Pool Rentals</b>	School Rental 1-40 People	In town/county	\$75.00
		Out of town/county	\$128.50
	School Rental 41-60 People	In town/county	\$107.10
		Out of town/county	\$149.90
	School Rental 61-80 People	In town/county	\$139.20
		Out of town/county	\$208.90
	School Rental 81-100 People	In town/county	\$176.70
		Out of town/county	\$251.70
	School Rental 101-120	In town/county	\$214.20
		Out of town/county	\$294.50
<b>School Lessons</b>	One Instructor(No GST)	Per Student	\$33.00
	Additional Instructor (No GST)	Per Student	\$20.00
<b>Lessons</b>	Preschool	Per Set	\$49.00
(No GST for 14 Years and Under )	Swimmer 1-2	Per Set	\$54.10
	Swimmer 3-6	Per Set	\$55.00
	Private Lessons	Per ½ hour Lesson	\$20.00
	Semi- Private Lessons	½ hour Lesson Per Person	\$ 10.00
<b>Swim Club</b>	Lane	Lane Per ½ Hour	\$8.00
	Day	Per 8 Hour Day	\$1,038.90
<b>Pro Shop</b>	Goggles - Adult	Per item	\$20.00
	Goggles- Youth	Per item	\$17.10
	Swim Caps	Per item	\$10.70
	Nose Clips	Per item	\$6.40
	Pool Pants	Per item	\$10.70
	Swim Diapers	Per item	\$2.10
	Shampoo	Per item	\$7
	Conditioner	Per item	\$7
	Ear Plugs	Per Item	\$6.40
<b>Misc.</b>	Lock Replacement Fee	Per item	\$20

