



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JANUARY 23, 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 – January 9, 2024
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There are no Delegations
6. Old Business
 - (a) Taxi Service
7. New Business
 - (a) Awarding of Tender – Observation Deck
 - (b) Addition to the 2024 Capital Budget – New Pool Vacuum
 - (c) Proposed Outdoor Basketball Court
 - (d) Monthly Bank Statement for the Month Ended December 31, 2023
 - (e) Appointment to the Municipal Planning Commission (MPC)

8. Reports
 - (a) Council Reports
9. Minutes
 - (a) Community Futures Yellowhead East – October 19, 2023
10. Bylaw
 - (a) Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw
11. Correspondence Items
 - (a) Letter dated January 12, 2024 from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers
12. For the Good of Council
13. Tabled Items
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 9, 2024,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

Others: Barry Kerton, Barrhead Leader

ABSENT Mayor McKenzie

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

AGENDA The agenda was reviewed.

001-24 Moved by Cr. Assaf that the agenda be accepted with the following additions:
• 8(a) Community Futures Yellowhead East

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of December 12, 2023, were reviewed.

002-24 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of December 12, 2023 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION – COMMUNITY GYMNASIUM

Deputy Mayor Smith and Council welcomed Ms. Trisha Enman and Ms. Coralee Chase regarding a new community gymnasium at 5:32 p.m.

The delegation provided Council with their thoughts of a loss of a gymnasium.

ENTERED Mr. Dennis Donkers entered the Chambers at 5:33 p.m.

EXITED Deputy Mayor Smith and Council thanked Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers for their presentation and they exited the Chambers at 5:50 p.m.

003-24 Moved by Cr. Klumph that Council accepts the presentation from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers regarding a new community gymnasium, as information.

CARRIED UNANIMOUSLY

URBAN CHICKEN SURVEY

The result of the survey permitting Town residents to have chickens on their property was received.

004-24 Moved by Cr. Assaf that Council accepts the survey result report dated November 22, 2023 on allowing chickens within Town limits, as information.

CARRIED

COMMUNITY ORGANIZATION PROPERTY

TAX EXEMPT APPLICATIONS

The Community Organization Property Tax Exemption applications for registered Non-profit organizations or groups for Council's consideration.

Ms. Jennifer Mantay, Director of Corporate Services was in attendance to present and discuss the Non-Profit Community Organization Property Tax Exemption applications.

005-24 Moved by Cr. Sawatzky that Council approve the three Non-Profit Community Organization Property Tax Exemption applications as indicated on the listing provided.

CARRIED UNANIMOUSLY

006-24 Moved by Cr. Sawatzky that Council pursuant to Section 17 of AR281/1988 waive the annual application process for the three Non-Profit Community Organizations on the listing provided for a period of 3 years.

CARRIED UNANIMOUSLY

2024 FINAL OPERATING AND CAPITAL BUDGET

The Town of Barrhead's 2024 Final Operating and Capital Budgets, were received.

Ms. Jennifer Mantay, Director of Corporate Services was in attendance to present and discuss the 2024 Final Operating and Capital Budgets.

007-24 Moved by Cr. Assaf that Council adopt the 2024 Operating Budget with Revenues of \$16,305,230.00 and Expenses of \$16,290,420.00, plus the amortization expense budget of \$2,094,720.00, for a surplus of \$14,810.00, as presented which includes a tentatively increase of 2% to the municipal portion of the residential, non-residential, farmland and machinery and equipment property tax rates for 2024.

CARRIED UNANIMOUSLY

008-24 Moved by Cr. Klumph that Council adopt the 2024 Capital Budget with Revenues and Expenses Budgets totaling \$5,931,281.00, as presented.

CARRIED UNANIMOUSLY

MONTHLY BANK STATEMENT

The Monthly Bank Statement for the month ended November 30, 2023, was received.

009-24 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended November 30, 2023, as presented.

CARRIED UNANIMOUSLY

RECESSED

010-24 Moved by Cr. Kluin to recess the meeting at 6:36 p.m.

CARRIED UNANIMOUSLY

RECONVENED

011-24 Moved by Cr. Sawatzky to reconvene the meeting at 6:53 p.m.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

The following Reports to Council as of January 9, 2024, were reviewed:

- Chamber of Commerce
- Family & Community Support Services Society
- Twinning Committee
- Community Futures Yellowhead East
- CAO's Report

012-24 Moved by Cr. Klumph that the CAO's Report be accepted as information.

CARRIED UNANIMOUSLY

013-24 Moved by Cr. Klumph that the Council Action List to December 12, 2023 be accepted as information.

CARRIED UNANIMOUSLY

014-24 Moved by Cr. Oswald that the following Reports to Council as of January 9, 2024, be accepted as information:

- Chamber of Commerce
- Family & Community Support Services Society
- Twinning Committee
- Community Futures Yellowhead East

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The Barrhead & District Family and Community Support Services – November 19, 2023 meeting minutes were reviewed.

015-24 Moved by Cr. Kluin that the Minutes of the Barrhead & District Family and Community Support Services dated November 19, 2023 be accepted as information and as presented.

CARRIED UNANIMOUSLY

CORRESPONDENCE ITEMS

The following correspondence items were reviewed:

E-mail dated December 11, 2023 from Amanda Batty, regarding the arena ice usage by the Barrhead Bombers.

Letter dated December 15, 2023 from Mr. Ric McIver, Minister of Municipal Affairs, regarding the launch of the Local Government Fiscal Framework (LGFF) program, which will be similar to the Municipal Sustainability Initiative (MSI) program.

Letter dated December 19, 2023 from Mr. Ric McIver, Minister of Municipal Affairs, informing that the Town of Barrhead has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of our Regional Water Supply System Assessment project.

Letter from Ms. Rebecca Schulz, Minister of Environment and Protected Areas, advising that Alberta is currently in a significant drought and is requesting that all municipalities monitor water supply and to start planning to use less water in 2024.

Letter from Mr. Ric McIver, Minister of Municipal Affairs, informing that Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering

Committee, which will assist in updating the regulated property assessment models in a fair and transparent manner.

016-24 Moved by Cr. Assaf that Council accepts the following correspondence items as information:

- an e-mail dated December 11, 2023 from Amanda Batty, regarding the arena ice usage by the Barrhead Bombers.
- a letter dated December 15, 2023 from Mr. Ric McIver, Minister of Municipal Affairs, regarding the launch of the Local Government Fiscal Framework (LGFF) program.
- a letter dated December 19, 2023 from Mr. Ric McIver, Minister of Municipal Affairs, informing that the Town of Barrhead has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of our Regional Water Supply System Assessment project.
- A letter from Ms. Rebecca Schulz, Minister of Environment and Protected Areas, advising that Alberta is currently in a significant drought and is requesting that all municipalities monitor water supply and to start planning to use less water in 2024.
- a letter from Mr. Ric McIver, Minister of Municipal Affairs, informing that Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee, which will assist in updating the regulated property assessment models in a fair and transparent manner.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Kluin congratulated the student from the local High School for hosting a Wake-a-thon and raising \$7,000.00 for STARS.

Cr. Kluin also congratulated Mr. Steve Bala in being honored with a long-term service award by the Barrhead Minor Hockey Association for twenty-five years of volunteer service.

Cr. Kluin acknowledged and thanked the Town staff for hosting the First Night event.

EXITED Jennifer Mantay, Director of Corporate Services exited the Chambers at 7:11 p.m.

**CLOSED SESSION –
FOIP ACT SECTION 16 - LAND**

017-24 Moved by Cr. Sawatzky that Council go in closed session at 7:06 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

018-24 Moved by Cr. Assaf that the Council come out of closed session at 8:01 p.m.

CARRIED UNANIMOUSLY

ADJOURN

019-24 Moved by Cr. Klumph that the Council Meeting be adjourned at 8:02 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Deputy Mayor, Don Smith

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: January 23, 2024
Re: Taxi Service

1.0 **PURPOSE:**

For Council to review Administration's report on taxi services.

2.0 **BACKGROUND AND DISCUSSION:**

During the November 28, 2023 Council Meeting, Council discussed the taxi service for the Town of Barrhead.

After the initial discussion, Council passed the following motion:

Moved by Cr. Kluin that Council instruct Administration to research on taxi services from other communities and report back at a future Council Meeting.

CARRIED UNANIMOUSLY (Resolution No. 363-23)

Administration submits the following information:

- 1) Taxi services are regulated at the municipal level and not at the provincial level
- 2) Currently, the Town of Barrhead only has the general Business License Bylaw (Bylaw 06-2017) – no specific provisions for taxi and taxi services.
- 3) The following are the smaller populated municipalities Administration was able to confirm that currently have a taxi bylaw:
 - a) Town of Westlock
 - b) Town of Hinton
 - c) Town of Bonnyville
 - d) Town of Canmore

- e) Town of Lacombe
- f) Town of Slave Lake
- g) Town of Strathmore

4) To serve as further reference, Administration has attached the current taxi bylaws from the Town of Westlock and the Town of Bonnyville.

3.0 ALTERNATIVES:

- 3.1 Council direct administration to prepare a taxi bylaw for the Town of Barrhead and present it at a future Council Meeting.
- 3.2 Council accept the report on taxi services, as information.
- 3.3 Council tables the report on taxi services and instructs Administration to provide additional information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Depends on the direction of Council.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Depends on the direction of Council.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Depends on the direction of Council.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Depends on the direction of Council.

8.0 ATTACHMENTS:

- 8.1 Town of Westlock – Bylaw No. 2019-02
- 8.2 Town of Bonnyville – Bylaw No. 1431-14

9.0 RECOMMENDATION:

Council direct administration to prepare a taxi bylaw for the Town of Barrhead and present it at a future Council Meeting.

(original signed by the CAO)
Edward LeBlanc
CAO



TOWN OF WESTLOCK

TAXI

BYLAW NO. 2019-02

EFFECTIVE DATE – January 28, 2019

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

AMENDMENT BYLAW

DATE OF ADOPTION

EFFECTIVE DATE

(If different from Date of Adoption)

Bylaw No. 2019-07

May 13, 2019

BEING A BYLAW OF THE TOWN OF WESTLOCK TO PROVIDE FOR THE LICENSING, CONTROL AND REGULATION OF ALL TAXI BUSINESSES WITHIN THE TOWN OF WESTLOCK

WHEREAS, pursuant to Section 7(e) of the *Municipal Government Act RSA 2000*, a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

WHEREAS, pursuant to Section 7(i) of the *Municipal Government Act*, a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all matters listed therein; and

WHEREAS, pursuant to Section 7 and 8 of the *Municipal Government Act*, a Council may pass bylaws for:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) transport and transportation systems;
- (c) businesses, business activities, and persons engaged in business;
- (d) the regulation of businesses, activities, and industries;
- (e) licenses, permits and approvals;
- (f) fees, rates, tariffs or charges that may be charged for the hire of limousines or taxies; and
- (g) enforcement of bylaws.

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

1. TITLE

This bylaw may be cited as the Town of Westlock "Taxi Bylaw".

2. INTERPRETATION

All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the references are to a male or female Person, or a corporation or partnership.

All references in this Bylaw which provide a Person with an authority shall be read as though the direction is given by the Person or their designate.

- a) Act** means the *Municipal Government Act*, as amended or replaced from time to time.
- b) Applicant** means a person who applies for a license or renewal of a license required by this Bylaw and shall mean a person who is appealing from the refusal, revocation or suspension of a license.
- c) Business Location** means the premises used or occupied by any person in the conduct of a Taxi Business.
- d) Council** means the Council of the Town of Westlock.

- e) **Chauffeur** means a person who drives a taxi, limousine, rideshare service or airport shuttle.
- f) **Chauffeur License** means a license to operate a taxi vehicle, limousine, rideshare service or airport shuttle pursuant to this Bylaw.
- g) **Criminal Records Check** means a criminal record check obtained from the Royal Canadian Mounted Police or another Police Service in the Province of Alberta.
- h) **Double Parking** means the parking of a motor vehicle upon a municipal road parallel to a motor vehicle beside the edge of a municipal road.
- i) **Driving Record** means the driving record of a motor vehicle driver issued by or under the authority of the Province of Alberta.
- j) **Highway** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle-way or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of motor vehicles and includes:
1. a Sidewalk, including a Boulevard adjacent to the Sidewalk; or,
 2. if a ditch lies adjacent to and parallel with the roadway, the ditch; or,
 3. if a Highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be;
- but does not include a place declared by regulation not to be a Highway.
- k) **License Fee** means a fee payable for a Taxi License or a Chauffeur's License as established by this bylaw.
- l) **Licensing Officer** means an officer appointed by the Town and authorized to enforce this bylaw and shall include a Peace Officer or Bylaw Enforcement Officer pursuant to the *Municipal Government Act*.
- m) **Non-Resident Taxi Business** means a Taxi Business licensed to operate in another Municipality and shall not include a Taxi Business operating within Westlock County or the Village of Clyde.
- n) **Owner** means a Person who is the registered owner of a motor vehicle as indicated on the registries database (ROADS) and shall include any Person renting a motor vehicle or having the exclusive use of a Motor Vehicle under a lease that has a term of more than thirty (30) days or otherwise having the exclusive use of a motor vehicle for a period of more than thirty (30) days;
- o) **Operator** means a Person who drives or is in actual physical control of a motor vehicle.
- p) **Peace Officer** means a member of the Royal Canadian Mounted Police, a member of a Municipal Police Force, a Peace Officer pursuant to the Peace Officer Act, a Bylaw Enforcement Officer, or a Traffic Sherriff.
- q) **Person** means an individual, group of individuals, partnership, corporation or association

and a natural Person or body corporate and includes a partnership, a group of Persons acting in concert or an association unless the context explicitly or by necessary implication otherwise requires.

- r) **Revoke** means to annul by recalling or taking back.
- s) **Rideshare Service** means a ride-hailing service where drivers operate in a taxi-like fashion generally booked in real time over the internet- for the purposes of this Bylaw rideshare and taxi business shall mean the same.
- t) **Taxi Business** means a business providing commercial transportation to passengers in a vehicle with a seating capacity of less than 11 persons.
- u) **Taxi License** means a license issued pursuant to the Town of Westlock Business License Bylaw and shall include a taxi, limousine, Rideshare or airport shuttle business license.
- v) **Town** mean the Town of Westlock in the Province of Alberta.

3. BUSINESS SUBJECT TO TAXI LICENSE

1. All Taxi Business Licenses issued pursuant to this Bylaw shall expire on December 31 of each year.
2. Notwithstanding any other provision in this Bylaw; a license shall not be required of a Taxi Business carried on by the Government of Canada, the Government of Alberta or the Town of Westlock nor shall a license be required by a person or business if any Federal or Provincial enactment exempts such person or business from requirements of a municipal license.
3. No Person shall carry on a Taxi Business without having a valid Taxi Business license.

4. TAXI VEHICLE DEEMED COMMERCIAL VEHICLE/VEHICLE INSPECTIONS

1. Any vehicle being used as a taxi vehicle shall be considered a Commercial Vehicle and is subject to comply with section 19 of the Vehicle Inspection Regulation.
2. Every Taxi Business License holder shall ensure that every taxi vehicle, once every twelve (12) months or forty-five thousand (45,000) kilometers, whichever comes first, has a complete mechanical inspection made by a Licensed Mechanic.
3. Each taxi vehicle, licensed pursuant to this Bylaw, shall be mechanically inspected at the cost of the Taxi Business License holder at minimum of once a year or other such times as the Licence Officer may specify.
4. The Licensing Officer may, at any time require a taxi vehicle, limousine, rideshare service vehicle or airport shuttle to be mechanically inspected by a motor vehicle service center designated by the Licensing Officer, at such time and place as the Licensing Officer may designate;

5. The applicant shall deliver such taxi vehicle, limousine, Rideshare Service vehicle or airport shuttle at the time and place so designated. All costs of the mechanical inspection shall be paid by the applicant.
6. Where a Peace Officer believes, on reasonable and probable grounds, that an offence has been committed under this Bylaw in relation to a taxi vehicle, a limousine a Rideshare Service vehicle or an airport shuttle, the Peace Officer may seize that vehicle and cause it to be removed and stored at a suitable location at the expense of the applicant.

5. EXEMPTIONS

1. No Taxi Business License is required by:
 - a) A Non-resident Taxi Business whose only business activity is the dropping off or picking up residents of the Town of Westlock to take them to or drop them off in another Municipality.
 - b) Any person who is an employee of another person who holds a Business License or a person or other entity not required to obtain a license pursuant to this Section, unless otherwise provided for in this Bylaw;
2. For the purposes of section 5(1)(b) an “employee” is a person who is paid a salary or wage or a person who may be classified as a volunteer.

6. PROCEDURE FOR ISSUANCE OF A TAXI BUSINESS LICENSE

1. Form of Application:
 - a) An applicant for a taxi Business License shall make application to the Town on the prescribed form, furnishing such information as the form shall require and such additional information as the Town may, from time to time require, including:
 - i) a statutory declaration, where required by the Town, substantiating the information contained in the form;
 - ii) evidence of public liability insurance, where required by any Federal, Provincial or Town enactment;
 - iii) every Federal or Provincial Certificate, authority license or other document or qualification that may be required in connection with the carrying out of a Taxi Business;
 - iv) any certificate or other approval required by a provision of this Bylaw in respect of the Taxi Business;
 - v) the business license fee payable in respect of the business as established by the Town in the Fees and Rates Bylaw;
 - vi) a list of all Chauffeurs to be employed or engaged by the Taxi Business

or otherwise used in the Taxi Business, including their full names, addresses and Alberta Driver's License number.

- vii) a list of the vehicles to be used by the Taxi Business along with a Certificate of Commercial Vehicle Fitness with respect to each vehicle as prescribed by the Licensing Officer on the prescribed form, completed and passed by a licensed mechanic within the period of two (2) weeks prior to the date of application; and
- viii) such additional information which the Licensing Officer may request.

7. **APPLICATION FOR CHAUFFEUR LICENSE**

1. An applicant for a Chauffeur's License shall make application to the Town on the prescribed form, furnishing such information as the form shall require and such additional information as the Town may, from time to time require, including:

- i) Name, Address and Phone Number of the Chauffeur;
- ii) Proof of Alberta Class 2, 3 or 4 Operator's License including a driver abstract dated within 30 days of the application;
- iii) To assure suitability of an applicant for a Chauffeurs License any person applying for a Chauffeurs License shall be required to supply the Licensing Officer with a current, within 90 Days of the application, Criminal Records Check; and,
- iv) Payment of the business licensing fee as established by the Town in the Fees and Rates Bylaw.

2. All Chauffeurs Licenses shall expire at midnight on December 31st of each year.

3. **GENERAL CHAUFFEUR LICENSE PROVISIONS**

- a) A Chauffeur's License application shall include **ALL** information required on the prescribed form. Incomplete forms submitted to a Licensing Officer shall not be processed until such time as the form is complete.
- b) In the event the Chauffeurs Alberta Driver's License is suspended they shall inform the Licensing Officer within five (5) days of the suspension. In this case the Chauffeur's License shall also be suspended or voided for the same time frame as the Provincial Driver's License suspension.
- c) The Licensing Officer shall consider the driving record, criminal record, character and state of health of any applicant for a Chauffeurs License and shall in his sole discretion, refuse or revoke the same if in his opinion, the applicant is unsuitable to operate a Taxi Vehicle for any reason.

- d) A 3 Year Drivers Abstract, dated within 30 days of the application, from the Province of Alberta shall be included with each Application for Chauffeurs License.
- e) No Chauffeurs License shall be renewed without a Driver's Abstract being completed within 30 days prior to the renewal.
- f) No Chauffeur License will be issued unless the person is currently employed by a recognized Taxi Business. If the Chauffeur becomes unemployed by the Taxi Business the license becomes void.
- g) All costs involved in the Criminal Records Check shall be the responsibility of the applicant for a Chauffeurs License or the Taxi Business owner and shall:
 - i) be valid for a period of 3 years from the date it is submitted, unless a License Officer or a Peace Officer feels it is necessary to have the person submit a Criminal Records Check on a more frequent basis; or
 - ii) In the event a Chauffeur ceases to be employed by the Taxi Business he shall be required to provide an updated Criminal Records Check before he may be rehired as a Chauffeur.
- h) No Chauffeurs License or renewal shall be issued to any person who:
 - a) has been convicted under the *Criminal Code of Canada* within the five (5) year period immediately preceding the date of application of:
 - i) a sexual offence or offence relating to the corruption of public morals;
 - ii) an offence relating to homicide, assault, kidnapping, arson or abduction;
 - iii) an offence relating to robbery or extortion;
 - iv) an offence of criminal negligence, dangerous driving, impaired driving, operating a motor vehicle with a blood alcohol content over eighty (80) mg per one hundred (100) ml of blood, refusing to provide samples of breath or driving while suspended or disqualified;
 - v) has been convicted under the *Criminal Code of Canada*, or the *Controlled Drugs and Substances Act* or any successor legislation within the three (3) year period immediately preceding the date of application, of any offence not described in this section;
 - vi) has been charged with any offence under the *Criminal Code of Canada* or the *Controlled Substances Act* until the charge has been withdrawn or the matter is otherwise dealt with in a manner which does not result in a conviction;

- i) A Chauffeurs License shall not be issued if in the opinion of the Licensing Officer the person has been convicted of an excessive number of offences under the *Traffic Safety Act*, or any successor legislation, and/or any Bylaw of the Town.
- j) When an individual with an existing Chauffeurs License has been charged with an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*:
 - a) the individual shall forthwith notify the Licensing Officer of the charges;
 - b) upon receiving notification of the charges, the Licensing Officer shall suspend the Chauffeur License of the individual until the charge has been withdrawn or the matter is otherwise dealt with in a manner which does not result in a conviction.
 - c) Any person who fails to disclose an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act* to their employer and to the Licensing Officer is guilty of an offence.
- k) Every person who makes an application for a Taxi Business License shall submit to and assist in every inspection required by the Town with respect to the business to be licensed and furnish to the Town all information required.
- l) No person shall operate a Taxi Vehicle in the Town unless that person is in possession of a valid Chauffeurs License issued by the Town.

For the purposes of subsection (i) excessive number means 3 offences which carry demerit points of 3 or more per offence.

8. RESPONSIBILITY OF CHAUFFEUR'S

The Chauffeur of each Taxi Vehicle shall:

- a) Have a reasonable knowledge of the Town;
- b) Be neat and clean in persona and dress;
- c) Be civil and well behaved to any passenger being transported;
- d) Promptly keep all appointments or engagements and shall not knowingly accept any engagements that he or she is incapable of fulfilling;
- e) Maintain a log book showing:
 - i) Time and date he/she starts operating the Taxi Vehicle;
 - ii) Time and date when each customer is picked up;
 - iii) The location at which each customer is picked up;

- iv) The destination at which each customer is discharged;
 - v) Total number of trips taken during each shift; and
 - vi) Time his/her shift ends.
- f) Take proper care of all baggage and personal property delivered to him for conveyance and shall deliver such property as directed;
 - g) After delivering a passenger to his destination, inspect the vehicle to determine if the passenger has left any property and, if property is found, take all reasonable steps to return it to the owner;
 - h) Deliver to the Town within forty-eight (48) hours all property whose owner is unknown;
 - i) Not transport a greater number of passengers than the manufacturer's recommended capacity of the Taxi Vehicle;
 - j) Not knowingly, or negligently misinform or deceive any person as to:
 - i) The time, place, arrival or departure of any Taxi; or
 - ii) Location of any place, structure or building.
 - k) Drive all passengers (unless otherwise directed) to their destinations by the most direct route practicable;
 - l) Not knowingly take, transport or solicit a passenger that has engaged by another Taxi Business;
 - m) Whenever requested by a passenger, issue a receipt for the amount of the fare paid by such passenger;

The Chauffeur of each Taxi Vehicle may:

- n) Not refuse to serve any person because of his race, color or creed;
- o) Refuse to serve a person if the person is impaired by alcohol or drugs; requests that the Chauffeur carry an animal in the Taxi, other than an animal that is a Service Animal or an animal approved to be carried by the Taxi Business;
- p) Refuse to serve any person who insists on smoking or persists in smoking in the Taxi;
- q) Refuse to serve any person who is disorderly or abusive to the Chauffeur;
- r) Refuse to serve any person who is known to habitually order a Taxi Vehicle and service and subsequently is unable to pay or who refuses to make payment in advance;

Nothing in this section shall obligate a Chauffeur to carry a person for which the Chauffeur may perceive that person may present a safety hazard to the Chauffeur.

8(1) Any person who contravenes this section is guilty of an offence and may be subject to fines and cancellation of their Chauffeur's License at the discretion of the Licensing Officer or a Peace Officer.

9. TAXI VEHICLES

1. The Town of Westlock formally accepts the standards of motor vehicle equipment as set out and specified by the *Traffic Safety Act Vehicle Equipment Regulation*.
2. Identification of Taxi Vehicles
 - a) Each Taxi Vehicle owned and operated by the applicant shall:
 - i) prominently display on both sides and the back of its exterior the name and phone number of the Taxi Business;
 - j) Every Taxi Business License holder shall ensure that each Taxi Vehicle has an identification number assigned by the Licence Officer prominently displayed on the rear and side of each Taxi Vehicle and shall not be in lettering less than two inches (2") in height; and shall only be used on the Taxi Vehicle for which it was issued; and shall be removed promptly when the Taxi Vehicle ceases to meet the requirements under this Bylaw.
 - ii) display on its roof an illuminable dome light (optional);
 - iii) Top lights are to meet the following standard:
 - a) Signs shall be a standard manufactured unit and such unit shall not exceed fifteen centimeters (15 cm) in height; and
 - b) Illumination of sign shall not exceed 40 watts and shall be non-flashing; and
 - c) Top lights shall be safely and securely fastened to the roof of the Taxi Vehicle, to the satisfaction of the Licence Officer.
 - b) If a vehicle licensed as a Taxi Vehicle ceases to be licensed as a Taxi for any reason, the applicant shall ensure that all markings upon or within it, which serve to identify it as a Taxi Vehicle, are removed within seven (7) days of the date on which it ceases to be licensed as a Taxi.
 - c) No person shall operate a Taxi Vehicle that is no longer in use as a Taxi Vehicle until the markings as established in this section are removed.

10. REQUIREMENTS OF A TAXI BUSINESS

1. The applicant shall maintain a dispatch office and provide a dispatch system, which ensures is staffed during the Taxi Business's regular business hours each day in a year providing prompt service except where adverse weather and road conditions or extreme workloads preclude the supply of service.
2. A Taxi Business License issued to a Taxi Business shall be openly displayed in the Business Location.
3. No person shall use a license, or allow it to be used by any other person or with respect to any vehicle, other than the one for which the license was issued.
4. The applicant shall ensure that all Taxi Vehicles, Limousines, Rideshare Vehicles or Airport Shuttles owned by or affiliated with that person's business are clean, in good condition and mechanically maintained so as to be safe and suitable for use by the public.
5. The applicant shall inform the Town within seventy-two (72) hours of any addition to or deletion from either the list of Taxi Vehicles or Chauffeurs used by the Taxi Business.
6. The applicant must visibly display their fee schedule in all Taxi Vehicles, Limousine, Rideshare Vehicles and Airport Shuttle vehicles in a conspicuous place so as to be visible to the passengers.

11. AUTHORITY OF THE LICENSING OFFICER OR PEACE OFFICER

1. Should the Licensing Officer or a Peace Officer become aware that the list of Chauffeurs employed or engaged by the Taxi Business is not accurate no further Chauffeurs Licenses will be issued until the list is updated by the Taxi Business.
2. All licenses issued are subject to the Land Use regulations in force in the Town and the issuance of a license shall not be deemed as approval to carry on a Taxi Business in or on any premises in contravention of such regulations. In any case, where a license is granted to a person to carry on a Taxi Business in or on premises where such activity is not permitted by the Land Use regulations of the Town, the Town shall forthwith cancel the license.
3. The Licence Officer may require a Taxi Vehicle to be inspected by a Licensed Mechanic of the Towns choice, at the cost of the Taxi Business License holder, should there be probable grounds to believe the Certificate of Commercial Vehicle Fitness has been completed fraudulently.
4. No person shall obstruct or interfere with any inspection that may be required or carried out pursuant to this Bylaw.
5. No person shall provide false information on a Certificate of Commercial Vehicle Fitness or to a License Officer or Peace Officer.

6. Upon the completion of an inspection, a Certificate of Commercial Vehicle Fitness shall be delivered directly to the Licence Officer and a copy of which shall be kept in the Taxi Vehicle.
7. A Taxi Business License holder shall at all times:
 - a) ensure that the Taxi Vehicle is clean and in good interior condition; and
 - b) ensure that all Taxi Vehicles meet the standard as set out in the Certificate of Commercial Vehicle Fitness report, so that it is safe, fit and suitable for use as a Taxi.
8. No person shall operate or permit the operation of a Taxi Vehicle for which a Certificate of Commercial Vehicle Fitness has not been passed by a Licensed Mechanic within the required inspection period.
9. Any person shall, upon demand of a License Officer or a Peace Officer, produce any permit, identification card, registration card, licence or other document which he may be, from time to time, required to produce or have in his possession or which has been issued to him pursuant to this Bylaw.
10. Any person who fails or refuses to produce any permit, identification card, registration card, license or other document as required by section 11(9) shall be guilty of an offence.
11. Every Taxi Business License holder shall report to the License Officer any collision causing damage to his or her vehicle no later than seventy-two (72) hours after the collision. In the event the vehicle is deemed to be unfit for service by the Licensing Officer, the Taxi Vehicle license shall be suspended until any physical damage to the vehicle has been repaired and a Certificate of Commercial Vehicle Fitness is completed by a Licensed Mechanic.
12. No Taxi Business License holder shall display, permit, suffer or allow the displaying of any advertising material upon the exterior of a Taxi Vehicle other than material identifying the applicant who owns or operates the Taxi Vehicle.
13. A License Officer or a Peace Officer may at any time inspect any Taxi Vehicle to determine the following:
 - a) the validity of the Taxi License;
 - b) the validity of the driver's Chauffeurs License;
 - c) the mechanical condition of the vehicle; or
 - d) the standards of repair and cleanliness of the vehicle.
14. No person shall operate or permit the operation of a Taxi, Limousine, Rideshare Vehicle or Airport Shuttle that does not meet the standards of repair and cleanliness prescribed by this Bylaw.

15. All Taxi Business Licenses shall expire at midnight on December 31st of each year.

12. DOUBLE PARKING TAXI VEHICLES

1. No person shall Double Park a taxi vehicle on any highway within the Town except for the purpose of actively loading and unloading customers and for no longer than five (5) minutes.
2. Any person who Double Parks a taxi vehicle pursuant to section 12(1) shall take all steps to assure they do not obstruct other traffic on the highway.

13. OFFENCE AND PENALTY

1. Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine of not less than \$125.00, and not more than \$10,000.00 or imprisonment for a term of not more than one year, or both.
2. Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw shown for any offence referred to in Column 1 of "Schedule "A" to this Bylaw is the immediately adjacent amount shown in Column 2 of same Schedule.
3. When a voluntary payment option is provided, the specified penalty payable in respect of a contravention of this Bylaw shown for any offence referred to in Column 1 of "Schedule "A" to this Bylaw is the immediately adjacent amount shown in Column 2 of same Schedule.
4. The specified penalty prescribed by this Bylaw shall be reduced by 20% if paid within 30 days of service of the corresponding Violation Tag or Violation Ticket.
5. A contravention of this Bylaw constitutes a separate offence in respect of each day or part of a day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day. No proceedings may be instituted under this Bylaw more than 6 months after the last occurrence of the alleged offence.
6. Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within twenty-four (24) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum penalty of \$10,000.00.

7. Vicarious Liability

- a) In this Bylaw, employees, employers, principals, and agents, are each severally liable and each guilty of the offence for any contravention of or any failure to comply with this Bylaw committed in the course of employment or in the course of the agent's exercising powers or performing duties on behalf of their principal. When a corporation contravenes or fails to comply with this Bylaw, every principal, director, officer, manager, employee or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is severally liable and guilty of the offence.

- b) In this Bylaw, the legal and beneficial owners of any land are each severally liable and each guilty of the offence if the tenant(s), lessee(s), or occupier(s) of such land contravene or fail to comply with this Bylaw in relation to such land.
- c) In this Bylaw, the operator and the owner(s) of any vehicle are each severally liable and each guilty of the offence if either of them contravenes or fails to comply with this Bylaw in relation to any such vehicle. In this section, "owner" has the same definition as is used in the *Traffic Safety Act*, RSA 2000, c T-6, and all amendments thereto.

8. Violation Tags

- a) Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a Violation Tag to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, "Peace Officer" shall have the same definition as contained in the *Provincial Offences Procedure Act*, RSA 2000, c P-34 and all amendments thereto.
- b) A Violation Tag may be issued to any person either:
 - i) Personally;
 - ii) By placing a copy of the Violation Tag upon a vehicle registered to such person; or
 - iii) By mailing a copy to such person by registered or ordinary mail to their last known mailing address.
- c) A Violation Tag shall be in a form approved by the Town of Westlock and shall include:
 - i) the name of the person;
 - ii) the date upon which the offence was committed;
 - iii) the section number(s) of this Bylaw which were contravened;
 - iv) the appropriate specified penalty or minimum fine for the offence as prescribed by this Bylaw;
 - v) the time within which the entire penalty must be paid to the Town of Westlock; and
 - vi) that if payment is not received within the time permitted by such Violation Tag, there shall be an administrative surcharge of \$20.00, or 20% of the specified penalty, whichever amount is greater.
- d) If payment is received by the Town of Westlock within the period of time permitted by any such Violation Tag, no Information or Violation Ticket may be issued against the same offender for the same offence.

- e) Except where a Violation Tag has been paid as prescribed herein, nothing in this Bylaw shall limit a Peace Officer's discretion to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, RSA 2000, c P-34 and all amendments thereto, or instead lay an Information pursuant to the *Criminal Code*, RSC 1985, c C-46 and all amendments thereto, at any time within 6 months of the last occurrence of the offence, regardless of whether or not a Violation Tag has been issued.
- f) Any Peace Officer, in that Officer's sole discretion, is authorized to issue a Violation Ticket which permits the voluntary payment of the fine or specified penalty indicated thereon in the manner specified by the *Provincial Offences Procedure Act*, RSA 2000, c P-34, and all amendments and regulations thereto.
- g) Any fine or penalty imposed upon conviction for any offence occurring within the Town of Westlock enures to the benefit of the Town of Westlock.

14. SCHEDULES

The document attached hereto and marked Schedule "A" Offence Penalties, shall form part of this Bylaw.

15. FORCE AND EFFECT

This Bylaw shall come into effect on the final reading thereof.

16. REPEALS

Bylaw Numbers 04-92; Taxi, and 13-99; Taxi as amendment to 04-92 are hereby repealed.

17. EFFECTIVE DATE

This Bylaw becomes effective upon third and final reading.

READ a first time this 28th day of January 28, 2019.

READ a second time this 28th day of January 28, 2019.

Unanimous consent for third and final reading this 28th day of January 28, 2019.

READ a third time and finally passed this 28th day of January 28, 2019.

Signed by Mayor and CAO this 28th day of January 28, 2019.

Ralph Leriger, Mayor

Dwight Dibben, CAO

"Schedule "A"

OFFENCE PENALTIES

Column 1 (Section Number of Bylaw)	Column 2 (Minimum Fine and Specified Penalty in Dollars)	Minimum Fine and Specified Penalty in Dollars if paid within 30 days.
3(3) Operate Taxi Business w/o subsisting license	260.00	208.00
7(3)(m) Operate Taxi Vehicle w/o subsisting Chauffeurs License	260.00	208.00
Section 8(1) Contravene Section 8	260.00	208.00
Section 9(2)(c) Operate unauthorized Taxi Vehicle	1000.00	800.00
Section 10(3) Use Taxi Vehicle in a Prohibited Manner	1000.00	800.00
Section 11(4) Obstruct Person in Enforcement of Bylaw	550.00	440.00
Section 11(5) Provide False Information to Licensing Officer/Peace Officer	550.00	440.00
Section 11(8) Operate Taxi Vehicle w/o Cert of Commercial Vehicle Fitness	550.00	440.00
Section 11(10) Fail to Produce Document to Licensing Officer or Peace Officer	260.00	208.00
Section 11(12) Display Advertising on Taxi Vehicle	260.00	208.00
Section 11(14) Operate Taxi Vehicle not Compliant w/ Bylaw	260.00	208.00
Section 12 Double Park Taxi Vehicle	260.00	208.00

BYLAW NO. 1431-14
OF THE
TOWN OF BONNYVILLE

A BYLAW OF THE TOWN OF BONNYVILLE TO LICENCE AND REGULATE THE OPERATION OF TAXI CABS IN THE TOWN OF BONNYVILLE, IN THE PROVINCE OF ALBERTA

WHEREAS, the Council of the Town of Bonnyville find it necessary to regulate and licence taxi cabs in the Town of Bonnyville in the Province of Alberta;

WHEREAS, under the provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000, Section 8(c.1) deems it necessary to pass such a Bylaw;

NOW THEREFORE, the Municipal Council of the Town of Bonnyville, in the Province of Alberta in Council assembled enacts as follows:

1. **DEFINITIONS**

- 1.1 "Business Licence" shall mean a certificate issued by the Licence Inspector pursuant to the provisions of this Bylaw authorizing the person named therein to carry on a Taxi-Cab business;
- 1.2 "Chief Administrative Officer (CAO)" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Bonnyville pursuant to the *Municipal Government Act*;
- 1.3 "Council" means the Municipal Council of the Town of Bonnyville;
- 1.4 "Business Licence" shall mean a person who holds a subsisting business licence certificate issued to such person by the Licence Inspector pursuant to the provisions of this Bylaw;
- 1.5 "Licence Inspector" shall mean for the purposes of this Bylaw the Town of Bonnyville Chief Administrative Officer or his designate, or anyone authorized to act on his behalf;
- 1.6 "Licenced Technician" shall mean the holder of a recognized certificate as recognized by the Alberta Apprenticeship and Industry Training Act and the Trade Regulations of the Automotive Service technician Trade and Heavy Equipment Technician Trade.
- 1.7 "Bylaw Officer" means a member of the Royal Canadian Mounted Police, a Town of Bonnyville Peace Officer, Bylaw Enforcement Officer or Special Constable, or any other person designated by the Town as a Bylaw Officer pursuant to the provisions of this Bylaw;
- 1.8 "Person" includes a Corporation or firm as well as a natural person;
- 1.9 "Taxi-Cab" shall mean a motor vehicle used or intended to be used within the Town of Bonnyville for carrying passengers for hire with a driver;



- 2.0 "Taxi-Cab Driver" means any person who is required to be licenced pursuant to the Bylaw to drive a taxi-cab;
- 2.1 "Taxi-Meter" shall mean a mechanical device or apparatus for automatically measuring and registering the distance travelled by a taxi-cab and the fee corresponding to the distance as hereinafter specified in this Bylaw;

2. **LICENSING AND REGULATIONS**

- 2.1 (a) No person who owns or operates a taxi cab or limousine business shall carry on such business in the Town without being the holder of a valid Town of Bonnyville business licence for such purposes issued by the Bylaw Officer of the Town or Town designate. The possession of such licence shall be subject to the satisfactory compliance with the conditions and regulations of this By- Law;

All holders of Town of Bonnyville Business Licences for the purposes of owning or operating a taxi cab or limousine business shall submit annually to the Licence Inspector proof that the Business and all persons, partnerships or corporations operating under the business licence hold a Comprehensive General Liability insurance policy with an in force Commercial Automobile Insurance Policy with a 6 C endorsement in such form and content as the Licence Inspector may reasonably require, with minimum coverage of Two Million Dollars (\$2,000,000.00).

For the purposes of this Bylaw, 6C Endorsement is the Public Passenger Vehicle Endorsement to give permission for carrying passengers for compensation or hire. Passenger hazard limits are in addition to road liability.

- (b) A taxi or limousine licence issued under the provisions of this Bylaw shall expire December 31st in the year of issue, unless previously suspended or revoked;
- (c) The Council as a whole shall make any decisions under this Bylaw if and when a need arises;
- (d) Any person, who operates a taxi-cab or limousine shall hold a valid driver's licence (minimum Class 4) as required by the Alberta Motor Vehicles Administration Act and shall obtain a permit from the Town;
- (e) Every taxi-cab business shall maintain a current record at the Town Office, of:
- (i) all vehicles in operation within the Town, and;
 - (ii) all individuals driving a taxi-cab for the business;

The records shall be kept on standard forms issued by the Town; in addition, every taxi-cab business shall;

- (iii) Immediately notify the Licence Inspector of the termination of services of any driver employed by the Business or other person, partnership or corporation operating under the authority of the Business Licence and arrange for the prompt return to the Town of Bonnyville the appropriate Taxi Cab Permit and/or Taxi Driver's Permit;



- (f) To obtain a Taxi Driver's Permit, the following must be presented:
- (i) driver's full and correct name, address and telephone number;
 - (ii) Canadian citizenship or work permit;
 - (iii) driver's photo;
 - (iv) a list - submitted annually - of all convictions for any offences under the laws of Canada, or any of its Provinces or Territories, or Country of origin of Applicant before residing in Canada;
 - (v) a declaration of any mental or physical disability;
 - (vi) A current Town of Bonnyville Business Licence for such purposes, or if owner/driver, a current copy of the Town of Bonnyville Business Licence under which they will be operating, including written endorsement from the Licence holder;

Failure to comply may result in the permit being refused or revoked;

- g) The name, telephone number and, where applicable, the vehicle identification number of the taxi-cab shall be prominently displayed on each such taxi-cab or its roof light in lettering no less than 50 mm in height to the satisfaction of the Bylaw Officer. Colour coding for company or affiliation shall be approved by the Bylaw Officer;
- (h) Fares charged to customers shall be posted in each taxi-cab, visible to all passengers;
- (i) Every taxi driver shall, at all times when in charge of a taxi, display in such text an approved taxi driver's identification card in a holder supplied by the owner of the taxi, in such a position inside the taxi that it is clearly visible to passengers in all seats of the taxi, all to the approval of a licensing Officer;
- (j) Advertising on or in Taxicabs may be permitted by the Licence Inspector. No taxi driver, taxi owner or taxi broker shall display or permit the display of any cards, sticker, sign, decal, plate or other similar material upon a taxi, without approval from the Licence Inspector except:
- (i) material relating to the taxi brokerage with which the taxi is affiliated or;
 - (ii) material required by law to be displayed;
- (k) Provide a copy of the current Province of Alberta Class 4 Driver's Licence for each driver;

Every taxi cab business and taxi cab driver shall abide by all Provincial regulations of the Motor Transport Act and the Alberta Liquor Control Act.

3. **TAXI METERS**

- 3.1 The taxi meter in use in a taxi-cab shall mechanically register the distance and the correct fee or charge in accordance with the tariff of fees, specified in hereof and such taxi meter shall be so installed and adjusted as to automatically operate while the taxi cab is under hire, whether the taxi-cab is in motion or standing;

- 3.2 Where installed, all taxi meters shall be installed in the taxi-cabs in such manner as a Bylaw Officer may direct, they shall be in such location as to be plainly visible to passengers in the taxi-cab, and shall be sealed as required by this Bylaw;
- 3.3 All taxi meters shall be so illuminated that the fare can be read at all times by a passenger in the front or rear seats of such taxi-cab;
- 3.4 It shall be an offence for a taxi-cab licensee to allow a taxi to be operated when the taxi meter fails to comply with any of the requirements set forth in this Bylaw;
- 3.5 All taxi meters shall be inspected, tested for accuracy and registration, and sealed by a Bylaw Officer before being used. The taxi-cab licensee shall, not less than once every six months thereafter, produce all taxi meters to the Bylaw Officer for inspection and accuracy testing;
- All taxi meters shall be inspected by a qualified technician at least once a year and documentation of this supplied to the Bylaw Officer, signed by the technician;
- 3.6 Upon the requests of a Bylaw Officer, a taxi-cab licensee shall produce his taxi meters to be re-inspected, retested and resealed;
- 3.7 It shall be an offence for any taxi-cab licensee to have a taxi-cab equipped with a taxi meter, unless the seal placed on such taxi meter by the Bylaw Officer is unbroken and intact, provided however, that where a meter ceases to operate or register properly at a time when the office of the Bylaw Officer is not open, the taxi-cab licensee or his taxi-cab driver, upon driving the taxi-cab to the office of the Town detachment of the R.C.M.P., may remove the seal from the meter, repair the meter and have the meter resealed by a Peace Officer. The taxi-cab licensee shall present the taxi-cab to the Bylaw Officer for meter testing and resealing on the next day that the office of the Bylaw Officer is open for business. Should the meter be found to be accurate, no charges shall be laid;
- 3.8 If a taxi meter is improperly recording the distance and corresponding charge or fee, that taxi-cab licensee shall forthwith notify a Bylaw Officer who shall cause such taxi meter to be reinserted and retested. If found to be defective, the defective taxi meter shall not be used until it is repaired, retested and resealed by the Bylaw Officer.

4. **REGULATIONS RESPECTING TAXI-CAB CONDITIONS**

- 4.1 A taxi-cab licensee operating in the Town shall initially and thereafter semi-annually or upon request, submit to the Licensing Inspector:
- (a) A current certificate of automobile insurance, and;
 - (b) A Motor Vehicle Inspection Certificate for each motor vehicle for which a Taxi Cab Permit has been issued;
 - (c) All motor vehicle Inspections shall be performed by a Licenced Technician as defined by this Bylaw. The licenced technician who performs the Motor Vehicle Inspection shall provide 1 of the following two options:
 - (i) complete and sign a Mechanical Fitness Report in a form approved by the Bylaw officer which report shall contain such information as the Bylaw



Officer may require to ensure that the taxi-cab, and without limiting the generality of the foregoing shall contain the information as to the safety and condition of the taxi-cab's steering mechanism, brake system, body work and windows, electrical light and signal systems, exhaust system and tire wear conditions;

- (ii) Provide a current Motor Vehicle Mechanical Fitness Assessment certificate as an Alberta Motor Vehicle Industry Council (AMVIC) certified Facility;

- 4.2 Should a Mechanical Fitness Report or AMVIC Mechanical Fitness Assessment indicate that a taxi-cab is not safe, fit or suitable for such use, the business licensee in whose business the taxi-cab is operated, shall not use it in his business and the taxi-cab licensee shall not permit the taxi-cab to be operated as a taxi-cab, unless and until all deficiencies have been corrected and repaired and a Certificate of Repair in a form approved by the Bylaw Officer has been signed, certifying that the required repairs or alterations have been carried out, and a further Mechanical Fitness Report for such taxi-cab confirming that it is in fact safe, fit or suitable for use as a taxi-cab has been delivered to the Bylaw Officer;
- 4.3 Each taxi-cab licenced to this Bylaw shall be inspected at the cost of the taxi-cab licensee, at such times as the Bylaw Officer may specify;
- 4.4 The Bylaw Officer may require a taxi-cab to be inspected by a licenced Technician designated by the Town, at such time and place as the Bylaw Officer may designate. The taxi-cab licensee shall deliver such taxi-cab at the time and place so designated;
- 4.5 No person shall obstruct or interfere with any inspection that may be required or carried out pursuant to this Bylaw;
- 4.6 Upon completion of inspection, all Mechanical Fitness Reports and all Certificates of Repair shall be delivered forthwith to the Bylaw Officer;
- 4.7 The taxi-cab licensee shall, at all times, between inspections, ensure that the taxi-cab for which the taxi-cab licence is held, is clean and in good interior condition, and that it is mechanically maintained so that it is at all times safe, fit and suitable for use as a taxi-cab. The business licensee shall, at all times between inspections, ensure that all taxi-cabs owned by or affiliated with him under his business licence certificate are clean and in good interior condition, and that they are mechanically maintained so that they are at all times safe, fit and suitable for use as a taxi-cab;
- 4.8 Every taxi-cab shall be equipped with a Class 5BC (NFPA) fire extinguisher;
- 4.9 Every taxi-cab shall be quipped with a Class 2 First Aid Kit;
- 4.10 Every taxi-cab shall be equipped with a two-way radio or communication device which shall enable the driver to communicate with his business office.

5. **CONDUCT**

- 5.1 Every taxi driver shall:

- a) be neat and clean in his person and dress, all to the approval of the Bylaw Officer;
- b) be civil and well behaved while on duty, all to the approval of the Bylaw Officer;
- c) accept all persons as customers except when entitled to refuse such persons pursuant to those regulations;
- d) be entitled to refuse a person as a customer if such a person:
 - (i) is drunk or disorderly
 - (ii) is indebted to the taxi driver or the taxi broker with which that taxi is affiliated
 - (iii) is apparently unable to pay for the taxi service request
 - (iv) requested the taxi driver to carry an animal or any baggage, which might be detrimental to the repair, cleanliness, or sanitary condition of the taxi, with the exception of a deaf or blind person's guide dog
 - (v) requests the taxi driver to carry any passengers or baggage which the taxi is incapable of carrying;
- e) not be required to accept a person as a customer if his taxi is prominently displaying a sign, in a form approved by the Bylaw Officer, which indicates that the taxi is not for hire;
- f) except in extreme circumstances promptly keep all appointments or engagements and shall not knowingly accept any engagement that he is incapable of fulfilling;
- g) when requested to do so, supply a passenger with a receipt showing the name of the taxi driver, the name of the taxi company with which the taxi is affiliated and the taxi number;
- h) take proper care of all baggage and personal property delivered him for conveyance, and shall deliver such property as directed;
- i) after delivering a passenger to his destination, inspect the taxi to determine whether or not the passenger has left any of his property in the taxi;
- j) deliver all lost property or lost money found in or about his taxi to the premises of the taxi broker with which his taxi is affiliated;
- k) when requested to do so by the Bylaw Officer or a Police Officer, provide all information known to him concerning any person carried as a passenger in his taxi;
- l) unless requested otherwise, and where vehicle safety is not jeopardized, take the most economical route to a destination when his taxi is under hire;



5.2 No taxi driver shall:

- a) Consume alcohol, medication, drugs, or any substance which may impair the ability to operate a motor vehicle while on duty;
- b) smoke or permit any person to smoke in a taxi;
- c) carry or permit the carriage of more than one passenger in excess of the manufacturer's recommended seating capacity of the taxi;
- d) knowingly or through negligence misinform or deceive any person as to:
 - i) the time, place, arrival or departure of any public conveyance, or;
 - ii) location of any place, structure or building;
- e) induce any person to hire his taxi or any other taxi by false representation;
- f) deceive or insult any passenger;
- g) operate or be in charge of a taxi while his ability to drive is impaired by alcohol, medication, drugs, or any substance which may impair the ability to operate a motor vehicle;
- h) carry or allow to be carried in a taxi, any drugs or narcotics prohibited by the Food and Drug Act as amended or replaced;
- i) carry or allow to be carried in a taxi alcohol for purposes of consumption in a taxi or by any operator while on duty;
- j) carry dangerous goods;
- k) operate his vehicle when tired, and moreover, shall schedule regular rest breaks at least every 4 hours.

5.3 No person shall operate, or permit the operation of, a taxi which does not meet the following standards of repair and cleanliness, all to the approval of the Bylaw Officer:

- a) the body of the taxi shall not be unsightly and shall be clean, free of rust and dirt, and shall not contain any refuse;
- b) the upholstery of a taxi shall be clean, free of holes, cuts and tears, and shall not show any excessive wear.

5.4 Every business licensee shall keep or cause to be kept, a record on a form approved by the Bylaw Officer showing:

- a) the time and date when every customer is picked up;
- b) the location at which every customer is picked up, and;
- c) the destination at which every customer is discharged.

5.5 Every business licensee, taxi-cab licensee or taxi-cab driver shall, upon demand of a Peace Officer or Bylaw Officer, produce any permit, identification card, registration card, licence or other document which, he may, from time to time, be required to produce or have in his possession by this Bylaw or which has been issued to him under this Bylaw.

6. **LIMOUSINE SERVICE**

- 6.1 (a) Any person or company who uses this name limousine (or other name) for the hiring of his vehicle for the transportation of people, shall comply to all conditions of this Bylaw, except for taxi meters;
- (b) Any person or company found in violation of this Bylaw is subject to the penalties of this Bylaw;
- (c) A limousine shall be defined as a luxury motor vehicle which is kept or used for hire for the conveyance of passengers or packages on an hourly basis or for a fixed fee between any two given locations, is not equipped with a taxi meter and shall not include a patient conveyance vehicle or a funeral hearse and must have any provincial permits required.

7. **RATES**

7.1 The fees to be charged passengers carried in a taxi or limousine shall be set by the operator.

8. **APPEALS**

Orders issued by a Bylaw Officer may be appealed to the Council within 14 days by serving written notice to the Town Administration.

9. **SCHEDULES**

Attached to and forming a part of this Bylaw are the following schedules:

- a) Schedule A - Licence Fees
b) Schedule B - Penalties
c) Schedule C - Mechanical Fitness Report
d) Schedule D - Application to Obtain or Renew a Town of Bonnyville Taxi Cab Operator's Licence

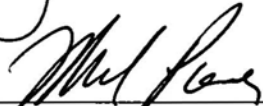
10. **TRANSITIONAL AND COMING INTO FORCE**

- 10.01 (a) This Bylaw shall come into force and effect upon the date of the passing of the third and final reading and signed thereof;
- (b) Upon the coming into force of this Bylaw, Bylaw No. 1074-94, Taxi Cab Bylaw of the Town of Bonnyville, is hereby repealed.



INTRODUCED AND GIVEN FIRST READING this 22nd day of September, A.D., 2014.



Mayor


Chief Administrative Officer

GIVEN SECOND READING this 22nd day of September, A.D., 2014.



Mayor


Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING this 22nd day of September, A.D., 2014.



Mayor


Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 22nd day of September, A.D., 2014.



Mayor


Chief Administrative Officer

TOWN OF BONNYVILLE

BYLAW NO. 1431-14

SCHEDULE "A"

LICENCE FEES

	Town Resident	Non-Resident Business
Limousine or Taxi Business Licence	\$100.00 per year	\$300.00 per year
Limousine or Taxi Vehicle Licence	\$25.00 per vehicle	\$75.00 per vehicle
Limousine or Taxi Driver Licence	\$25.00 per driver	\$75.00 per driver



TOWN OF BONNYVILLE

BYLAW NO. 1431-14

SCHEDULE "B"

PENALTIES

Section/Subsection	Offence	Penalties
2 (a)	Operate Taxi Service without valid Taxi Licence	\$500.00
2 (d)	Operate Limousine or Taxi Cab without operator's Licence	\$250.00
2 (g)	Failure to mark Taxi cab in accordance with Bylaw	\$100.00
2 (h)	Failure to post taxi fare rates in location visible to all passengers	\$100.00
2 (i)	Failure to display taxi driver permit	\$100.00
2 (j)(a)	Display cards/sticker/sign/decals plate other than affiliated with Taxi service	\$100.00
3.1	Taxi meter not operating automatically	\$100.00
3.2/3.3	Taxi meter not installed in accordance with Bylaw	\$100.00
3.5	Failure to have taxi meters inspected in accordance with Bylaw	\$100.00
3.6	Fail to produce taxi meter for inspection	\$100.00
3.7	Operate a taxi cab with meter seal broken	\$100.00
3.8	Utilize defective meter in taxi	\$100.00
4.1	Fail to have taxi inspected by licenced Technician in accordance with Bylaw	\$500.00
4.2	Operate unsafe taxi as a taxi cab	\$500.00



4.4	Fail to deliver taxi for inspection upon demand of a Peace Officer	\$250.00
4.5	Obstruct taxi inspection	\$500.00
4.7	Have unclean/mechanically unfit Taxi cab	\$500.00
4.8	Fail to have taxi cab equipped with approved fire extinguisher	\$100.00
4.9	Fail to have taxi cab equipped with a Class 2 First Aid kit	\$100.00
4.10	Fail to have a communication device in taxi cab	\$100.00
5.1	Driver fail to be neat/clean/well behaved/courteous	\$200.00
5.2 (a)	Driver shall not consume alcohol, medication, drugs or any substance which may impair their ability or to operate a motor vehicle while on duty	\$500.00 revocation
5.2 (b)	Driver shall not smoke or permit any person to smoke	\$100.00
5.2 (c)	Driver shall not carry or permit of Carriage of more than one passenger in excess of manufacturer's recommended seating capacity of the taxi	\$100.00 per passenger
5.2 (d)	Driver shall not knowledge or negligently misinform or deceive any person	\$100.00
5.2 (e)	Driver shall not falsely misrepresent	\$100.00
5.2 (f)	Driver shall not deceive any passenger	\$100.00
5.2 (g)	Driver shall not operate or be in charge of taxi while impaired by alcohol or drugs	\$500.00 or revocation
5.2 (h)	Driver shall not carry or allow drugs or narcotics prohibited by the Food and Drug Act	\$500.00 or revocation

5.2 (i)	Driver shall not carry or allow to be carried alcohol for purposes of consumption in taxi or by any operator while on duty	\$250.00 or revocation
5.2 (j)	Driver shall not carry dangerous goods or revocation	\$100.00
5.2 (k)	Driver shall not operate vehicle when tired, and shall schedule regular rest or revocation breaks at least every 4 hours.	\$100.00
5.3	Operate or permit to operate taxi cab that fails to meet standards as set out in Bylaw	\$500.00
5.5	Fail to produce permit, identification Card, registration, or other document on demand of Peace Officer card, registration, or other on demand of Peace Officer	\$250.00



TOWN OF BONNYVILLE
BYLAW NO. 1431-14
SCHEDULE "C"
MECHANICAL FITNESS REPORT
PART 1

Name of Owner _____
Address _____
Taxi make/Year _____
Odometer Reading _____ Taxi Serial No. _____ Licence No. _____
Inspection Station _____
Work Order No. _____
Date _____

PART II

Semi Annual Mechanical Inspection

Body and Frame

Fail Pass

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Bumpers _____ Fenders _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Doors _____ Door Seals _____ Hood Latch _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Seats _____ Floor Cover _____ Trunk _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Sun Visor _____ Mirrors _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Paint _____ Sheet Metal _____ Glass _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Frame _____ Body Mounts _____ |



Fuel and Exhaust

Fail Pass

- 1. Fuel Tank _____ Spout _____ Cap _____
- 2. Lines _____ Air Cleaner _____
- 3. Throttle _____ Choke _____
- 4. Exhaust _____ Muffler _____

Brakes

- 1. Drums _____ Calipers _____
- 2. Lining _____ Thickness _____
- 3. Fluid Level _____ Hoses _____
- 4. Mechanical components _____
- 5. Pedal _____ Travel _____ Fade _____ Pad _____
- 6. Emergency _____ Park _____
- 7. Vacuum Systems _____
- 8. Brake Efficiency Test _____

Wheels and Tires

- 1. Wheels _____ Bearings _____
- 2. Tires _____ Air Pressure _____
- 3. Spare tire _____

Light and Electrical

Fail Pass

- 1. Head _____ Tail _____ Stop _____
- 2. Turn _____ Hazard _____ Park _____



- 3. Wiring _____ Battery _____ Cables _____
- 4. Alternator _____ Starter Belts _____
- 5. Horn _____ Radiator Hoses _____
- 6. Washers _____ Wipers _____
- 7. Instruments _____ Warning Lights _____
- 8. Heaters _____ Defrost _____ Ventilation _____

Steering and Suspension

- 1. Column _____ Shaft _____ "U" Joint _____ Spine _____
- 2. Steering Box _____ Attaching Bolts _____
- 3. Drag Link _____ Tie Rod Ends _____
- 4. King Pins _____ Axles _____ Alignment _____
- 5. Power Steering _____ Belts _____ Hoses _____
- 6. Suspension _____ Ball Joints _____
- 7. Springs _____ Hangers _____ Shocks _____
- 8. Drive Shaft _____

Cleanliness

- 1. Inside _____ Outside _____ Windows _____
- 2. Trunk _____ Loose Items _____
- 3. Engine Cleanliness _____

Safety

Fail Pass

- 1. Fire Extinguisher (Class 5BC, NFFA) _____
- 2. First Aid Kit (Class 2) _____
- 3. Two Way Radio _____

I hereby certify that the vehicle described above has been mechanically inspected and that the items requiring repair have been replaced or repaired. This form is not to be signed or issued until all rejections are repaired.

Signature of Licenced Technician

Date

Technician's Trade Certificate No.

Signature of Taxi Owner or Representative

Date



**BYLAW NO. 1431-14 - TAXI CAB BYLAW
SCHEDULE "D"**



**APPLICATION TO OBTAIN OR RENEW A TOWN OF BONNYVILLE
TAXI CAB OPERATOR'S LICENCE
(To Be Completed And Signed By The Applicant)**

Please complete all spaces as fully and accurately as possible. Failure to do so may result in refusal of this application and revocation of any subsisting licence held. The applicant must also submit a Motor Vehicle Branch driver's abstract, a Police Information Check, proof of Canadian Citizenship, and, as an owner, ALL vehicle inspections must be included, as well as a copy of the Town of Bonnyville Business Licence.

THIS APPLICATION MUST BE ACCOMPANIED BY A FEE OF \$25.00 PER DRIVER AND \$25.00 PER VEHICLE IF YOU RESIDE IN TOWN; THE FEE FOR OUT OF TOWN RESIDENTS WILL BE \$75.00 PER DRIVER AND \$75.00 PER VEHICLE.

1. Applicant Information:

_____ (Last Name) _____ (First and Middle Names)

Address: _____ (Street) _____ P.O. Box Number

_____ (City) _____ (Province) _____ (Postal Code)

Date of Birth: _____ Phone: _____
(Day) (Month) (Year)

2. Driver Licence/Traffic/Criminal Offence Record

Length of time residing in Bonnyville: Years _____ Months _____

Driver's Licence #: _____ Class: _____

Province: _____ Expiry Date: _____

Do You Wear Glasses? Yes: _____ No: _____

(a) Licence Required For Employment: Full Time _____ Part Time _____

(b) Name of firm you will be employed by or for which you will be operating a Taxi:

This information is being collected for the purpose of approval/rejection of an application for a Taxi Cab Operator's Licence. The collection of the personal information on this application is authorized and protected under the Freedom of Information and Protection of Privacy Act, Section 33 (c). By providing this information, you have consented to its use for the above purposes. If you have questions about the collection and use of this information, you may contact the FOIP Coordinator at 780-826-3496.

(c) Have you been found guilty or convicted of any criminal offence during the past five years?

(d) Have you been found guilty or convicted of any Provincial traffic offence during the past three years?

(e) Have you been found guilty or convicted of any other offence during the past five years?

(If you have answered yes to any of the previous questions, use the following space to provide full particulars as to dates and places of offences, and penalties imposed. If the space is insufficient, use the reverse side of this form).

3. DECLARATION

I, _____ do hereby state that:
(Name of Applicant – Please Print)

(a) I agree to abide by all provisions of the Town Of Bonnyville Taxi Cab Bylaw No. 1431-14.

(b) The information provided by me on this application form is true and accurate.

(Signature of Applicant)

(Date of Application)

(Signature of Business Licence holder confirming employment) Business Licence # _____

FOR OFFICE USE ONLY:

Application for Taxi Driver's Licence is: Approved _____ Not Approved _____

Date: _____
(Licence Inspector)



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

Date: January 23, 2024

Re: Awarding of Tender – observation deck

1.0 **PURPOSE:**

For Council to review and consider awarding the tender for the construction of an observation deck overlooking the Paddle River.

2.0 **BACKGROUND AND DISCUSSION:**

During the 2024 budget deliberations, the total construction budget was formally incorporated in the Capital Budget in the amount of \$115,000.00.

As this particular project has some history, Administration submits the following timelines:

- December 9, 2022 - the original tender was advertised through Alberta Purchasing Connect's web-site
- February 10, 2023 – tender closed with only one submission at a tender price of \$ 99,077.29
- February 14, 2023 – tender result was presented to Council for consideration
- February 14, 2023 – project was re-tendered as Council amended the scope of the project
- February 23, 2023 – revised project was tendered through Alberta Purchasing Connect's web-site with a notice in the local paper advising of the project and web-site information
- March 10, 2023 – revised tender was closed
- March 14, 2023 – Council award the tender to Goldwing Construction Ltd. in the amount of \$113,581.04 (GST excluded) subject to receiving the required Performance Bond and Labour & Material Payment Bond. Required bonding was never received and the tender was abandoned.
- November 27, 2023 – revised project was tendered through Alberta Purchasing Connect's web-site with a notice in the local paper advising of the project and web-site information

- January 9, 2024 – the project was including the approved 2024 Capital Budget in the amount of \$115,000.00
- January 23, 2024 – tender result is presented to Council for consideration.

With the recent tendering, the Town received the following five tenders:

➤ Robson Design Build	\$148,870.00
➤ Whitson Contracting Ltd.	\$149,400.00
➤ Interworks Contracting Ltd.	\$167,327.00
➤ Binder Construction Limited	\$215,800.00
➤ Formula Alberta Ltd.	\$335,400.00

3.0 ALTERNATIVES:

- 3.1 Council award the tender for the construction of the observation deck overlooking the Paddle River to Robson Design Build in the amount of \$148,870.00 (GST excluded) with an overall construction budget of \$176,000.00.
- 3.2 Council reject all tenders for the construction of the observation deck overlooking the Paddle River, as the tenders were all over budget.
- 3.3 Council tables the awarding of the tender for the construction of the observation deck overlooking the Paddle River and instructs Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The source of funding for this project is derived from the Town's General Capital Reserves.

This project was included in the 2024 approved Capital Budget in the amount of \$115,000.00.

Should Council approve the tender, the cost details would be as follows:

Construction cost	148,870.00 (GST excluded)
Engineering services	10,000.00
Contingency	<u>17,000.00</u>
 Total	 175,870.00

With the initial design and tender including some survey work and the revised scope of the project along with re-tendering, the funds spent up to December 31, 2023 is \$33,500.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The construction of the observation deck would be another recreation asset to promote the Town of Barrhead and its trail system.

Another recreational amenity that could be enjoyed by local community members and visitors.

8.0 ATTACHMENTS:

8.1 Letter of recommendation from Read Jones Christoffersen Ltd. dated January 16, 2024

9.0 RECOMMENDATION:

The project would certainly add another recreation feature to the Town but being mindful of the funds already invested in the project with an additional \$175,870.00 required to complete the project it is difficult to evaluate and reconcile the overall merit of the project.

Administration waits for further direction from Council.

(original signed by the CAO)
Edward LeBlanc
CAO

January 16, 2024



Shallon Touet
Town of Barrhead
Box 4112, 5607 47 Avenue
Barrhead, AB T7N 1A1

stouet@barrhead.ca

Dear Shallon Touet,

**RE: Barrhead Observation Deck
Tender Review and Recommendation**

RJC No. CAL.133258.0001

We have reviewed the tender submissions provided for the construction of the observation deck. A total of 5 bids were received by the Town as shown below:

Firm	Contract Price (excluding GST)	Completion date	Comment
Robson Design Build	\$148,870.00	29 March 2024	Low Bid. Compliant Bid
Binder Construction Ltd	\$215,800.00	10 May 2024	Compliant Bid
Whitson Contracting Ltd	\$149,400.00	24 April 2024	Compliant Bid
Formula Alberta Ltd	\$335,400.00	24 May 2024	Compliant Bid
Interworks Contracting Ltd	\$167,327.00	10 June 2024	Compliant Bid. Minor arithmetic error is not significant to Bid.

Robson Design Build has submitted the Bid with the lowest Contract Price. The Bid does not include any alternate prices or materials. The Bid achieves the target completion date of June 18, 2024. Bid Bond and Consent of Surety have been provided.

We recommend the Contract for the construction of the Barrhead Observation Deck be awarded to Robson Design Build for a Total Contract Price of \$156,313.70 including GST.



Yours truly,
READ JONES CHRISTOFFERSEN LTD.

A handwritten signature in blue ink, appearing to read 'M Bowen', is positioned below the company name.

Mark Bowen, MEng, P.Eng., CEng, MIStructE
Principal

MCB/ms

CAL.133258.0001-BID-20240116-MCB-Award.docx

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 23, 2024

Re: Addition to the 2024 Capital Budget – New Pool Vacuum

1.0 PURPOSE:

For Council to consider approving an addition to the 2024 Recreation Capital Budget.

2.0 BACKGROUND AND DISCUSSION:

During the 2024 Budget Retreat, Council discussed a request from the Recreation Department for the purchase of a new pool vacuum.

The pool currently owns two pool vacuums. These are used every night, one in the competition pool and one in the leisure pool. At the budget retreat, Council was advised that one of the vacuums was in need of repairs that would cost approximately \$1,000.00. Council was asked if they would like to repair the vacuum or purchase a new one for approximately \$4,000.00. Council advised to repair the vacuum at a cost of \$1,000.00.

We have since been advised that the pool vacuum is irreparable. Therefore, the Recreation Department is requesting that Council reconsider their request to add the purchase of a new pool vacuum into the 2024 Capital Budget at a cost of \$4,000.00.

3.0 ALTERNATIVES:

- 3.1 That Council approves the addition of a Pool Vacuum at a cost of \$4,000.00 to the 2024 Capital Budget, with the funds to be derived from the existing Pool Capital Reserves.
- 3.2 That Council tables the request for the addition of a Pool Vacuum to the 2024 Capital Budget and instructs Administration to provide further information for the next Council Meeting.
- 3.3 That Council denies the request for the addition of a Pool Vacuum to be added to the 2024 Capital Budget.

4.0 FINANCIAL IMPLICATIONS:

This particular project is fully funded from existing capital reserves.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Limited – it provides assurance to the local taxpayers that the Town is protecting its investments.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

That Council approves the addition of a Pool Vacuum at a cost of \$4,000.00 to the 2024 Capital Budget, with the funds to be derived from the existing Pool Capital Reserves.

(original signed by the CAO)
Edward LeBlanc
CAO

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
Date: January 23, 2024
Re: Outdoor Basketball court

1.0 **PURPOSE:**

For Council to review and consider the design of an outdoor basketball court.

2.0 **BACKGROUND AND DISCUSSION:**

During the 2024 budget deliberation, Council identified the need for a basketball court in Lions Park and it was formally included in the 2024 approved capital budget with a budget of \$50,000.00.

During the Budget deliberations, Council instructed Administration to seek an estimate for a cement base and report back to Council for a final direction.

The suggested footprint of the basketball court would be 50' x 75'.

Administration obtained the following two quotes:

- | | |
|----------------|-------------|
| ➤ Asphalt base | \$34,580.00 |
| ➤ Cement base | \$51,035.00 |

The advantage of develop the court with a cement base would result in using the same area as the skating pad. Less grassed area to be lost.

An asphalt base would not be suitable for a skating pad; the pad would have to be place elsewhere to maintain the longevity of the court base.

The additional cost of the required basketball equipment has been estimated to be approximately \$ 3,000.00.



3.0 ALTERNATIVES:

- 3.1 Council directs Administration to proceed with the development of an outdoor basketball court in Lions Park with a cement base at a budgetary cost of \$54,000.00 (\$51,00.00 +\$3,000.00).
- 3.2 Council directs Administration to proceed with the development of an approved outdoor basketball court in Lions Park with an asphalt base at a budgetary cost of \$37,500.00 (\$34,500.00 + \$3,000.00)
- 3.3 Council table the development of an outdoor basketball court in Lions Park and instructs Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The approved 2024 capital budget totals \$50,000.00.

As previously mentioned, the additional cost of the required basketball equipment has been estimated to be approximately \$ 3,000.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The construction of a basketball court in Lions Park would offer another recreation amenity to be enjoyed by the local community members and its visitors.

8.0 ATTACHMENTS:

8.1 The two estimates for the basketball court base.

8.2 Aerial photo of Lions Park with the placement of the current skating pad and proposed location of the basketball court (depending on the material use).

9.0 RECOMMENDATION:

Council directs Administration to proceed with the development of an outdoor basketball court in Lions Park with a cement base at a budgetary cost of \$54,500.00.

(original signed by the CAO)
Edward LeBlanc
CAO



26765 Ellis Road, Acheson, Alberta T7X 6N3
 Phone (780) 490-7283 Fax (780) 490-7117
 www.performancepaving.com

QUOTATION

14369A

December 21, 2023

TO: Town of Barrhead
 Box 4189, 5014 - 50 Avenue
 Barrhead, Alberta T7N 1A2

RE: Asphalt Construction

SITE: Various Sites
 Various Addresses

ATTN: Shallon Touet

PHONE: (780) 674-3301

EMAIL: STouet@barrhead.ca

FAX: (780) 674-5648

Performance Paving Services Inc. ("Performance") are pleased to submit this quotation with our Standard Terms and Conditions on the reverse which Quotation is open for acceptance for twenty-one (21) days from the date hereof and may be withdrawn before acceptance.

Item #1 – Asphalt Paving (Mehden Road)

- Fine grade, shape & compact existing gravel road
- Supply, place, & compact 100 mm of 10 mm HT aggregate hot mix asphalt
- Clean & remove all work related debris

Based on 1,526 Square Metres @ \$48.80 per Square Metre **\$74,468.80**

Item #2 – Stabilization Contingency

- Supply & apply cement powder at a rate of 15 kg per square metre
- Mix cement powder in place to a depth of 200 mm & add water as required to achieve consistency
- Fine grade, shape & compact stabilized base

Based on 1,526 Square Metres @ \$14.80 per Square Metre **\$22,584.80**

Item #3 – Light Duty Asphalt Construction (Basketball Courts)

- Excavate to a depth of 225 mm & remove all material off site
- Fine grade, shape & compact existing subgrade
- Supply, place, & compact 150 mm of 20 mm road crush aggregate
- Supply, place, & compact 75 mm of 10 mm HT aggregate hot mix asphalt
- Clean & remove all work related debris

Based on 350 Square Metres @ \$98.80 per Square Metre **\$34,580.00**

- Revised.

Thank you for the opportunity to submit this proposal, if you have any further questions or concerns please call us at (780) 490-7283

ACCEPTANCE – Duplicate of this quote must be signed and returned to us. By signing your acceptance you agree to the terms set out above and the Standard Terms and Conditions in the reverse hereof. If signing as agent, you represent you have the Site Owner's authorization. The above prices are subject to additions of Goods and Services Tax

Site Owner's Name: _____

PERFORMANCE PAVING SERVICES INC.

Signature: _____

Name & Position: _____

Per: 

Nathan Beeler

Date: _____

Phone: (780) 700-5396 / E-mail: nbeeler@performancepaving.com

"Now That's Performance!"

- Asphalt Paving Grading & Gravelling Concrete Construction Concrete Saw-Cutting Landscape Construction
 Site Excavation Demolition Linepainting Crackfilling Powersweeping Snow Removal Sanding Sand Boxes



RITWAY CONCRETE

PO Box 4715 Stn Main
AB T7N 1A6
780-305-7656
Ritewayconcrete@mail.com
GST/HST Registration No.: 777172081rt0001

Estimate

ADDRESS

Town Of Barrhead Parks and
Rec

ESTIMATE # 1403

DATE 2023-12-20

ACTIVITY	QTY	RATE	AMOUNT
Concrete Labor:custom labour supply and install 50'x75' concrete slab. remove 6" of dirt, install up to 6" of crushed gravel, compact, supply and install 2" styrofoam, supply and install 10mm rebar 16" oc, supply, place and finish 6" of 30mpa exterior concrete, smooth finish. saw cut and seal with a densifying sealer	1	51,035.00	51,035.00

SUBTOTAL	51,035.00
GST @ 5%	2,551.75
TOTAL	\$53,586.75

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		2,551.75	51,035.00

Accepted By

Accepted Date

The Client acknowledges and accepts that the Contractor shall, without prejudice, accept no liability in respect of any alleged or actual error(s) and/or omission(s):

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 23, 2024

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

1.0 PURPOSE:

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

2.0 BACKGROUND AND DISCUSSION:

None

3.0 ALTERNATIVES:

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

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

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

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

9.0 RECOMMENDATION:

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

(original signed by the CAO)
Edward LeBlanc
CAO

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

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	4,029,411.79	4,500,000.00
Receipts	3,167,444.13	
Interest	21,224.50	
Transfers from/to Term Deposits		-1,000,000.00
Cancelled Cheques		
SUBTOTAL	7,218,080.42	3,500,000.00
Disbursements	2,953,407.60	
Debentures/Interest	0.00	
School Requisition	316,883.36	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	3,947,789.46	3,500,000.00

PER BANK:		
Balance at end of month	4,400,045.76	3,500,000.00
Outstanding Deposits	15,081.14	
SUBTOTAL	4,415,126.90	3,500,000.00
Outstanding Cheques	467,337.44	
NET BALANCE AT END OF MONTH	3,947,789.46	3,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED DECEMBER 31, 2023

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	5.7	07-Dec-23	Maturity Date Mar. 7, 2024
Servus	\$	1,500,000.00	5.55	07-Dec-23	Maturity Date Mar. 7, 2024

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 23, 2024

Re: Appointments to the Municipal Planning Commission

1.0 PURPOSE:

For Council to appoint two members-at-large to the Municipal Planning Commission (MPC).

2.0 BACKGROUND AND DISCUSSION:

The current members to the Municipal Planning Commission expired at December 31, 2023.

The current members-at-large are Pia Greig and Steve Bablitz.

The request for candidates was advertised in the local newspaper.

The Town did receive a letter of interest from both Ms. Greig and Mr. Bablitz as well as two other candidates. With the MPC in the process of reviewing the Town's Land Use Bylaw in great detail, it was felt that the current members should remain part of the Commission.

3.0 ALTERNATIVES:

3.1 Council appoints Pia Greig and Steve Bablitz to the Municipal Planning Commission for a one-year term ending December 31, 2024.

3.2 That Council tables the appointments to the Municipal Planning Commission and instructs Administration to provide further information at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Pia Greig and Steve Bablitz have served the Town very well in the past and their participation and input at the MPC is very valuable and appreciated.

8.0 ATTACHMENTS:

None.

9.0 RECOMMENDATION:

Council appoints Pia Greig and Steve Bablitz to the Municipal Planning Commission for a one-year term ending December 31, 2024.

Edward LeBlanc – CAO
(original signed by the CAO)

**COUNCIL REPORTS
AS OF JANUARY 23, 2024**

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

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday October 19, 2023

In Attendance	Nick Gleych, Daryl Weber, Serena Lapointe, Liz Krawiec, Anna Greenwood, Robin Murray, Marvin Schatz, Dave Kusch, Ty Assaf, Michelle Jones, Matthew Hartney
REGRETS:	Jim Hailes
1) CALL TO ORDER:	Meeting Called to Order at 1:08
2) ADOPTION OF AGENDA:	<u>Motion# 25 Moved by Daryl Weber</u> That the Agenda be accepted as presented CARRIED
3) MINUTES OF PREVIOUS MEETING:	<u>Motion # 26 Moved by Liz Krawiec</u> That the minutes of the June 15, 2023 regular board meeting be accepted as amended, correction of spelling of board members name Marvin Schatz <u>Motion # 27 Moved by Ty Assaf</u> That the minutes of the June 15 th 2023 IRC meeting be accepted as amended to correct the improper spelling of board member Marvin Schatz name. . CARRIED
4) TREASURERS REPORT:	As Attached <u>Motion# 28 Moved by: Liz Krawiec</u> That the minutes of the June 15, 2023 regular board meeting be accepted as amended, correction of spelling of board members name Marvin Schatz CARRIED
5) IRC REPORT:	5.1 Ratify New CGI Loans, Youth Loans & In House Quick Cash Loans, as per in house approval . <u>Motion # 29 Moved by: Marvin Schatz</u> Motion to approve ratifying the CGI, Youth and Quick Cash loans as previously approved by staff according to policy and previous approvals granted. CARRIED
	5.2 Approval of the attached 2023.2024 Business Number Report due to Prairies Can by October 20, 2023. <u>Motion # 30 Moved by: Anna Greenwood</u> Motion to approve the annual business number report as required for submission to Prairies Can. CARRIED
	5.3 Loan Client – Failure to Comply – Forbearance Agreement Lawyer Recommendations <u>Motion# 31 Moved by: Robin Murray</u> Motion to accept discussion for information as presented.

CARRIED

5.4. RRRF – Government Announcement.

RFD – RRRF Client Re-Financing Loan Considerations
Motion to approve recommendation.

Motion: # 32 Moved by Ty Assaf

Motion made, to table the re-financing decision for CFYE RRRF loan clients until further clarifying information has been received from Prairies Can, regarding interest only payments mirroring that of the CEBA refinancing regulating guidelines set by the federal government.

CARRIED

6) CHAIR REPORT

6.1: Introduction: New Board Member – Woodlands County Reeve – Dave Kusch – Introduction was made at beginning of the meeting.

6.2 Guest Visitors: Assistant Deputy Minister Michelle Evans, Prairies Can Director General Carolina Calderon

Items for Discussion:

- RRRF Loan concerns – Uncertainties around Recovery, What happens to those who don't pay, Loss of Small Business due to COVID & Disaster Recovery , RRRF Additional Cost to operations with the extension, no additional operating dollars announced.
- No Increase to CF Operating Budget Dollars, Lack of Capacity with increased workloads, inability to attract and retain talented personnel,
- Limited Loan Dollar Capacity not keeping up with trends,
- Disaster Recovery for businesses, Tourism Clients inability to take advantage of many of the Alberta Tourism Grant dollars.
- Labour Shortages
- Other rural Community Ec Dev Challenges (REDA's)

6.3 Fall Symposium Update

6.4 Vacant CFNA Board Position

6.5 Board/Client Complaint Meeting Update

6.6 West Yellowhead Request to support Letter to MP Soroka
Operational Funding Concerns & RRRF Repayment Concerns

Motion # 33 Moved by Dave Kusch

Motion made, in support of partnering with West Yellowhead CFYE to send a letter to MP Soroka expressing our ongoing concerns regarding lack of funding to the CF program, requesting his support at parliament. Board agreed with providing a letter to CFWY, in addition has advised they would like to see the same letter sent to each of the MLA's and MP's within the CFYE region. To include MP Gerald Soroka, Arnold Viersen, Dane Lloyd; MLA's Shane Getson, Martin Long, Glen van Dijken.

CARRIED

**7) EXECUTIVE DIRECTOR
UPDATE/
CORRESPONDENCE**

- Prairies Can Staffing Update -
- West Yellowhead Email Request – Letter to MP Soroka
- Changes in Prairies Can CF Officer Update
- Prairies Can Acceptance of Q4 Reports – *Prairies can express*

- concern over not meeting the loan dollar amount MP'S
- Prairies Can/ CFNA – RRRF Extension Updates
- Prairies Can Policy Bulletin – Building Purchases and Cost Associated
- AFIA Training Program – Board Training Opportunity – Sign Up DUE ***Daryl Weber & Robin Murray put their names forward to take the AFIA training.***
- Symposium Managers Meeting Minutes – Updates
- CIPO Canadian Intellectual Property Office – Tools & Resources
- CFNC – Written Submission for the Pre-Budget Consultations in Advance of 2024 Budget

Motion # 34 Moved by: Daryl Weber

Motion to accept the Executive Director Report as information.

CARRIED

8) MEETING RECESS

Meeting recessed to accommodate in person meeting with Assistant Deputy Minister Michelle Evans.

Meeting Recessed at 2:15 – 4:45pm

ADJOURNMENT:

Motion # 35 Moved by: Ty Assaf

Moved to adjourn at 4:50
November 16, 2023

NEXT MEETING:

CFYE Board Chair, Nick Gelych

CFYE Board Secretary, Serena Lapoint



Date

Date

Dec 21/23

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 23, 2024

Re: Draft Bylaw 01-2024, the 2024 Designated Manufactured Home Supplementary Assessment Bylaw

1.0 PURPOSE:

For Council to pass all three readings of Bylaw 01-2024, the 2024 Designated Manufactured Home Supplementary Assessment Bylaw.

2.0 BACKGROUND AND DISCUSSION:

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

3.0 ALTERNATIVES:

3.1 Council pass all three readings of Bylaw 01-2024, the 2024 Designated Manufactured Home Supplementary Assessment Bylaw, as presented.

3.2 Council instructs Administration to provide further information relating to the proposed draft Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw and to present it at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

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

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Draft Bylaw 01-2024, the 2024 Designated Manufactured Home Supplementary Assessment Bylaw

9.0 RECOMMENDATION:

That Council give all three readings to Bylaw 01-2024, the 2024 Designated Manufactured Home Supplementary Assessment Bylaw, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 01-2024

THE 2024 DESIGNATED MANUFACTURED HOME SUPPLEMENTARY ASSESSMENT BYLAW

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

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

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

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

1. That this Bylaw shall be referred to as the 2024 Designated Manufactured Home Supplementary Assessment Bylaw.
2. That the Assessor for the Town of Barrhead is hereby authorized and directed to prepare supplementary assessments of designated manufactured homes, located in mobile home parks for the taxation year 2024.
3. That Bylaw 01-2023 is hereby repealed.
4. That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this ____ day of _____, 2024

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Edward LeBlanc, CAO

Read a second time this ____ day of _____, 2024.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Edward LeBlanc, CAO

Read a third time this ____ day of _____, 2024 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Edward LeBlanc, CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 23, 2024

Re: Correspondence Item

Item (a) Letter dated January 12, 2024 from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers regarding the clarification for a gymnasium/Leisure Centre.

Background Information:

For Council's review, Administration submits the following information, as it relates to the noted correspondence:

i) Rental agreement with Pembina Hills School Division

The Town of Barrhead currently has a Joint Use Agreement with the School Division. The Town can rent any of the gyms.

The current Joint Use Agreement is fairly old and needs to be updated; Administration will be working with the School Division to review and revise the Agreement.

Community Groups are presently able to rent any of the gyms and even classrooms directly from the School Division.

ii) Boardroom – upper level of the Agrena

The room is currently utilized by F.C.S.S. for their “Chill Room” activities - three days a week from 3:30 p.m. to 6:30 p.m. The room remains open for any other rental inquiries from community groups or contract instructors.

Very recently, because of the increase demand for the program and the requirement for added floor space, F.C.S.S. would like to relocate the “Chill Room” back to the Charles Godberson Rotary Room.

iii) Court lines in the Elementary gymnasium

We confirmed with Pembina Hills that all three gym have painted lines for volleyball, pickleball and basketball.

iv) Purchase of basic fitness equipment

Clearly, this would be a budgetary item.

The Recreation Department currently has 10 aqua spin-bikes for aqua fitness classes, yoga mats for drop-in aerobics along with various items for drop-ins or classes.

v) Recreation Feasibility Study, by a consulting firm

The Town has invested in the following recreation reports:

- August, 2009 – Facility Leisure Services Master Plan (Barrhead) – Needs Assessment Summary Report
- January, 2010 – Leisure Services Strategic Master Plan (Barrhead) – Final Report
- May, 2010 – Facility Leisure Services Master Plan (Town of Barrhead and Region) – Needs Assessment Report
- May, 2010 – Leisure Services Strategic Master Plan (Town of Barrhead and Region) – Final Report

Note: Some of these reports have an Executive Summary

vi) Utilizing the arena space during the off-season

During the off-season, the arena floor has been used by Barrhead Minor Baseball and Barrhead Minor Soccer.

The Recreation Department places the Town’s “Bouncy Castle” for on the arena floor for regular summer programs. Approximately 1/6 of the arena’s floor space is utilize for this purpose.

The 2024 Operating Budget includes the purchase of 4 portable basketball hoops to be placed on the outside rink area.

Recommendation:

- a) Council accepts the letter dated January 12, 2024 from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers regarding the clarification for a gymnasium/Leisure Centre, as information.
- b) Council instructs Administration to discuss recreation services with Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers and report back to Council at a future Council Meeting.

(Original signed by the CAO)
Edward LeBlanc
CAO

Trisha Enman
Coralee Chase
Dennis Donkers
Barrhead, AB

January 12, 2023

Mayor McKenzie and Town Council Members
5014-50 Ave
Box 4189
Barrhead, AB
T7N 1A2

Dear Mayor McKenzie and Council Members,

We would like to extend a thank you for the opportunity to present at the recent Town Council Meeting and appreciated your openness to receive our information.

After presenting, we recognized the need to clarify with Council Members, what course of action we were potentially hoping for, from Town Council. We understand that changes to current programming, facilities and development of new facilities within a municipality is often laborious and takes time. With that taken into consideration, we thought it would be valuable to identify and separate our requests in a clear, reasonable order.

Immediate Requests

- Initiate a possible rental agreement with Pembina Hills School Division, for the community use of the Elementary School gymnasium
 - Evening activities such as open gym nights (youth/adults)
 - Homeschool activities
 - FCSS Chill Zone after school program

Would there be an opportunity to commit to a rental agreement, Tuesday, Wednesday, Thursday 3:30pm – 9:00pm, to accommodate after school community programming, evening programming that is offered through the Town Recreation Department?

- Regain community use of the Boardroom in the upper level of the Agrena as a useable fitness space, as the current flooring in that room is specific for athletic training and the space has direct access to the track
 - Various fitness classes could be offered out of this space immediately, as there are community instructors eager to offer such classes.
 - These classes, if offered through the Recreation Department, would also generate revenue for the Town through contract agreements with instructors.
- Host a Town Information Session, to receive community input on what the needs and wants of the community members are, regarding recreation, facilities and future developments.

Short Term Requests

- Work with Pembina Hills School Division to ensure that the court lines in the Elementary gymnasium can accommodate community recreation groups.
 - This would include regulation volleyball court line, Pickleball lines and Basketball lines
 - Regulation court lines would allow various community groups, such as Club Volleyball, Pickleball and potentially Club Basketball, to utilize this gymnasium for practices, games and tournaments.
 - With the loss of a gymnasium, these community clubs are at risk of having to relocate to other communities.
- Purchase basic fitness equipment that can be housed in the upstairs Agrena space, to allow for drop-in use by community members, as well as support fitness class contractors.
 - There would be an opportunity to generate revenue through drop-in/membership fees to utilize a fitness room
 - It would help alleviate the effort required by instructors, to bring in their personal equipment, that is needed to offer quality fitness classes.
 - This would allow for more rec options to be offered and advertised in the future Resource Guide.
- Commit to a Recreation Feasibility Study, by a consulting firm.
 - This offers transparency to the community and allows the Town of Barrhead to move forward with such future developments.
- Consider utilizing the arena space during the off-ice season, as a recreation area.
 - Mobile basketball hoops, soccer nets, lacrosse nets, baseball training space, fitness class space (Strollersize, Dry-land, Bootcamps)

Long Term Requests

- Develop a Leisure Centre that can accommodate regulation sports groups, general community fitness activities, as well as offer the space needed for large community gatherings.
 - This can improve attraction and retention to the area
 - Supports tournament opportunities
 - Offers a community space for weddings, reunions and other group gatherings, keeping guests in the Town, as opposed to county spaces.
 - Recreation would grow, as independent groups would have a space to offer their skills and services.

Once again, thank you for taking the time to consider the information we have presented. Please don't hesitate to reach out for clarification or with any questions that you may have.

Sincerely,

Trisha Enman

Coralee Chase

Dennis Donkers