



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, APRIL 14, 2020 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 – March 24, 2020
  - (b) Special Meeting Minutes – March 27, 2020
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation – Sergeant Dodds of the RCMP at 5:30 p.m.
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Postpone Bylaw 03-2020, the Land Use Amendment Bylaw Public Hearing
  - (b) Revised Peace Officer Disciplinary Action & Public Complaints Policies and Procedures #26-003
  - (c) Future Meetings of Council

8. Reports - The Council Reports
  - (a) CAO's Report as of April 14, 2020
  
9. Minutes
  - (a) There are no Minutes
  
10. Bylaws
  - (a) There are no Bylaws
  
11. Correspondence
  - (a) There is no Correspondence
  
12. For the Good of Council
  
13. Tabled Items
  
14. Closed Session
  - (a) Legal – Pursuant to Section 24(1)(b) of the FOIP Act
  
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, MARCH 24, 2020,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald, L. Penny and D. Smith

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

Others: Barry Kerton, Barrhead Leader

**ABSENT**

**CALL TO ORDER**

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

**AGENDA**

The agenda was reviewed.

102-20

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

- 2(a) Postpone Bylaw 02-2020, the Barrhead Intermunicipal Development Plan Bylaw Public Hearing
- 10(a) Bylaw 04-2020, the Municipal Public Utilities Amendment Bylaw

CARRIED UNANIMOUSLY

**POSTPONE BYLAW 02-2020, THE BARRHEAD INTERMUNICIPAL DEVELOPMENT PLAN BYLAW PUBLIC HEARING**

To postpone Bylaw 02-2020, the Barrhead Intermunicipal Development Plan Bylaw Public Hearing was reviewed.

103-20

Moved by Cr. Klumph that the Public Hearing for Bylaw 02-2020, the Barrhead Intermunicipal Development Plan Bylaw be postponed and the date to be determined at a future time.

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of March 10, 2020 were reviewed.

104-20

Moved by Cr. Oswald that the Minutes of the Town Council Regular Meeting of March 10, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**POLICY #26-002, PEACE OFFICER OPERATIONAL POLICIES & PROCEDURES, REVISED**

The proposed revised Policy 26-002, Peace Officer Operational Policy and Procedures is being brought forward for approval.

CAO, Edward LeBlanc, presented and reviewed with Council.

105-20

Moved by Cr. Klumph that Council approve the revised Peace Officer Operational Policies and Procedures #26-002, as presented.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT**

The Monthly Bank Statement for the month ended February 29, 2020, was received.

106-20

Moved by Cr. Kluin that Council approve the Monthly Bank Statement for the month ended February 29, 2020, as presented.

CARRIED UNANIMOUSLY

**MUNICIPAL EMERGENCY**

**MANAGEMENT PLAN**

The Town of Barrhead's Municipal Emergency Management Plan, was reviewed.

CAO, Edward LeBlanc and Council reviewed and discussed the Municipal Emergency Management Plan.

107-20 Moved by Cr. Klumph that Council accept the Town of Barrhead's Municipal Emergency Management Plan with minor changes.

CARRIED UNANIMOUSLY

**BYLAW 04-2020, THE MUNICIPAL PUBLIC UTILITIES AMENDMENT BYLAW**

Bylaw 04-2020, the Municipal Public Utilities Amendment Bylaw, was presented.

108-20 Moved by Cr. Smith that Council give Bylaw 04-2020, the Municipal Public Utilities Amendment Bylaw, first reading.

CARRIED UNANIMOUSLY

109-20 Moved by Cr. Klumph that Council give Bylaw 04-2020, the Municipal Public Utilities Amendment Bylaw, second reading.

CARRIED UNANIMOUSLY

110-20 Moved by Cr. Assaf that Council give Bylaw 04-2020, the Municipal Public Utilities Amendment Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

111-20 Moved by Cr. Oswald that Council give Bylaw 04-2020, the Municipal Public Utilities Amendment Bylaw, third reading.

CARRIED UNANIMOUSLY

**FOR THE GOOD OF COUNCIL**

Mayor McKenzie commended the staff on a job well done during this pandemic and that Alberta Health Services has very good information for the public on the pandemic.

Cr. Klumph thanked Public Works staff for up keep in water and sewer, the Parks and Recreation staff and the retail staff in the stores, they are all hero's.

Cr. Assaf thanked the residence for staying home and being safe.

**CLOSED SESSION – LEGAL UPDATE  
FOIP ACT SECTION 16(1) AND 29(1)**

112-20 Moved by Cr. Assaf that Council go in closed session at 6:17 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

113-20 Moved by Cr. Penny that Council come out of closed session at 6:58 p.m.

CARRIED UNANIMOUSLY

114-20 Moved by Cr. Assaf that Council rescind Resolution 436-18, outlining that the Town of Barrhead enter into a 10-year agreement with the Barrhead Community Garden Society for the use of an undeveloped 2-acre +/- parcel of land in the southwest corner of undeveloped Beaver Brook Estates, as this is not a suitable location for the Community Garden and that a more permanent location needs to be located.

CARRIED UNANIMOUSLY

**ADJOURN**

115-20

Moved by Cr. Penny that the Council Meeting be adjourned at 7:01 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc

MINUTES OF THE SPECIAL MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD FRIDAY, MARCH 27, 2020, AT NOON  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

Mayor McKenzie, Crs: T. Assaf, R. Klumph, L. Penny and D. Smith

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

Others: Barry Kerton, Barrhead Leader

**ABSENT**

Crs. D. Kluin and S. Oswald

**CALL TO  
ORDER**

Mayor McKenzie called the meeting to order at 12:00 p.m.

**AGENDA**

The agenda was reviewed.

116-20

Moved by Cr. Klumph that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**BYLAW 05-2020, THE MUNICIPAL  
PUBLIC UTILITIES  
AMENDMENT BYLAW**

Bylaw 05-2020, the Municipal Public Utilities Amendment Bylaw, was reviewed.

117-20

Moved by Cr. Penny that Council give Bylaw 05-2020, the Municipal Public Utilities  
Amendment Bylaw, first reading.

CARRIED UNANIMOUSLY

118-20

Moved by Cr. Klumph that Council give Bylaw 05-2020, the Municipal Public Utilities  
Amendment Bylaw, second reading.

CARRIED UNANIMOUSLY

119-20

Moved by Cr. Assaf that Council give Bylaw 05-2020, the Municipal Public Utilities  
Amendment Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

120-20

Moved by Cr. Smith that Council give Bylaw 05-2020, the Municipal Public Utilities  
Amendment Bylaw, third reading.

CARRIED UNANIMOUSLY

**ADJOURN**

121-20

Moved by Cr. Klumph that the Council Meeting be adjourned at 12:03 p.m.

CARRIED UNANIMOUSLY

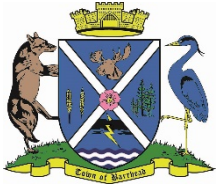
**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 14, 2020

**Re:** 5:30 p.m. Delegation

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**1.0 PURPOSE:**

Delegation – Sergeant Dodds of the RCMP at 5:30 p.m.

**2.0 BACKGROUND AND DISCUSSION:**

Sergeant Dodds will be meeting with Council to review the Annual Performance Plan and receive feedback from Council at 5:30 p.m.

**3.0 ALTERNATIVES:**

3.1 That Council accepts the presentation from Sergeant Dodds of the RCMP, as information.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

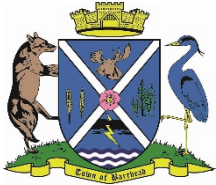
That Council accepts the presentation from Sergeant Dodds of the RCMP, as information.

(original signed by the CAO)

Edward LeBlanc

CAO





# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 14, 2020

**Re:** Postpone Bylaw 03-2020, the Land Use Amendment Bylaw Public Hearing

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**1.0 PURPOSE:**

Postpone Bylaw 03-2020, the Land Use Amendment Bylaw Public Hearing

**2.0 BACKGROUND AND DISCUSSION:**

To postpone Bylaw 03-2020, the Land Use Amendment Bylaw Public Hearing

**3.0 ALTERNATIVES:**

3.1 That the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw be postponed and the date to be determined at a future time.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

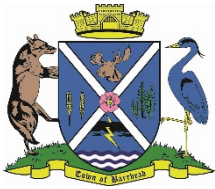
None

**9.0 RECOMMENDATION:**

9.1 That the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw be postponed and the date to be determined at a future time.

(original signed by the CAO)

Edward LeBlanc  
CAO



Item No. 7(b)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 14, 2020

**Re:** Revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003

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## 1.0 **Purpose:**

To approve a revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003

## 2.0 **Background and Discussion:**

On December 9, 2019 representatives from Alberta Justice and Solicitor General conducted a review of the Town's Peace Officer Services to determine if the Department complies with the current Peace Officer Act and a number of Provincial regulations, policies and procedures.

During the Province's review, it was identified that the Town required to revise their existing Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003

For further reference and convenience, the yellow highlighted areas are the suggested changes as per the Solicitor General's recommendation or upon administrative review.

This proves to be the last Policy that needs to be reviewed or prepared to satisfy the December 9<sup>th</sup> audit conducted by Alberta Justice and Solicitor General's office.

### **3.0 Alternatives:**

- 3.1 Council approve the revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003 and to bring back the information at the next Council Meeting.

### **4.0 Financial Implications:**

Any expenses, as it relates to this Policy will be accommodated within the current Operational Budget.

### **5.0 Interdepartmental Implications:**

The proposed revised policy is limited to the Town's Enforcement Services

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

As previously noted, the revised policy is required as a result of the Provincial Audit.

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

Limited.

### **8.0 Attachments:**

- 8.1 Revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003

### **9.0 Recommendations**

Council approve the revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures # 26-003, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 26-003**

**RESOLUTION NO.: 276-10**

**POLICY TITLE:** DISCIPLINARY ACTION & PUBLIC COMPLAINTS –  
COMMUNITY PEACE OFFICERS

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** August 23, 2010

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### **POLICY STATEMENT:**

To stipulate the process for handling complaints of the Peace Officer.

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# **TOWN OF BARRHEAD**

## **PROCEDURE STATEMENT**

### **(Policy 26-003)** **Disciplinary Action & Public Complaints** **Community CPOs**

**Effective Date: 10/08/23**

**Revision Date:**

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### **PROCEDURES:**

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### **DEFINITIONS**

#### **1. COMPLAINTS**

- a. Complaints concerning the conduct of a Community Peace Officer (CPO) shall be directed to the **Chief Administrative Officer (CAO)**, P.O. Box 4189, Barrhead, Alberta T7N 1A2, Telephone 780-674-3301
- b. Complaints must be in writing. Anonymous complaints either written or verbal shall be deemed not to be valid complaints.
- c. The CAO shall acknowledge receipt of the complaint in writing to the person making the complaint and shall advise, in writing, the CPO against whom the complaint was made.

#### **2. INVESTIGATION**

- a. The CAO shall investigate the allegations of the complaint by interviewing the complainant, any witnesses, the CPO(s) involved if they so consent, and any of the persons who may have knowledge relevant to the occurrence.

- b. The CAO shall review any relevant documents inexistence pertaining to the occurrence underway but not limited to:
- i. Occurrence reports
  - ii. Dispatch logs
  - iii. CPO's notebook(s)
  - iv. Court reports
  - v. Legal documents
  - vi. In car video recordings
  - vii. Body worn camera (BWC)
- c. The CAO must notify the complainant, CPO(s) involved, if appropriate, and Director as to the status of the investigation at least once every forty-five (45) days.
- d. Upon conclusion of the investigation, the CAO must notify the complainant, CPO involved, and the Director of Law Enforcement of the disposition of the complaint using wording found in Section 22 of the Peace Officer Ministerial Regulation (POMR), which reads as follows:
- 'the complaint is unfounded.' This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
  - 'the complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
  - 'the complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that
    - i. 'in whole', a reasonable belief exists that the CPO has engaged in misconduct in regards to the entirety of the complaint or;
    - ii. 'in part', a reasonable belief exists that the CPO has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
  - 'the complaint is frivolous, vexatious or made in bad faith'. This disposition will be used when an authorized employer chooses not to investigate a complaint as per section 15(2) of the Peace Officer Act which allows no investigation to occur

when the complaint is deemed to be frivolous, vexatious, or made in bad faith.

- e. In the event a complaint is found to have merit in whole or in part, the CAO must state what disciplinary action has been taken and it must be in accordance with the Municipality's disciplinary policy that has been filed with the Director of Law Enforcement.
- f. The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the Act.

**PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE CPO ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.**

Correspondence to the Director must be sent to:

Director of Law Enforcement  
Public Security Division  
Peace Officer Program  
10<sup>th</sup> Floor, 10365 – 97 Street  
Edmonton, AB T5J 3W7

### **3. DISCIPLINARY ACTION**

- a. The CAO will present the allegations made and the findings of the investigation to the CPO in writing.
- b. The CPO will be given the opportunity to make a full response to the allegations and supporting evidence.
- c. Upon hearing the response and explanation of the CPO and any other information the CAO believes appropriate to determine the facts, he will either dismiss the complaint as unfounded, or unsubstantiated, or find that the complaint is found to have

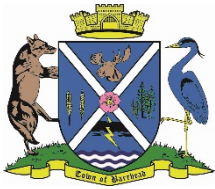


merit in whole or in part, the CAO must state what disciplinary action will be taken as follows:

- i. warn the CPO;
- ii. reprimand the CPO;
- iii. suspend the CPO, without pay, for a period of not exceeding eight work hours;
- iv. suspend the CPO, without pay, for a period of exceeding eight work hours;
- v. dismiss the CPO

#### **4. ALTERNATE DISPUTE RESOLUTION**

- a. An informal complaints resolution process may be used to deal with public complaints, with the agreement of the complainant and the Community Peace Officer involved. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.
- b. All complaints resolved in this manner, pursuant to the *Peace Officer Act*, will be reported to the Alberta Justice and Solicitor General Director of Law Enforcement on a monthly basis.



Item No. 7(c)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 14, 2020

**Re:** Future Meetings of Council

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## **1.0 Purpose:**

To re-visit the need to hold the April 21, 2020 Special Council Meeting and the April 28, 2020 Annual Meeting.

## **2.0 Background and Discussion:**

During the January 28, 2020 Council Meeting, Council passed the following resolution:

*Moved by Cr. Assaf that Council set the dates for the following meetings:*

- *Budget Meeting Retreat to April 16, 2020 at 5:30 p.m.*
- *Special Meeting to April 21, 2020 at 12:00 p.m.*
- *Annual Meeting to April 28, 2020 at 7:00 p.m.*

(Resolution No. 045-20)

### **April 21<sup>st</sup> Special Council Meeting**

The purpose of the Special Council Meeting is to approve the 2020 Mill-Rate Bylaw. However, with the recent Covid-19 health emergency, the Province has indicated that the non-residential school requisition will not change from 2019 but other details are forthcoming from the Province that could potentially impact the school requisition mill-rate for the 2020 tax year.

To this end, Administration is recommending that the April 21<sup>st</sup> Special Council Meeting be cancelled.

The required approval for the 2020 Mill-Rate Bylaw will be presented and deliberated at a future Council Meeting.

#### April 28<sup>th</sup> Annual Meeting

The original strategy was to invite the appointed Auditor to the meeting and to present the 2019 Financial Statement and Financial Return. The general public would also have an opportunity to ask any questions directly to Council.

With the Covid-19 health emergency, depending the number of members from the general public, the scheduled Annual Meeting could potentially be contrary to the Provincial Chief Medical Officer's directive of not having more than 15 people at one gathering. A virtual meeting could be in hosted in lieu of a physical meeting but it would not be as effective.

### **3.0 Alternatives:**

3.1 Council cancel the April 21<sup>st</sup> Special Council Meeting.

3.1 (a) Council postpone the April 28<sup>th</sup> Annual Meeting to another date, to be determine at a future time.

3.2 Council receives this report outlining the potential changes to future meetings of Council, as information.

### **4.0 Financial Implications:**

None

### **5.0 Interdepartmental Implications:**

None

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

None

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

Limited.

### **8.0 Attachments:**

None

**9.0 Recommendations:**

- a) Council cancel the April 21<sup>st</sup> Special Council Meeting.
- b) Council postpone the April 28<sup>th</sup> Annual Meeting to another date, to be determine at a future time.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



## C.A.O Report

**To:** Town Council

**Date:** April 14, 2020

**Re:** April 14, 2020 Council Meeting

### **Administrative Services:**

On April 1<sup>st</sup>, we welcomed Jennifer Pederson as the Town's new Communication Co-ordinator. As expected, Jennifer is fitting very nicely with the rest of the staff and jumped right into her new role.

With the Covid-19 health emergency, as I am the Town's Director of Emergency Management and with the co-ordination of Director Callihoo, serving as the Town's Deputy Director of Emergency Management we are undertaking the following activities:

- Participate in the Province's Emergency Operational Centre briefing now scheduled for every Friday
- Review and digest daily reports, as issued by the Province's Emergency Operational Center
- Communicated with the Day Care Licensing Officer for the Barrhead area to explore the possibility of have the local Day Care re-open for children of essential employees.
- On-going discussion with the local Alberta Health Services Inspector and other Alberta Health Services representatives.
- Taking in the daily Press Conference, as hosted by the Alberta Premier and/or the Province's Chief Medical Officer.

- Along with the Town's Community Peace Office, met with the Alberta Health Services Inspector and the RCMP to review the required education and enforcement actions for the Provincial Health regulations and directives as issued by the Province's Chief Medical Officer.

Any public complaints are directed to:

<https://ephisahs.microsoftcrmportals.com/create-case/>

Based on the details of the complaint the Alberta Health Services Inspector will undertake an initial investigation and if required will contact our Community Peace Officer and/or the local RCMP for assistance.

- Along with our Communication Co-Ordinator, participation in a COVID-19 economic task force with County, Chamber and Community Futures looking at how we can assist the recovery of local business after restrictions are lifted.
- Continue with updating the recently approved Emergency Management Plan.

### **General Administration Services:**

The Department finalized the 2020 Budget Binder for the Budget Meeting scheduled for April 16<sup>th</sup>.

Still waiting for some detail information from the Province in respect to the 2020 non-residential school requisition.

### **Communication Services:**

#### ➤ Accomplished

- Update our website for COVID-19 information and available financial assistance programs, offered by senior governments.
- Working with Chamber on placement of information for local businesses to ensure ease of access

#### ➤ Works in Progress

- Development of web page for community to "thank" all front-line personnel (grocery store workers, cleaning staff, nurses, doctors, etc) with notes and images of drawings, etc through which the community is thanking those

risking their health to service our community during the COVID-19 pandemic.

- Work with businesses and community groups to move their businesses/communications online and on to the Town's web-site and social platforms.
- Meeting with Town Directors to review their services and processes in order to provide the respective departments with their communication needs.
- Work with the Mayor on PSA type videos (ie, garbage bin distancing, snow removal/sidewalks, tourism, noxious weeds, road repair, etc)
- Redevelopment of the Barrhead brochure for doctor recruitment and retention along with reaching to the existing Barrhead and Area Recruitment Committee.
- Reorganization of the COVID section of our website to better inform Town operations during the pandemic while still sharing locations of pertinent provincial and federal government information
- Move forward with obtaining the required training in order to be in a better position to serve as the Town's Public Information Officer.
- Assist the Recreation Department to develop on-line recreation programs.
- Work with community groups to develop or improving their marketing materials.

### **Enforcement Services:**

- The Department currently has 39 open file under review/investigation:
  - Bylaw issues: 28 files (majority relating to snow removal and illegal parking during snow removal program)
  - Animal Control matters/miscellaneous: 1 file
  - Traffic Enforcement (moving violations): 10 files

At this time, the Department is taking into consideration the effects of the COVID-19 situation, and is trying to limit face to face contacts with clients to issues of

serious importance only. In addition, the Department is working side by side with AHS and the RCMP to assist in the education and enforcement of the new regulations and directives set forth by the Province's Chief Medical Officer to combat the outbreak of COVID-19.

### **Legislative and Development Services:**

- Involved in numerous Emergency Management duties, related to the Covid-19 health emergency.
- Working with residents on subdivision and development inquiries

### **Fire Protection Services:**

- Incidents from March 1 – March 31
  - Fires – 3
  - Rubbish/Grass Fires - 1
  - Ambulance Assist - 11
  - False alarms - 7
  - Vehicle accidents – 1
  - Public service – Assist RCMP - 0

Total of 23 calls – with a total of 151 man hours.

- Training:
  - NFPA 1072 Hazmat Awareness, 8 students – all successfully passed
  - NFPA Hazmat Operation, 13 students, 11 successfully passed. A note of thanks to the Utilities Department for access to the water treatment plant facility.
  - Regular training has been suspended. Only the on-call crew will attend up and perform pre-trip inspections.
  - The NFPA 1001 class will continue with 6 students. Theory portion of the class will be mindful of social distancing.



➤ Other

- Delivered water to Aubrey Schatz residence; she was given a swim spa by *The Children's Make a Wish Foundation*.
- Fit testing for SCBA face masks and the half masks respirators.
- New protocols and procedures have been put in place for responding to medical and all emergency calls.
- New procedures on disinfecting equipment and apparatus.
- New operation guidelines banning social gatherings at the fire hall.
- The Medical First Responder program has been altered by the province. With Sick persons the Department will only responding to life threatening or CPR events. The Department is still responding to fire specific MFR calls.

Currently there are 31 members responding

**Recreation Services:**

➤ Operational:

- Removed ice from arena, removed water from all Aquatics Centre tanks, closed Blue Heron Bowling Alley and Curling Rink as well as all playgrounds in the effort to help control the spread of COVID-19.
- Met with Coach White of the Barrhead Bombers, he expressed interest in staying in Barrhead, ownership may have different plans.
- Met with Barrhead Curling Club executive updated them on the roofing/mechanical project and passed on new lease agreement to them. Waiting for their reply on the lease agreement.
- Working with Director Vickery on finalizing the 2020 operational and capital budgets for the Recreation Department.

➤ Works in Progress:

- Deep cleaning and repairs/painting and maintenance of arena and Aquatics Centre. Preparing for summer parks maintenance duties.

➤ Upcoming Special Events:

- Not planning any physical events at this time due to Covid-19, however the Department is currently working on potentially offering some on-line or virtual recreational programs.

➤ Capital Projects:

- Co-ordinating efforts with Associated Engineering and contractor Jen-Co on the approved curling rink project. Project is scheduled to be completed by June 23<sup>rd</sup>.

**Transportation Services:**

➤ Operational:

- Snow and ice removal at some street corners and back lanes
- Thawing catch basins and culverts, as required.
- Continual cross-training of staff in respect to operational equipment.
- On-going COVID-19 awareness and updates.
- Some intermittent sweeping of the highways and the downtown area, weather depended.
- Paying attention to annual drainage issues.
- Cutting and removing diseased trees in the Town's boulevard and pruning of trees.
- Camera two sewer connection lines that will require some repairs.

- House located at 5112 – 54 street was demolished as the property is currently titled to the Town.
- Preparing all equipment for Spring work.

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

Edward LeBlanc - C.A.O.