

### **AGENDA** REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL TUESDAY, JUNE 11, 2019 AT 5:30 P.M. IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

style

8. Reports - The Council Reports (a) Council Reports as of June 11, 2019 • Agricultural Society • Barrhead & District Twinning Committee C.A.O. Report (b) 9. Minutes (a) Barrhead & District Social Housing Association – April 24, 2019 (b) Barrhead & District Twinning Committee – June 3, 2019 Barrhead Regional Fire Service Committee – May 30, 2019 (c) 10. **Bylaws** Bylaw 06-2019, the Assessment Review Board Bylaw (a) Bylaw 07-2019, Emergency Management Bylaw (b) 11. Correspondence (a) Correspondence Items 12. For the Good of Council 13. **Tabled Items** 

In-Camera

Adjourn

There is no In-Camera

(a)

14.

15.

#### MINUTES OF THE REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL HELD TUESDAY, MAY 28, 2019, 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 and Mark Cappis, 97.9 The Range

**ABSENT** 

CALL TO

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

**AGENDA** The agenda was reviewed.

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

• 6(a) Traffic Lights on Mainstreet

• 7(f) North Edmonton Swim Club Request

• 8(a) Chamber Meeting Report

CARRIED UNANIMOUSLY

**WELCOMED** Mayor and Council welcomed Mr. Ed LeBlanc as the Town's new Chief Administrative

Officer.

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of May 14, 2019, were reviewed.

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of

May 14, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

PUBLIC HEARING BYLAW 04-2019, THE LAND USE AMENDMENT BYLAW

Moved by Cr. Penny to open the Public Hearing at 5:32 p.m.

There were no members of the public present. Mayor McKenzie provided a brief outline of the Public Hearing process.

Bylaw 04-2019 will rezone Plan 4272, Block B, Lot 2 from R2-Residential to C2-Highway Commercial.

Cheryl Callihoo, Director of Development & Legislative Services, advised that an advertisement was placed in the local paper as well as the Town Website as required under the MGA. To date the Town has not received any comments or concerns with regards to the re-districting.

159-19 Moved by Cr. Assaf that the Public Hearing be closed at 5:24 p.m.

**CARRIED UNANIMOUSLY** 

Moved by Cr. Klumph that Council give Bylaw 04-2019, the Land Use Bylaw

Amendment second reading.

CARRIED UNANIMOUSLY

Moved by Cr. Kluin that Council give Bylaw 04-2019, the Land Use Bylaw

Amendment third reading.

**CARRIED UNANIMOUSLY** 

## TUESDAY, MAY 28, 2019, REGULAR COUNCIL MINUTES Page 2 of 4

**DELEGATION** 

Mayor and Council welcomed Mr. Kerry McElroy of the Barrhead Cares Coalition at 5:36 p.m.

Mr. Kerry McElroy made a presentation on the Youth Development Assets Report.

Mr. Kerry McElroy discussed the youth survey conducted by the Barrhead Cares Coalition.

Council commended the Barrhead Cares Coalition Committee on a job well done in engaging our youth during the survey process.

Moved by Mayor McKenzie that Council accept the presentation on the Youth

Development Assets Report as information.

**CARRIED UNANIMOUSLY** 

**EXITED** Mayor and Council thanked Mr. Kerry McElroy for his presentation and he exited the

Chambers at 6:00 p.m.

#### MAINSTREET TRAFFIC

**LIGHTS** 

Cr. Assaf discussed concerns and comments he received regarding removing the traffic lights on mainstreet and suggested shutting them down temporarily before removing them permanently.

Discussion took place.

Cr. Kluin suggested a traffic study be done before taking the lights out.

Mayor McKenzie advised that he can supply research information as there are impact studies available regarding 4-Way Stops.

163-19

Moved by Cr. Assaf that Council delay the removal of the mainstreet traffic lights prior to the right study being done on the intersection.

**DEFEATED** 

IN FAVOR: Crs. T. Assaf and D. Kluin

OPPOSED: Mayor McKenzie, Crs.: R. Klumph,

S. Oswald, L. Penny and D. Smith

Cr. Smith suggested a cost estimate be obtained to replace the aging street lights.

Moved by Cr. Assaf to direct Administration to research a cost estimate on new traffic

lights on mainstreet.

**CARRIED UNANIMOUSLY** 

RECESSED

165-19 Moved by Cr. Smith to recess the meeting at 6:45 p.m.

**CARRIED UNANIMOUSLY** 

RECONVENED

Moved by Cr. Assaf to reconvene the meeting at 7:15 p.m.

CARRIED UNANIMOUSLY

REQUEST FOR A BEER GARDEN

The Rotary Club of Barrhead would like to host a Beer Garden in conjunction with the

June 8, 2019, Annual Street Festival, was reviewed.

Moved by Cr. Kluin that Council approve the request from the Rotary Club of Barrhead

to host a Beer Garden during the Annual Street Festival on June 8<sup>th</sup>, 2019, provided the Rotary Club obtains adequate insurance and the required supervision and security are

in place under the AGLC Guidelines.

**CARRIED UNANIMOUSLY** 

## TUESDAY, MAY 28, 2019, REGULAR COUNCIL MINUTES Page 3 of 4

#### PROGRAM KNOWN RISK PROTOCOL

Policy 26-12, Peace Officer Program Known Risk Protocol is being brought forward for approval.

Moved by Cr. Assaf that Council approve amended Policy 26-12, Peace Officer

Program Known Risk Protocol, as presented and forward a copy to the Alberta Justice

and Solicitor General's Office.

#### **CARRIED UNANIMOUSLY**

## POLICY 26-13, PEACE OFFICER COMMUNICATION SYSTEM

Policy 26-13, Peace Officer Communication System is being brought forward for approval.

169-19 Moved by Cr. Penny that Council approve Policy 26-13, Peace Officer Communication

System, as presented and forward a copy to the Alberta Justice and Solicitor General's

Office.

#### **CARRIED UNANIMOUSLY**

#### POLICY 72-002, THE RECREATION FACILITY RENTALS & RATES POLICY, SECTION C. TABLES & CHAIRS RENTALS

Amend Policy 72-002, Recreation Facility Rentals & Rates Policy, Section C. regarding the rental of tables and chairs is being brought forward for approval.

Moved by Cr. Oswald that Council approve Policy 72-002, the Recreation Facility

Rentals & Rates Policy, Section C. Tables & Chairs Rentals, as presented.

#### **CARRIED UNANIMOUSLY**

## BARRHEAD BOWLING ALLEY CONDITION ASSESSMENT

A proposal from Associated Engineering to conduct a complete building condition assessment of the Barrhead Bowling Alley, was reviewed.

Moved by Cr. Klumph that Council accept the proposal from Associated Engineering

dated May 22, 2019 to conduct a complete building condition assessment of the Barrhead Bowling Alley, at a cost of \$20,550.00 plus GST, to be funded from the

Bowling Alley Capital Reserve.

#### **CARRIED UNANIMOUSLY**

## NORTH EDMONTON SWIM CLUB

The North Edmonton Swim Club has requested hosting a Swim Meet in Town on Sunday, June 16, 2019, was reviewed.

The North Edmonton Swim Club has requested the donation of the Arena floor in conjunction with the Swim Meet.

Moved by Cr. Assaf that Council approve the request from the North Edmonton Swim Club to rent the Aquatics Centre for a June 16, 2019 Swim Meet and donate the rental

of the Agrena floor in the amount of \$800.00.

#### CARRIED UNANIMOUSLY

## REPORTS TO COUNCIL

The following Reports to Council as of May 28, 2019, were reviewed:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Library Board/Yellowhead Regional Library Board
- Chamber of Commerce

## Moved by Cr. Oswald that the following Reports to Council as of May 28, 2019, be accepted as information:

• Barrhead Cares Coalition

173-19

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- Barrhead & District Social Housing Association
- Library Board/Yellowhead Regional Library Board
- Chamber of Commerce

#### CARRIED UNANIMOUSLY

174-19 Moved by Cr. Kluin that the CAO Report be accepted as information.

CARRIED UNANIMOUSLY

## MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

• Barrhead & District Twinning Committee – May 13, 2019

175-19 Moved by Cr. Oswald that the Minutes to Council be accepted as information.

**CARRIED UNANIMOUSLY** 

#### BYLAW 05-2019, THE MUNICIPAL DEVELOPMENT PLAN

Bylaw 05-2019, the Municipal Development Plan Bylaw, was presented.

Cheryl Callihoo, Director of Development & Legislative Services stated that the Municipal Development Plan (MDP) has been updated in keeping with current Legislation.

176-19

Moved by Cr. Klumph that Council pass first reading to Bylaw 05-2019, being the Town's new Municipal Development Plan and further; Council establish a Public Hearing for Bylaw 05-2019 being the Town's new Municipal Development Plan for June 25, 2019 at 5:30 p.m. in the Town Council Chambers.

CARRIED UNANIMOUSLY

## FOR THE GOOD OF COUNCIL

Mayor McKenzie discussed Dr. Jeff Hankinson's visit to Barrhead Scotland.

- Cr. Kluin stated that the 4-H Achievement Day went very well, it was a great event.
- Cr. Oswald commended the Chariots Car Club for hosting the Antique Car Run.
- Cr. Klumph thanked the Town for their help during the Antique Car Club event.
- Cr. Penny thanked the Public Works for putting the blocks at the Agrena entrance.

#### **ADJOURN**

177-19 Moved by Cr. Smith that the Council Meeting be adjourned at 8:05 p.m.

**CARRIED UNANIMOUSLY** 

#### TOWN OF BARRHEAD

Mayor, David McKenz	zie
CAO, Edward LeBland	<u> </u>

Item No. 7(a)



## REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

Re: Western Provinces Hockey Association

#### 1.0 Purpose:

For Council to provide exclusive usage of two dressing rooms for a Junior A – Tier II team and to establish an ice time rental for daytime use.

#### 2.0 Background and Discussion:

The Western Provinces Hockey Association (WPHA) was announced on December 21, 2017 as the new 5<sup>th</sup> Canadian division of the Western States Hockey League (WSHL). The WPHA supports the WSHL mandate by striving to offer their athletes skill development and opportunities based on the needs of the player and the teams involved. The WPHA will operate in the northern regions of British Columbia, Alberta, and Saskatchewan. This spring the WPHA held its first ever league prospect camp in May at the River Cree Twin Rinks. There are five teams in Alberta - Hinton, Slave Lake, Edson, Cold Lake and River Cree and one in Meadow Lake, Saskatchewan. In addition there are currently 21 teams in the USA.

Representatives from the Western Provinces Hockey Association (WPHA) have contacted the Town of Barrhead to determine if there is any appetite to establish a Junior "A" club in our Town.

They have visited our facility and were very impressed to see what the Town of Barrhead had to offer. They however would like exclusive use of two dressing rooms with one being used as a coach's office, trainer's area and storage room. With this request, our facility would be reduced to a 4-dressing room arena down from 6. Having 4 dressing rooms is not uncommon in some arenas; minor sports

would need to schedule teams and events accordingly. It is anticipated that Minor Hockey would be inconvenienced by way of the proposed dressing room reassignment, but would greatly benefit should they choose to affiliate with the new Junior "A" team.

Ideally, home game would be Friday and Saturday evenings, and Sunday afternoons. They may have a few weekday games, or alternate site games, if absolutely necessary. The additional advertisement revenue generated by the WPHA team would require some further discussion with the Team.

Should WPHA place a team in Barrhead they would be seeking a liquor license in order to sell liquor at their games.

Representatives would like to know as soon as possible if a team would be welcomed in Barrhead, in order that a schedule could be completed by mid to late June for the upcoming hockey season. Our local arena stakeholders would also be notified quickly in order that their respective teams and associates regarding the potential reallocation of ice times.

#### 3.0 Alternatives:

3.1 To grant the request from Western Provinces Hockey Association to provide them with exclusive use of two dressing rooms at the Agrena for the 2019 – 2020 hockey season, and further;

To authorize a charge of \$80.00 per hour to Western Provinces Hockey Association for arena ice time between the available hours of 9:00 a.m. to 3:00 p.m. from Monday to Friday, and further;

To instruct Administration to negotiate an advertisement revenue schedule with the Western Provinces Hockey Association for the 2019-2020 hockey season, and report back to Council.

3.2 To deny the request from Western Provinces Hockey Association in providing them with exclusive use of two dressing rooms at the Agrena, for the 2019 – 2020 Hockey Season and further;

To authorize a charge of \$80.00 per hour to Western Provinces Hockey Association for agrena ice time between the available hours of 9:00 a.m. to 3:00 p.m. from Monday to Friday.

3.3 The receive this report relating to the request from the Western Provinces Hockey Association, as information and no further action to be taken.

#### 4.0 Financial Implications:

WPHA has not requested for any operational or capital contributions from the Town of Barrhead.

The Association would book 1.5 to 2 hours of our "dark" (unused) ice each weekday, usually in the early afternoon. They will require 30 dates for home games from late August through March.

Policy 72-002 established ice rental rates for Adult Skate at \$179.90 (GST included), but the Town does not have an ice rental rate for day time ice for a team such as this and therefore would need to establish one.

In comparing what the existing Alberta communities are charging their own WPHA's franchise, we discovered they charge approximately 45% of the actual game hourly rate for the practices.

Using the above noted formula, it would appear to be reasonable to charge \$80.00/hr (GST Included) for practices; generating an additional \$800.00 in revenue per week.

#### 5.0 <u>Interdepartmental Implications:</u>

Not applicable

#### 6.0 Senior Government Implications:

Not applicable

#### 7.0 Political/Public Implications:

Town Council may be seen as being proactive as there is a potential for 23 young adults to be billeted full time in our community, as well as a new source of revenue for the Agrena. These players are active in their respective community by seeking employment and volunteering both on and off the ice.

#### 8.0 Attachments:

- 8.1 WPHA and WSHL 2019-2020 Junior "A" Hockey Presentation
- 8.2 Letter from Mayor Marcel Michaels from the Town of Hinton dated January 16, 2018

#### 9.0 Recommendations

To grant the request from Western Provinces Hockey Association to provide them with exclusive use of two dressing rooms at the Agrena for the 2019 – 2020 hockey season, and further;

To authorize a charge of \$80.00 per hour to Western Provinces Hockey Association for arena ice time between the available hours of 9:00 a.m. to 3:00 p.m. from Monday to Friday.

To instruct Administration to negotiate an advertisement revenue schedule with the Western Provinces Hockey Association for the 2019-2020 hockey season, and report back to Council.

Edward LeBlanc CAO



## **COMPETITIVE ADVANTAGES**

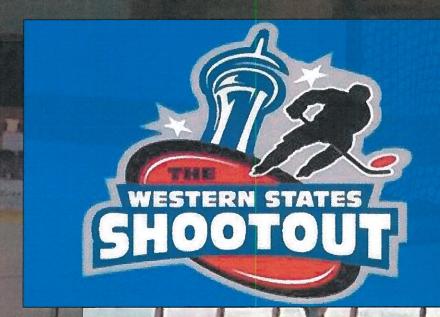
**WSHL Teams Allowed 14 Import Players** 

No Team Caps on 20 year old Players

300 Europeans and 100 Canadians playing in the WSHL

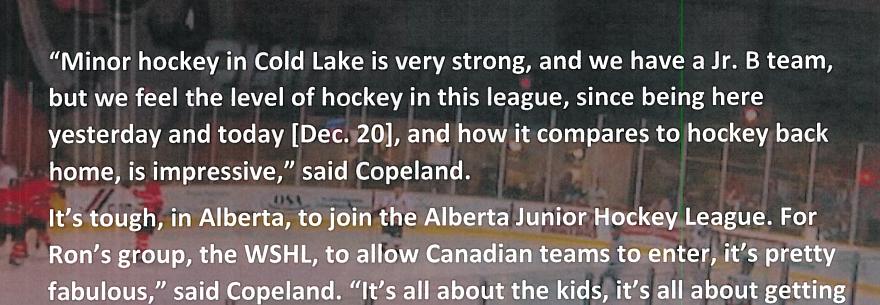
100 more Alberta kids playing in other leagues because there are not enough Midget AAA and Jr. A spots for high calibre players in the area.

of 250 players from the league went on to receive commitments from NCAA and ACHA Division 1-3 schools, Canadian and International universities, as well as the professional ranks.



The WSHL hosted the 2017
Showcase Tournament "Western
States Shootout" held annually in
Las Vegas, Nevada. The event had
all 23 teams and players in
attendance, as well as 111 college
scouts and recruiters.



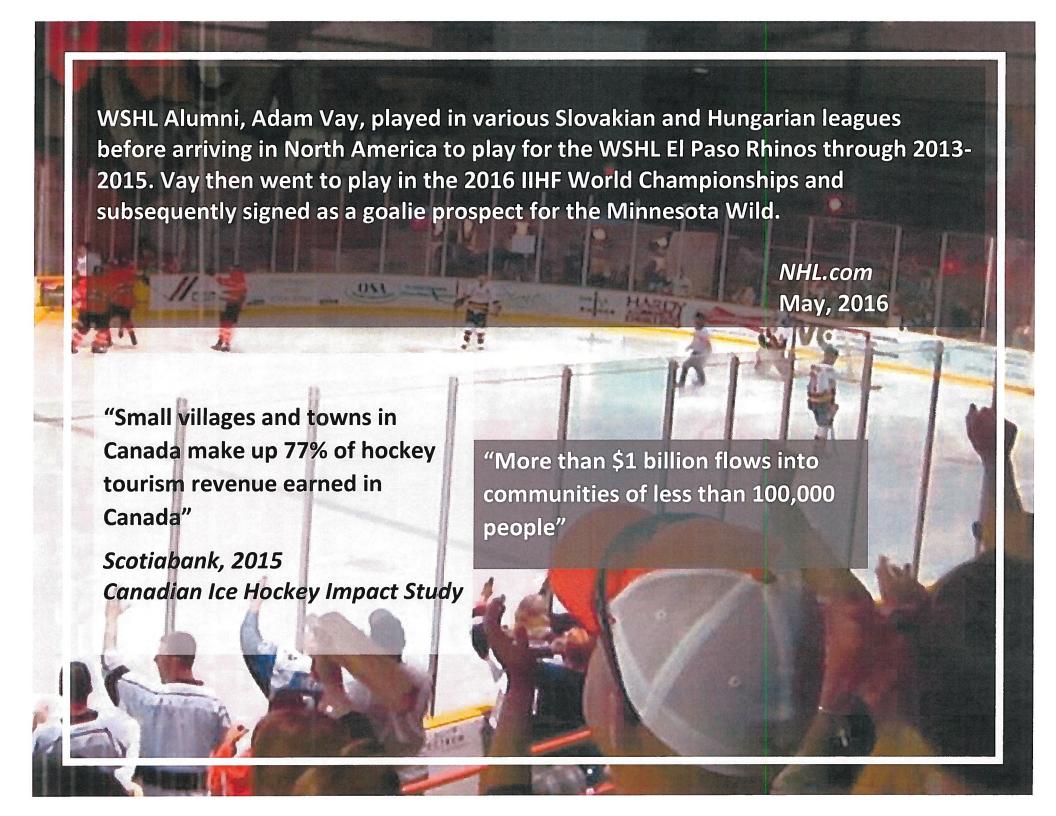


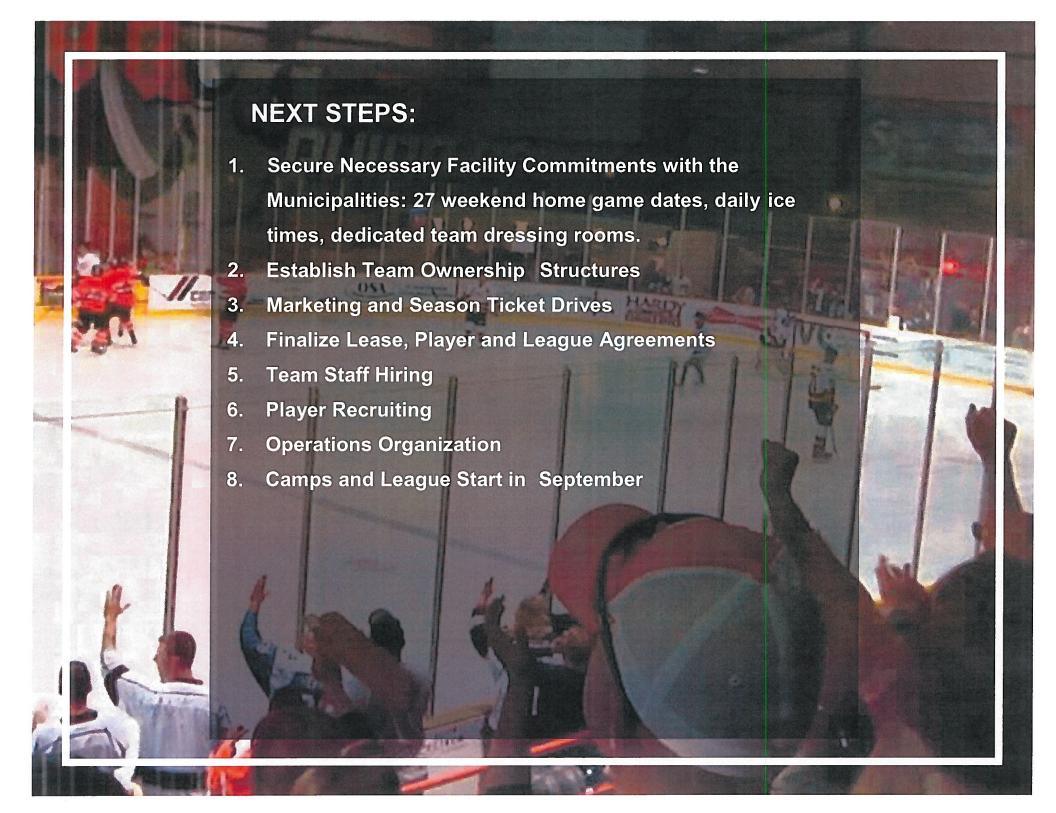
them the exposure to play college hockey. With more kids playing

hockey, if we can get kids into [colleges] in the United States, that's

Craig Copeland, Mayor – Cold Lake, Alberta
USA Junior Hockey Magazine
December, 2017

pretty fantastic."





# Aboriginal Player Development Program

- Player Recruitment Strategy
- Assist Players in Obtaining Athletic Development Grants
- Provide Players Off-Season Training and Residence Opportunities
- Promotion of Aboriginal Players (Not Counted as Import Players in US Leagues)
- Assist Aboriginal Players in Accessing US State Tuition Programs
- Provide Quality Platforms to Help Players Advance Athletic and Collegiate Goals



Tshenapeu Thirnish, Uashat First Nation

Plays for the Arizona Hawks in the WSHL



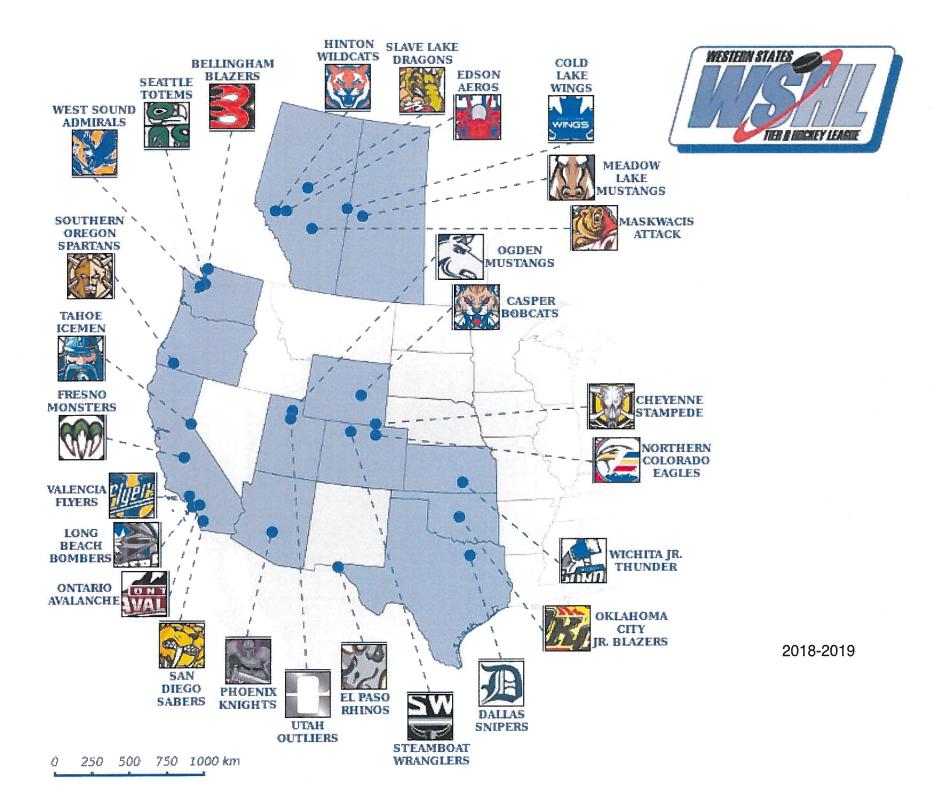


Isaiah Letendre, Loon Lake

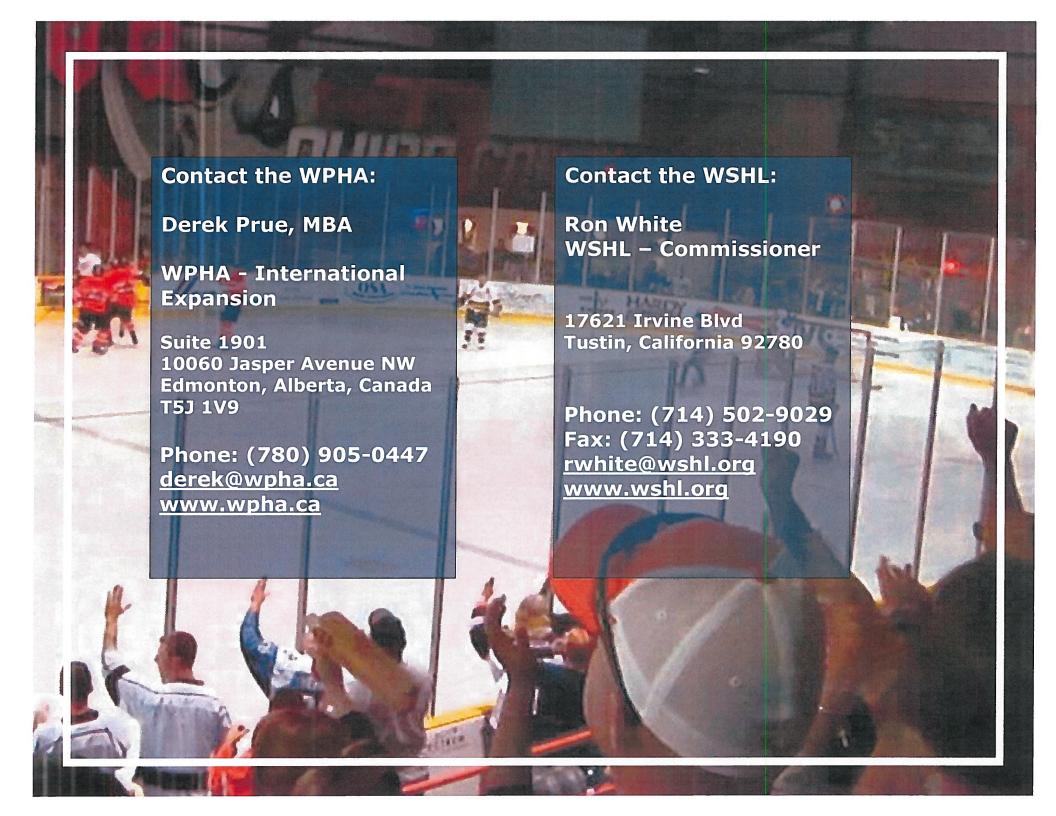
Played for the Vegas Storm in the WSHL

Bailey Daychief, Kainai Kaleb Manyfingers, Standoff

Play for the Fresno Monsters in the WSHL







## HINTON Affector January 16, 2018

#### TOWN OF HINTON

RE: HINTON WILDCATS, AND WELCOMING JR. A HOCKEY TO A COMMMUNITY

To Whom it May Concern,

I write to you to share my experience as the Mayor of Hinton, a community who has just welcomed Jr. A hockey into our facilities. It has been amazing to see the success of the Hinton Wildcats Jr. A Hockey Club, and the way the team, its players, and the league have become woven into the fabric of our community, in just a few short months.

The players are active in the community, volunteering both on and off the ice with local youth. They have been outstanding additions to our Town as a whole, and to their new billet family homes. So much so that I understand there is now a waiting list to host these young athletes.

The Wildcats, their games, and the players themselves are the buzz of the town. We have witnessed local media, businesses and residents take up the banner and become great supporters of the team. To hear the players we watch, here at home, have been scouted for the collegiate level at the recent showcase in Las Vegas (where about 70 Hinton fans were in attendance!) takes our little mountain team, and brings it into the world sporting stage. And with local players apart of the team, that provides a new venue for athletic pursuit here, keeping youth in the community instead of seeing our best leave to take their shot at greatness in larger centers

Please feel free to contact me at any time, should you have any questions at all, or wish to talk further about Jr. A hockey opportunities in your community.

p: 780.865.6005

f: 780.865.5706

e: mayor@hinton.ca

Kind Regards,

Mayor Marcel Michaels



## REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

**Re**: Rotary Campground Fees

#### 1.0 Purpose:

For Council to review and revise the existing Rotary Park Camping Fees.

#### 2.0 Background and Discussion:

In 2018 Council reviewed all users' fees in the Recreation Department and approved a 2% "across the board" increase.

With the noted 2% increase the revised camping rates are as follows:

<u>Description</u>	Previous Rate (GST included)	Current Rate (GST included)
Non-powered sites	20.00	21.40
Weekly Rate	120.00	122.40
Powered sites	25.00	25.50
Weekly Rate	150.00	153.00

Administration has noticed that customers have not been paying the extra \$.40 and \$.50 per night, partly as a result of our web page and signage not being updated to reflect the new rate prior to the opening of this season, and having loose change is sometimes not readily available.

#### 3.0 Alternatives:

3.1 To revise Policy 72-002 Section E.1.1. – Rotary Park Camping fees as follows:

Non-powered sites	20.00
Weekly Rate	120.00
Powered sites	25.00
Weekly Rate	150.00

- 3.2 To receive this report relating to the propose change to the existing Policy 72-002 Section E.1.1 Rotary Park Camping fees, as information and no further action to be taken.
- 3.3 To revise Policy 72-002 Section E.1.1. Rotary Park Camping fees as directed by Council.

#### 4.0 **Financial Implications:**

Should the rates be revised to the previous levels, the estimated loss of revenue would be approximately \$420.00.

#### 5.0 <u>Interdepartmental Implications:</u>

Not applicable

#### 6.0 <u>Senior Government Implications:</u>

Not applicable

#### 7.0 Political/Public Implications:

The revised rates may assist in the campground being more user friendly.

#### 8.0 Attachments:

Not applicable

#### 9.0 Recommendations

To revise Policy 72-002 Section E.1.1. – Rotary Park Camping fees as follows:

Non-powered sites	20.00
Weekly Rate	120.00

Powered sites 25.00 Weekly Rate 150.00

Edward LeBlanc CAO

Item No. 7(c)



## REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

**Re**: Town's Branding Initiative

#### 1.0 PURPOSE:

For Council to approve the successful proposal received in response to the Request for Proposal – 2019 Branding Initiative.

#### 2.0 BACKGROUND AND DISCUSSION:

The purpose of this branding project is to identify who we are and what defines us as a town in rural northern Alberta. Using an extensive public engagement and stakeholder strategy, the research and engagement conducted will lead to a clearly defined brand along with visual brand materials (logos) and long term brand strategy. This clearly defined brand strategy will improve the efficacy of marketing and communication efforts to investors, future residents, and existing local stakeholders in our region.

The Request For Proposal (RFP) was posted for approximately five weeks, and 29 qualifying proposals were received. The quality of the proposals is exceptionally high, with many world-class firms in contention. After thorough evaluations using the criteria outlined in the RFP, three proposals have risen to the top of the list.

#### 1. ION Brand Design

Vancouver based firm with excellent experience, strong methodology, and a solid understanding of the purpose of this project. The project manager is an Edmontonian. They are comfortable working with Albertans and have an understanding of Albertan culture.

"In the past two decades, Ion has specialized exclusively in place branding and brand activation for cities and communities. We especially enjoy working with

small towns such as Barrhead where we can make a significant impact in raising the bar for the community."

#### At A Glance

- Operating for 20+ years
- Place Branding Specialists
- Boutique Firm
- \$70,000.00 (GST excluded) includes all deliverables & travel

#### **Notable Projects**

- City of Selkirk
- Village of Anmore
- Sylvan Lake
- City of Lethbridge
- Williams Lake
- Saskatoon

#### 2. Lift Interactive & Story Engine

Edmonton based partnership. Lift does design, communications, and marketing. Story Engine specializes in public engagement and brand discovery. Story Engine's president hails from Stably, Alberta and is very comfortable with small rural towns and culture. They are a full-service agency that can support the deliverables of this project for many years to come.

"Story Engine and Lift Interactive are different. Like you, we have prairie roots and national ambition. Like you, we're in the business of understanding people and helping them achieve extraordinary things. We uncover and harness the meaning and emotion that is already the core of your place — at its best. We work with your citizens to develop a master narrative. Then we help you bring it to life, together."

#### At A Glance

- Operating for 15+ years
- Branding Identity Specialists
- Medium sized firm
- \$70,000.00 (GST excluded) includes all deliverables & travel

#### **Notable Projects**

- Wood Buffalo Economic Development
- Jasper Tourism
- 'Make Something Edmonton' campaign
- University of Alberta
- Edmonton Economic Development
- Rural Alberta Development Fund

#### 3. AM / FM

Edmonton based company that is focused on the public sector. They are a full-service agency who does brand work along with ongoing marketing and communications execution. The project manager hails from rural Glendon, Alberta.

"Competition for audience attention comes from all sources. Within the category of surrounding municipalities, we have observed many campaigns and messages. We like to use the exercise 'if you take off the logo, can you still tell

who it is?' or could it be any other municipality? AM/FM believes that the Barrhead brand will be successful if it comes from a strategic foundation and an understanding of the community, its people and government, as well as its past and future."

#### At A Glance

- Operating for 5 years
- Public Sector Focused
- Smaller sized firm
- \$68,000.00 (GST excluded) includes all deliverables & travel

#### **Notable Projects**

- City of Beaumont Transit & Waste campaigns
- Fort Sask Transit, Waste, Utilities, Tourism, & Heritage Campaigns
- City of Edmonton Waste
- Town of Ponoka
- Servus Place in St. Albert

#### 3.0 ALTERNATIVES:

- 3.1 That Council approves the proposal as submitted from ION Brand Design at a cost of \$70,000.00 (GST excluded) as it relates to the Request for Proposal 2019 Branding Initiative.
- 3.2 That Council approves the proposal as submitted from Lift Interactive & Story Engine at a cost of \$70,000.00 (GST excluded) as it relates to the Request for Proposal 2019 Branding Initiative.
- 3.3 That Council approves the proposal as submitted from AM / FM at a cost of \$68,000.00 (GST excluded) as it relates to the Request for Proposal 2019 Branding Initiative.
- 3.4 That Council instructs Administration to obtain additional information as it relates to the proposals received in response to the RFP 2019 Branding Initiative, as directed and report back at the next Council Meeting.

#### 4.0 FINANCIAL IMPLICATIONS:

In January of 2019, the Town successfully applied for the Alberta Tourism Growth & Innovation Fun (TGIF) grant to discover and formalize the Town's brand identity. This grant funds 75% of the cost of this project, reducing the contribution that Council had previously approved while simultaneously delivering a far superior project using an experienced firm.

The project's total budget is \$72,000; \$18,000 is provided by the Town and \$54,000 funded by the Province's TGIF program. An additional \$7,000 is held in reserve for potential expenses beyond the scope of the grant such as publication materials with the new visual identity.

#### 5.0 INTERDEPARTMENTAL IMPLICATIONS:

During this project, the successful firm will be connecting with different municipal departments for research purposes, as our municipal employees are part of our brand. Following the conclusion of the project, training sessions will be scheduled with key contacts within departments to ensure communication of brand elements and how they should incorporate the brand identity into their daily work activities.

#### 6.0 SENIOR GOVERNMENT IMPLICATIONS

Due to the Provincial grant funding, Administration will ensure proper accountability and reporting are comleted as outlined in the TGIF Grant Agreement.

#### 7.0 POLITICAL/PUBLIC IMPLICATIONS:

Continued and robust community engagement is a mandate of both the Province and the Town of Barrhead. This project allows citizens to share why they live here and what makes Barrhead home to them. This is a positive exercise in community unification, and the results of the research portion of this project will provide valuable information about our community, which will assist Council in future strategic decision making exercises.

#### 8.0 ATTACHMENTS

Not Applicable

#### 9.0 **RECOMMENDATIONS**:

That Council approves the proposal as submitted from ION Brand Design at a cost of \$70,000.00 (GST excluded) as it relates to the Request for Proposal – 2019 Branding Initiative.

Edward LeBlanc CAO

Item No. 7(d)



## REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

Re: 2019 ARPA Conference and Energize Workshop

#### 1.0 Purpose:

For Council to authorize some members of Council to attend the 2019 Alberta Recreation and Parks Association conference.

#### 2.0 Background and Discussion:

The Alberta Recreation and Parks Association recently announced their upcoming conference for this Fall and the following was found on their web-site:

This year the Alberta Recreation and Parks Association (ARPA) and the Alberta Therapeutic Recreation Association (ATRA) are coming together to co-host the 2019 ARPA Conference & Energize Workshop and ATRA Symposium. This Conference/Symposium will attract up to 600 delegates over three days of education, networking and connecting.

**Conference Theme:** Growing Recreation Together!

**Growing Recreation Together** is a fitting theme, as both organizations make it their mission to improve the health and quality of life of all Albertans. This is the first time the two organizations will collaborate on their primary professional development event, but past programs from the associations have shared common themes. Both ARPA and ATRA are excited to be able to learn and share from our respective leaders and members

The noted Conference will be held on October 24-26, 2019 at the Fairmont Chateau Lake Louis.

#### 3.0 Alternatives:

- 3.1 Council authorize individual members of Council to attend the annual Alberta Recreation and Parks Association annual conference to be held on October 24 26, 2019.
- 3.2 Council accepts this report relating to the upcoming annual Alberta Recreation and Parks Association annual conference to be held on October 24 26, 2019, as information.

#### 4.0 <u>Financial Implications:</u>

Rooms are available at the Fairmont Chateau Lake Louise for \$185.00/night plus applicable taxes or Lake Louise Inn for \$133.00/night

Administration was unable to confirm the registration fee for this year's conference, however the registration fee in 2018 was \$515.00/person.

#### 5.0 <u>Interdepartmental Implications:</u>

Senior staff along with staff from the Aquatics Centre would be attending this conference as well.

#### 6.0 Senior Government Implications:

Not applicable

#### 7.0 Political/Public Implications:

Should some of the Town's elected officials attend the noted conference, it would provide them with an opportunity to network with their fellow colleagues to discuss recreational issues, best practices along with on-going challenges of providing these types of services to their residents.

#### 8.0 Attachments:

None

#### 9.0 Recommendations

Council authorize individual members of Council to attend the annual Alberta Recreation and Parks Association annual conference to be held on October 24 – 26, 2019.

Edward LeBlanc CAO



## REQUEST FOR DECISION

**To**: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

Re: April 30, 2019 Monthly Bank Statement

#### 1.0 Purpose:

For Council to receive the April 30, 2019 Monthly Bank Statement, as information.

#### 2.0 Background and Discussion:

Not applicable.

#### 3.0 <u>Alternatives:</u>

3.1 To receive the April 30, 2019 Monthly Bank Statement, as information

#### 4.0 <u>Financial Implications:</u>

None

#### 5.0 <u>Interdepartmental Implications:</u>

Not applicable

#### 6.0 <u>Senior Government Implications:</u>

Not applicable

#### 7.0 Political/Public Implications:

Not applicable

#### 8.0 Attachments:

The April 30, 2019 Monthly Bank Statement.

### 9.0 Recommendations

To receive the April 30, 2019 Monthly Bank Statement, as information

Edward LeBlanc CAO

#### TOWN OF BARRHEAD MONTHLY BANK STATEMENT FOR MONTH ENDED APRIL 30, 2019

	ATB FINANCIAL	<b>SERVUS</b>	
PER TOWN OF BARRHEAD:	GENERAL ACCT	GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	2,326,803.41	2,496,967.41	1,183,051.51
Receipts	0.00	324,599.69	-,,
Direct Deposits	79,999.00	258,812.44	
Interest	5,577.69	4,475.91	
Loan Proceeds	0.00		
Transfers from/to Term Deposits	0.00	0.00	2,226.70
Cancelled Cheques	0.00	0.00	_,
CURTOTAL	2 412 200 10	2.004.055.45	1 105 050 01
SUBTOTAL	2,412,380.10	3,084,855.45	1,185,278.21
Disbursements	173.22	738,739.95	
Debentures/Interest	0.00	0.00	
School Requisition	0.00	0.00	
Transfers from/to General	2,226.70	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	161.50	
Postdated Cheques	0.00	0.00	
NET BALANCE AT END OF MONTH	2,409,980.18	2,345,954.00	1,185,278.21
**************	********	*******	* *****
PER BANK:			
Balance at end of month	2,410,916.51	2,332,987.35	1,185,278.21
Outstanding Deposits	0.00	150,348.26	
SUBTOTAL	2,410,916.51	2,483,335.61	1,185,278.21
Outstanding Cheques	936.33	137,381.61	
NET BALANCE AT END OF MONTH	2,409,980.18	2,345,954.00	1,185,278.21

## TERM DEPOSIT SUMMARY FOR MONTH ENDED APRIL 30, 2019

Financial <u>Institution</u>	Term <u>Amount</u>	Interest <u>Rate</u>	Term <u>Started</u>	Investment Details
Nova Scotia ATB Financial ATB Financial	100,000.00 1,000,000.00 85,278.21	2.15% 2.50%	February 11, 2019 March 5, 2019	90 day term deposit 38 day term deposit Interest On Term Account
Total	\$ 1,185,278.21			

#### COUNCIL REPORTS AS OF JUNE 11, 2019

Meeting (since last council)

Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	X
Barrhead Cares Coalition	Cr. Kluin	
Barrhead & District Social Housing Association	Cr. Penny	
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	
Barrhead Attraction & Retention Committee	Cr. Penny	
Barrhead Regional Airport Committee	Mayor McKenzie	
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	
Capital Region Assessment Services Commission	Cr. Penny	
Chamber of Commerce	Cr. Kluin	
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	
Economic Development Committee	Vacant	
Enhanced Policing School Resource Officer Committee	Cr. Oswald (Alt. Mayor McKenzie)	
Family & Community Support Services Society	Cr. Kluin and Cr. Penny	
Library Board/Yellowhead Regional Library Board	Cr. Klumph	
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)	
Regional Landfill Committee	Cr. Klumph and Cr. Penny	
Subdivision & Development Appeal Board	Cr. Penny	
Twinning Committee	Cr. Oswald	Χ



## C.A.O Report

To: Town Council

**Date:** June 11, 2019

#### Re: June 11, 2019 Council Meeting

➤ Attended the May 30<sup>th</sup> Regional Fire Committee

- ➤ On June 3<sup>rd</sup>, undertook a tour of the Town's Public Works and Utility Services' facilities with our Director.
- Scheduled a tour with our Community Peace Officer for June 7<sup>th</sup>
- ➤ On June 3<sup>rd</sup> met with representatives of the Seniors' Drop-In Centre along with two Town Directors, relating to the Centre's grant application for solar panels.
- > On June 4<sup>th</sup> met with the President of the Chambers of Commerce
- Along with Mayor McKenzie, attending the Mainstreet Merchant meeting on June 6<sup>th</sup>.
- ➤ Planning to attend the June 20<sup>th</sup> Chamber of Commerce luncheon

#### **General Administration Services:**

- > Staff continues to undertake the necessary training and the integration of the new financial system.
- ➤ As of June 6<sup>th</sup> the Town has collected 17% of the total 2019 municipal property levy of approximately 6.3 million dollars.

#### **Enforcement Services:**

- ➤ The Department currently has 22 open files under investigation:
  - Eleven Bylaw related issues
  - Seven traffic offences
  - Four animal control

➤ The Peace Officer continues to focus and the necessary follow-up on unsightly properties

# **Fire Protection Services:**

- Incidents from May 22 June 5
  - Three Vehicle accidents
  - Two Rubbish or grass fires
  - One Public service
  - One False alarms
  - One Smoke investigation
  - Total calls 8 with Total Man Hours of 35.65
- > Training
- Training for NFPA 1021 Level 1 was held on June 1<sup>st</sup>

# **Legislative and Development Services:**

- Public Hearing will be held on June 25<sup>th</sup> @ 5:30 p.m. in respect to the Town's new Municipal Development Plan.
- ➤ Lemonade Day is scheduled for June 22<sup>nd</sup>, seven Business Licenses have been applied for and processed.

#### **Recreation Services:**

- Associated Engineering to conduct the building assessment on the Bowling Alley building. The structural and environmental report on the Boardwalk should be received within the next two weeks.
- ➤ The Flea Market scheduled for June 22<sup>nd</sup> with an expectation of 12 to 15 vendors.
- Staff is planning to lay turf at the cemetery on newer graves and continue to do some required pruning.
- Summer programs start July 2; program booklets will be available during the week of June 10<sup>th</sup>.
- Staff continues to plan for the Canada Day celebrations.
- ➤ Water Gun Fight event is scheduled for June 14<sup>th</sup> at the Aquatics Centre

> Graduation ceremonies are scheduled for June 28th.

# **Transportation Services:**

- Operational
  - Staff has commenced on mowing large grass area
  - Sewer service dug and replaced on 52ave. due to a collapsed pipe
  - Excavate beaver dam and house along Walking Trail west of Mehden road
  - Staff cleaned catch basins and culvert ends for drainage
  - Haul out stock pile of excavation dirt from cemetery
  - Staff will place and pick up signs and barricades for street festival.
     June 8<sup>th</sup>.
- On-going projects
  - Crack sealing of streets has started
  - Hydrant flushing will start soon
  - Contractor has completed the desludging of the lagoons
  - Backfill new sidewalks and parking area at 45st also at Seniors' Drop-In Centre. Fence reinstalled.
  - Tree trimming and brushing of new growth.

Edward LeBlanc

C.A.O.

**Minutes** 

**BDSHA** Regular Board Meeting

April 24, 2019

# Barrhead & District Social Housing Association Minutes Regular Board Meeting – April 24, 2019

Members Present: Chairman Darrell Troock, Dale Kluin, Leslie Penny, Craig Wilson, Meertin

Zeldenrust

Members Absent:

Ken Killen

Staff Present:

Dorothy Clarke, Dorothy Waters

1.0 Darrell Troock called the meeting to order at 12:58 pm.

# 2.0 Approval of Agenda

#### Additions:

6.5 ASCHA Feedback

Craig Wilson moved to accept the Agenda of the April 24, 2019 Regular Board Meeting with the addition.

Carried Unanimously

# 3.0 Adoption of Minutes

3.1 Regular Board Meeting - March 6, 2019

Dale Kluin moved to accept the Minutes of the March 6, 2019 Regular Board Meeting.

Carried Unanimously

# 4.0 Reports

- 4.1 Facility Manager's Report by Tyler Batdorf Attached Hillcrest Lodge
  - Staff has spent a bit of time cleaning out the entire north section of the U-wing as well as the exterior of the building. The bus garage is empty and the small garden shed was moved by the maintenance garage behind Hillcrest. Many items from the rooms in the U-wing were salvaged for reuse. This area is now prepared for demolition.

#### Klondike Place

- A gas line on one of the boilers was repaired by maintenance.
- Maintenance will resume work on balcony repairs once warmer weather arrives.

#### Jubilee Manor

- Unit 409 has become vacant. The previous tenant caused significant damage to the unit and renovations were necessary. The cabinets were all damaged, so cabinets from the CAO's office were used and some new ones were built by maintenance. New flooring, countertops, paint, and a toilet were all installed as well.
- The dining room has undergone some changes. The dark red walls were painted to a lighter color. The support posts and beams around the

Initials: Chairperson CAO

Minutes

#### BDSHA Regular Board Meeting

April 24, 2019

exterior of the sitting area were all covered in wood. All of the lights in the high ceiling were also changed to flush LED fixtures.

#### Golden Crest Manor

 The fence around the garbage cans was removed to accommodate the new town garbage bin.

#### Pembina Court Manor

Some tenants expressed concern about the entrance to the back door.

# Swan Hills Community Housing

• BDSHA got a report that the back door to unit 102B had been kicked in. Maintenance travelled up to secure the building.

#### Other

- The roof anchors on both Pembina Court Manor and Golden Crest Manor were inspected by Heightworks.
- A bid package has been sent out for the inspection of the fire alarm, suppression and fire extinguishers in all manors and lodges.

Craig Wilson moved that management be allowed to make decision on fire suppression and fire extinguisher contracts.

Carried Unanimously

4.2 Chief Administrative Officer Report by Dorothy Clarke - Attached Administration

#### Vacancies

- 6 Community Housing Swan Hills
- 2 Community Housing Barrhead
- 1 Golden Crest bachelor suite

1 Jubilee Manor – bachelor suite is used by the Demolition Superintendent for approximately 2 months.

1 Hillcrest Lodge – large room (end of south u-wing) has been allotted for an office for Jen-Col there is limited space to place a management shack in the construction zone.

Dale Kluin moved to accept the Management Reports as presented.

Carried Unanimously

- 4.3 Cash as of March 31, 2019 Attached
- 4.4 GIC's Capital as of April 21, 2019 attached

Craig Wilson moved that Dorothy Schorr, CAO should transfer \$600,000 of money allocated to the Capital Fund from the TD Canada Trust chequing account to a 90-day GIC.

Carried Unanimously

- 4.5 2018 Lodge Actual (unaudited) Attached
- 4.6 2019 Lodge Income Statement as of March 31, 2019 Attached

Initials: Chairperson \_\_\_\_ CAO S

3.10

**Minutes** 

#### **BDSHA Regular Board Meeting**

April 24, 2019

4.7 2019 Self-Contained Income statement as of March 31, 2019 – Attached

Leslie Penny moved to accept the financial statements as submitted.

Carried Unanimously

4.8 Cheque Logs - March 2019 - Attached

Leslie Penny moved to accept the Cheque Logs as presented.

Carried Unanimously

- 5.0 Business Arising From Minutes
  - 5.1 2019 Requisition FYI
  - 5.2 Conditional Grant Amendment John and Gerald Fellowship FYI
  - 5.3 General Meetings

In Camera

Craig Wilson moved to go in camera at 1:43 p.m.

Carried Unanimously

Out of Camera

Craig Wilson moved to go out of camera at 1:52 p.m.

Carried Unanimously

Dale Kluin moved that the Board should complete the staff recognition during the New Lodge Open House presentation made Jen-Col and JMAA.

Carried Unanimously

Leslie Penny moved that a representative from Doyle & Company should be invited to the next Regular Board meeting to make a presentation to the Board regarding 2018 audited financial statements. After the presentation, the residents/tenants should be made aware that the financial statements were submitted to Alberta Seniors and Housing and are available for the public to review.

Carried Unanimously

- 6.0 New Business
  - 6.1 2019/2020 LAP Grant FYI
  - 6.2 Property across from Hillcrest Lodge Sunnyside Realty

Leslie Penny moved that Sunnyside Realty be contacted after May 1<sup>st</sup>, 2019 to enquire if the property is back on the market, if the property is still available an offer up to \$155,000 should be made from the Capital fund.

Carried Unanimously

6.3 Smoke Shack

Dale Kluin moved to proceed with smoke shack construction to a maximum of \$25,000 - funding should be taken from Lodge operating.

Carried Unanimously

Initials: Chairperson \_\_\_\_ CAO

3.1d

Minutes

# BDSHA Regular Board Meeting

April 24, 2019

- 6.4 Oak Tree Contact Les Farrants for ideas. Meertin to take all spruce after Jen-Col cuts them down.
- 6.5 ASCHA Feedback
  - U of C granny flat
  - get seniors engaged
  - sessions were good
  - should only be 2 days
  - new venue Enoch not good
- 7.0 Correspondence
  - 7.1 Housing Information with Phil
    - 2020-2022 HMB Business Plan due June 30, 2019
  - 7.2 Long Term Accommodation Rate Increase

Craig Wilson moved to accept correspondence for information.

Carried Unanimously

8.0 Date and Time of Regular Board Meeting

Tuesday, May 28, 2019 at 1:00 pm

9.0 In Camera

Dale Kluin moved to go in camera at 2:25 p.m.

Carried Unanimously

Out of Camera

Dale Kluin moved to go out of camera at 2:40 p.m.

Carried Unanimously

10.0 Adjournment

Dale Kluin moved to adjourn the meeting at 2:40 p.m.

Carried Unanimously

Signature: Darrell Troock, Chairperson	Date
Signature: Dorothy Schorr, CAO	May 28 2019

Initials: Chairperson \_\_\_\_ CAO

# BARRHEAD & DISTRICT TWINNING COMMITTEE MEETING HELD MONDAY, JUNE 3, 2019, AT 4:00 P.M. IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Chairperson Shelley Oswald, Elaine Dickie (entered at 4:10 p.m.), Lynn Down, Yvonne Harris,

Leah Jackson, Deb Schembri, Nadine Quedenbaum, Cr. Walter Preugschas, Cheryl Callihoo and

Gail Hove

**EXCUSED** Mayor David McKenzie

**EXCUSED** 

#### **CALL TO ORDER**

Chairperson Shelley Oswald called the meeting to order at 4:03 p.m.

# CONSIDERATION

OF AGENDA

The agenda was reviewed.

018-19 Moved by Deb Schembri that the Agenda be accepted with the following addition:

- 4(d) 2019 Japan Photo Contest
- 4(e) Thank you Advertisement
- 4(f) A/JTMA Meeting

CARRIED UNANIMOUSLY

# CONFIRMATION **OF MINUTES**

The Minutes of the Twinning Committee Meeting held May 13, 2019 were reviewed.

019-19 Moved by Cr. Walter Preugschas that the Minutes of the Twinning Committee Meeting held

May 13, 2019 be accepted as presented.

CARRIED UNAIMMOUSLY

# PRESENTATION BY

DR. JEFF HANKINSON

Chairperson Shelley Oswald welcomed Dr. Jeff Hankinson.

Dr. Hankinson did a presentation and slide show on his recent trip to Barrhead, Scotland.

**ENTERED** Elaine Dickie entered the Chambers at 4:10 p.m.

**EXITED** Chairperson Shelley Oswald and the Committee members thanked Dr. Jeff Hankinson for his

presentation and he moved to the Gallery at 4:20 p.m.

#### TWINNING HANDBOOK

Chairperson Shelley Oswald thanked Cr. Walter Preugschas for completing the draft guide for the Twinning Handbook. She stated that it will also include some quick phrases, current phone numbers of Committee Members will be added for the homestay families. We will designate a resource person to the homestay families.

**EXITED** Gail Hove exited the Chambers at 4:25 p.m. A/JTMA CONFERENCE BARRHEAD 2019 SEPTEMBER 20-21, 2019

Cheryl Callihoo designed a draft copy of the Conference flyer and requires additional information for the flyer.

Chairperson Shelley Oswald reviewed and advised that all speakers have been booked. She reviewed the Brochure and Conference Registration form, Cheryl Callihoo will update and resend it to Members for their review.

# 2019 JAPAN PHOTO CONTEST

Chairperson Shelley Oswald reviewed and advised that if anyone has photos they can send them in to the Consulate-General of Japan in Calgary.

# THANK YOU ADVERTISEMENT

Chairperson Shelley Oswald reviewed the "Thank you Ad" for our local newspaper.

#### A/JTMA MEETING

Deb Schembri stated the our Committee has received the \$1,000.00 cheque from the A/JTMA for the Twinning Conference.

#### **NEXT MEETING**

The next meeting of the Twinning Committee will be held Wednesday, July 3, 2019 at 4:00 p.m. in the Town of Barrhead Council Chambers.

#### **ADJOURN**

Moved by Lynn Down to adjourn the meeting at 5:05 p.m.

**CARRIED UNANIMOUSLY** 

# BARRHEAD REGIONAL FIRE SERVICES COMMITTEE MEETING HELD THURSDAY, MAY 30, 2019 IN THE EMERGENCY RESPONSE CENTRE

These minutes are unofficial until approved by the Committee.

PRESENT Crs.: Ty Assaf, Don Smith, Dennis Nanninga, Marvin Schatz, County

Member at Large Charles Clow

OTHERS Town C.A.O. Ed LeBlanc, County Manager Debbie Oyarzyn, Fire Chief

Gary Hove, Deputy Fire Chief Ted Amos, Secretary Stacey Lane

**ABSENT** Town Member at Large Les Goertz

**CALL TO** 

**ORDER** Cr. Smith called the meeting to order at 12:13 p.m.

**AGENDA** The agenda was reviewed.

01-19 Moved by Cr. Schatz that the Agenda be accepted with the following

additions:

• 4(g) Jr. Fire Fighters Program

• 4(h) Update on Provincial Fires

#### CARRIED UNANIMOUSLY

**FIRE MINUTES** Minutes of the Barrhead Fire Services Committee meeting held October 25,

2018, were presented.

02-19 Moved by Cr. Assaf that the Minutes of the Barrhead Fire Services

Committee meeting held October 25, 2018, be accepted as presented.

#### **CARRIED UNANIMOUSLY**

BARRHEAD FIRE SERVICE HIRING

**POLICY** Ed LeBlanc, Debbie Oyarzyn and Fire Chief Hove requested items 4(a), 4(b)

and 4(c) be tabled to the next meeting.

03-19 Moved by Cr. Smith that items 4(a), 4(b) and 4(c) be tabled to the next

meeting.

#### **CARRIED UNANIMOULSY**

REQUEST FOR PURCHASE

Fire Chief Hove reviewed the purchasing process for replacement of Engine

3, Fort Garry Crown Cab Fire Engine, and answered questions from the

Committee.

04-19 Moved by Charles Clow that Fire Chief Hove seek quotes for a replacement

Engine and bring them back to the Town and County Administrators with a

recommendation.

#### CARRIED UNANIMOUSLY

# TRAINING GROUNDS UPDATE

Fire Chief Hove updated the Committee on the development of the Training Grounds. He discussed how having the training grounds will be helpful with the training requirements needed.

Debby Oyarzun asked if a tour could be arranged for the Barrhead County Council so they can see everything that has been accomplished so far.

# NEW WATER TANKS FOR COMMAND

UNITS

Fire Chief Hove advised the Committee that they will be installing 60 Gallon water tanks on the two Command Units so they can start putting out fires before the Engine arrives on scene. The cost is included in the current Operating Budget.

# JR. FIRE FIGHTERS

Barrhead Cares conducted a survey at the school which brought up the question of having a Jr. Fire Fighter Program.

Fire Chief Hove discussed a similar program that is offered through Northwest College. He advised the Committee that the Town of Whitecourt tried a similar program so he would contact them to find out more information on their program.

05-19

Moved by Cr. Assaf that Fire Chief Hove research what a Jr. Fire Fighter Program would entail and bring it back to the Committee.

#### **CARRIED UNANIMOULSY**

# PROVINCIAL FIRE UPDATE

Fire Chief Hove and Deputy Chief Amos updated the Committee on the current fires around the Province and the threats to surrounding areas. Chief Hove discussed the process of how a Fire Ban and Fire Restriction is decided, advertised and enforced.

**NEXT** 

**MEETING** The next meeting will be at the call of the chair.

**ADJOURN** 

06-19 Moved by Cr. Nanninga that the meeting be adjourned at 1:05 p.m.

**CARRIED UNANIMOUSLY** 

Item No. 10(a)



# REQUEST FOR DECISION

**To**: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

**Re**: Bylaw 06-2019, the Assessment Review Board Bylaw

# 1.0 PURPOSE:

To have Council give first, second and third readings to Bylaw 06-2019, the Assessment Review Board Bylaw.

# 2.0 BACKGROUND AND DISCUSSION:

Bylaw 06-2019, the Assessment Review Board Bylaw has been revised in keeping with current legislation.

# 3.0 **ALTERNATIVES**:

- 3.1 That Council give Bylaw 06-2019, the Assessment Review Board Bylaw first, second and third readings and that Administration forward a copy to the Capital Regional Assessment Services Commission (CRASC) for their records.
- That Council instruct Administration to provide further information on Bylaw 06-2019, as directed and report back to the next Council Meeting.

# 4.0 FINANCIAL IMPLICATIONS:

Not Applicable

# 5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

# 6.0 SENIOR GOVERNMENT IMPLICATIONS:

Would be limited only when the Composite Assessment Review Board is involved with a particular appeal.

# 7.0 POLITICAL/PUBLIC IMPLICATIONS:

Council would be pleased that the proposed new bylaw would be in-line with the current provincial legislation.

# 8.0 ATTACHMENTS:

Bylaw 06-2019, the Assessment Review Board Bylaw

# 9.0 **RECOMMENDATION**:

That Council give Bylaw 06-2019, the Assessment Review Board Bylaw first, second and third readings and that Administration forward a copy to the Capital Regional Assessment Services Commission (CRASC) for their records.

Edward LeBlanc CAO

# **BYLAW 06-2019**

#### ASSESSMENT REVIEW BOARD BYLAW

BEING A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ONE OR MORE ASSESSMENT REVIEW BOARDS

**WHEREAS** Section 454 of the Municipal Government Act requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

**WHEREAS** Section 456 of the Municipal Government Act requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Town of Barrhead;

**NOW THEREFORE,** the Council for the Town of Barrhead, in the Province of Alberta, duly assembled enacts as follows:

#### 1. Definitions

In this Bylaw, unless the context otherwise requires, the following definitions apply;

- a) "Act" means the Municipal Government Act
- b) "Assessment Review Boards" (ARB) means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- c) "Clerk" means the designated officer appointed as clerk under Section 456 of the Municipal Government Act for the Town of Barrhead
- d) "Chair" means a person designated as Chair of the Assessment Review Boards under Section 454.1(2), 454.2(2) or 455(2)
- e) "Commission" means Capital Region Assessment Services Commission contracted by the Town of Barrhead to provide ARB administration services;
- f) "Composite Assessment Review Board" (CARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (2) of the Municipal Government Act;
- g) "Council" means the duly elected Council of the Town of Barrhead;
- h) "Local Assessment Review Board" (LARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (1) of the Municipal Government Act;
- i) "Member" means an individual who is appointed by Council to the Assessment Review Board.
- j) "Town" means the Town of Barrhead

# 2. Establishment of Boards

Council hereby establishes the following boards:

- a) Local Assessment Review Board; and
- b) Composite Assessment Review Board

# 3. Duties

The Assessment Review Boards shall carry out all duties and responsibilities as set out in the Municipal Government Act and its regulations.

# 4. Appointments of Board Members, Chair and Assessment Clerk

a) Annually Council will appoint the list of Commission members, the names of the Chair of the LARB and CARB and the name of the Clerk provided to the Town of Barrhead by the Commission.

- b) The term of office for an appointed member is one (1) year. The term of membership shall commence on the date of appointment by Council.
- c) On being appointed, the member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

# **Fees and Expenses**

a) Compensation payable to the Commission for its performance including Annual fees, Hearing fees, Panelist fees and Assessment Clerk fees will be outlined in a Memorandum of Agreement between the Commission and the Town.

#### Filing a Complaint 6.

- a) Upon receipt of an assessment complaint, the Town shall provide to the Commission a completed Assessment Review Board Complaint for and supporting documentation in a timely manner.
- b) complaint must be accompanied by the appropriate fees as established by Council.
- If the Assessment Review Boards make a decision in favour of the complaint, the filing fee will be refunded as per Section 481(2) of the MGA

#### 8. **Coming into Force and Repeal**

- a) Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
- repealed

b) Bylaw 2-2010 Estab	olish one	or more Assessment Review Boards is hereby
c) That this bylaw will	take effe	ect on the date of third and final reading.
Read a first time this	_day of _	, A.D., 2019.
		TOWN OF BARRHEAD
		Mayor, Dave McKenzie
		Chief Administrative Officer, Edward LeBland
Read a second time thisday of	_day of	, A.D., 2019.
		TOWN OF BARRHEAD
		Mayor, Dave McKenzie
		Chief Administrative Officer, Edward LeBland
Read a third time this and passed.	_ day of	, A.D., 2019

Mayor, Dave McKenzie	

TOWN OF BARRHEAD

Chief Administrative Officer, Edward LeBlanc

Item No. 10(b)



# **REQUEST FOR DECISION**

**To**: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

**Re**: Bylaw 07-2019, the Emergency Management Bylaw

# 1.0 PURPOSE:

To have Council give first, second and third readings to Bylaw 07-2019, the Emergency Management Bylaw.

# 2.0 BACKGROUND AND DISCUSSION:

Bylaw 07-2019, the Emergency Management Bylaw has been revised in keeping with current Emergency Management legislation.

# 3.0 <u>ALTERNATIVES:</u>

- 3.1 That Council give Bylaw 07-2019, the Emergency Management Bylaw first, second and third readings.
- That Council instruct Administration to provide further information on Bylaw 07-2019, as directed and report back to the next Council Meeting.

# 4.0 **FINANCIAL IMPLICATIONS:**

Not Applicable

# 5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

# 6.0 <u>SENIOR GOVERNMENT IMPLICATIONS:</u>

Provincial representatives would be involved in various emergency management exercises along with being available for guidance during an actual emergency.

# 7.0 POLITICAL/PUBLIC IMPLICATIONS:

Council would be pleased that the proposed new bylaw would be in-line with the current provincial legislation.

# 8.0 ATTACHMENTS:

Bylaw 07-2019, the Emergency Management Bylaw

# 9.0 **RECOMMENDATION:**

That Council give Bylaw 07-2019, the Emergency Management Bylaw first, second and third readings.

Edward LeBlanc CAO

# Bylaw 07-2019

# **Emergency Management Bylaw**

# A Bylaw of the Town of Barrhead in the Province of Alberta.

WHEREAS under the Emergency Management Act, Chapter E-6.8, Revised Statues of Alberta 2000, and amendments thereto, the Council for the Town of Barrhead may pass bylaws respecting emergency management; and

AND WHEREAS it is in the public interest that an agency to deal with matters relating to emergencies be established for the Town of Barrhead;

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

1. This Bylaw may be referred to as the Emergency Management Bylaw.

# 2. In this Bylaw:

- a) "Act" means the Emergency Management Act Chapter E-68, Revised Statutes of Alberta 2000.
- b) "CAO" means the Chief Administrative Officer of the Town of Barrhead
- c) "Council" means those persons who have been duly elected to the Council for the Town of Barrhead.
- d) "Director of Emergency Management (DEM)" means the Chief Administrative Officer or his designate.
- e) "Deputy Director of Emergency Management "means the individual appointed by resolution of Council who shall act as the Director in that persons' absence
- f) "Emergency Advisory Committee (EAC)" means the committee appointed and approved as per this bylaw.
- g) "Emergency Coordination Center (ECC)" means the site where civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event.
- h) "Emergency Management Agency (EMA)" means the agency established under this bylaw
- i) "Emergency" means any occasion or instance that warrants action to save lives and to protect property, public health, safety and the environment.
- j) "Minister" shall mean the Minister responsible for the act.
- k) "Municipal Emergency Management Plan (MEMP)" shall mean the plan prepared by the Town of Barrhead to coordinate response to an emergency event.

# 3. Emergency Management Agency (EMA)

- 3.1 There is hereby established a Municipal Emergency Management Agency to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew or terminate a state of local emergency.
- 3.2 The Emergency Management Agency shall be comprised of the following members, their designate or such other members as the chairperson determines:
  - a) Director of Emergency Management/CAO
  - b) Deputy Director of Emergency Management
  - c) Public Works Director
  - d) Recreation Director
  - e) Corporates Services Director
  - f) Development Director

- g) Communications Coordinator
- h) Fire Chief
- i) Peace Officer
- j) N.C.O. in charge RCMP
- 3.3 In addition to the members appointed in Section 3.2 other organizations may be invited by the Director of Emergency Management to nominate representatives to serve as members of the Agency:
  - a) Government Agencies
  - b) FCSS
  - c) Utility companies
  - d) Health agencies
  - e) Chamber of Commerce
  - f) Any agency or organization that, in the opinion of the Director may assist in the preparation or implementation of the Municipal Emergency Plan.
- 3.4. The Director of Emergency Management (DEM) shall:
  - a) act as Chair of the Emergency Management Agency (EMA)
  - b) ensure the preparation and co-ordination of the Municipal Emergency Plan and related plans and programs for the Town of Barrhead.
  - c) coordinate all emergency services and other resources used in an emergency.
  - d) act as the Emergency Coordination Center (ECC) Director should the municipal ECC be activated in relation to a real or imminent emergency, as defined in the MEMP.
  - e) ensure the submission of annual reporting to the Emergency Advisory Committee (EAC) on the status of all emergency management plans and programs.
- 3.5 The EMA shall meet annually or more frequently as determined by the Director of Emergency Management.
- 3.6 The DEM may consult with other stakeholders who can advise or assist the EMA in the preparation, coordination and/or implementation of any emergency management plans and programs, and to participate in meetings of the EMA or any subcommittee thereof.

# 4. Emergency Advisory Committee (EAC)

- 4.1 The Emergency Advisory Committee is hereby established for the Town within the meaning of the Act.
  - a) The EAC will consist of all members of Council.
  - b) 4 members of the EAC present at a meeting shall constitute a quorum of the committee
  - c) The EAC shall be chaired by the Mayor or in the absence of the Mayor by the Deputy Mayor.
  - d) The committee shall meet annually to review and advise on municipal emergency plans and programs.

# 5. State of Local Emergency (SOLE)

- 5.1 The committee may, at any time when it is satisfied that an emergency exists or may exist, make a declaration of a State of Local Emergency. The power to declare, terminate or renew a SOLE under the Act, is hereby delegated to the Mayor, or the Deputy Mayor in the absence of the Mayor
- 5.2 A declaration of a State of Local Emergency must identify the nature of the State of Local Emergency and the area of the Town in which it exists.
- 5.3 Cause the details of the declaration to be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration,

- 5.4 Forthwith forward a copy of the declaration to the Minister responsible for the Emergency Management Act of Alberta.
- 5.5 Renew or terminate the declaration within 7 days of making the declaration.
- 6. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
- 7. This bylaw shall come into full force and effect on the day of final passing thereof.
- 8. This bylaw hereby repeals and replaces bylaw 07-2011 and all amendments thereto .

  Read a first time this \_\_\_\_\_ day of \_\_\_\_\_\_, 2019.

  Dave McKenzie, Mayor

Edward LeBlanc, CAO

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_\_\_, 2019.

Dave McKenzie, Mayor

Edward LeBlanc, CAO

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2019 and passed.

Dave McKenzie, Mayor

Edward LeBlanc, CAO

Item No. 11(a)



# REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

**Date**: June 11, 2019

Re: Correspondence Items

Item # 1 From Lifesaving Society Alberta and Northwest Territories dated May 29, 2019 advising that the Town received the Anne Resek Swim for Life Recognition Award.

# **Background information:**

The Barrhead Regional Aquatics Centre was able to achieve this award by providing the Town along with surrounding communities with programs such as swim for life lessons, water safety theme swims, school lessons and home school lessons. Since our Facility has been open we have been able to train around 30 staff members in the swim for life instructor program which has also contributed to the amount of lesson we are able to offer.

The Town strives to prevent water related incidences in our community by following the Lifesaving Society mission statement - "To prevent drowning and water-related incidents for all Canadians by providing Lifesaving, Lifeguarding, Leadership Education, and Public Education".

The award was presented to the Town of Barrhead based on the number of individuals who successfully passed the various courses we offered.

#### Recommendation:

That the letter from Lifesaving Society Alberta and Northwest Territories Branch dated May 29, 2019 advising that the Town received the Anne Resek Swim for Life Recognition Award, be received as information.

**Item # 2** From Barrhead Pickleball dated May 30, 2019 requesting the development of an 8-Court Pickleball Facility on the current Skateboard Park.

#### Recommendation:

That the letter from the Barrhead Pickleball dated May 30, 2019 to develop an 8-Court Pickleball Facility on the current Skateboard Park, be received as information and instruct Administration to include this request for the 2020 Capital Budget deliberations.

**Item # 3** From Brian and Lois Schulz dated June 4, 2019 regarding an update on the erosion and remediate of the creek bank adjacent to their property.

#### Recommendation:

That the letter from Brian and Lois Schulz dated June 4, 2019 regarding an update on the erosion and remediate of the creek bank adjacent to their property, be received as information and instruct Administration to provide Brian and Lois Schulz with an update to their request.

**Item # 4** From Lifesaving Society Alberta and Northwest Territories Branch dated June 4, 2019, requesting the Town to proclaim July 21 – 27, 2019 as National Drowning Prevention Week.

# **Recommendation:**

The Council proclaim July 21 - 27, 2019 as National Drowning Prevention Week.

Edward LeBlanc CAO



Alberta and Northwest Territories Branch May 29, 2019

Town of Barrhead Box 4112 Barrhead, AB T7N 1A1

To whom it may concern,

The Lifesaving Society Alberta and Northwest Territories Branch is pleased to inform you that the Town of Barrhead has come in first place in 1 of our affiliate award categories. Congratulations on earning the following award:

Anne Resek Swim for Life Recognition Award

Your Lifesaving Society trained staff were instrumental in providing leadership, engaging individuals and inspiring inclusive participation in our education and training programs, ultimately contributing to the health and safety of the community.

The 2019 Annual General Meeting and Branch Recognition Event will be held on Friday June 14 at the Santa Maria Goretti Community Centre in Edmonton, Alberta at 1:00 – 4:00pm followed by a mix and mingle from 4:00 – 5:pm

Your response, by June 3, 2019 as to whether you are able to attend would be appreciated.

To RSVP to the Annual General Meeting and Branch Recognition Awards please <u>register</u> online.

Reg. Charity No. 11912 9021 RR0001 13123 – 156 Street Edmonton, Alberta TSV 1V2 Canada









2332 Highway 18, RR1 Barrhead, Alberta T7N 1N2

bhdpickleball@gmail.com 780-674-5412

Mr. Shallon Touet, Director of Parks and Recreation Town of Barrhead Barrhead, AB

May 30, 2019

Dear Shallon,

RE: Request for the Development of an 8-Court Pickleball Facility on the Current Skateboard Park

The Board of Directors of Barrhead Pickleball, at its meeting of May 29, 2019, again discussed the three potential sites for the development of permanent 6 to 8 court Pickleball facility in Barrhead: the current Skateboard Park (old tennis court), the Outdoor Ice Surface and a third, adjacent to the current Tennis Courts on Pembina Hills School Division property.

# Our preferred location is unanimously the current Skateboard Park (old Tennis Court).

We are writing to formally ask that you present our request for the development of <u>an eight-court Pickleball</u> <u>facility on the current Skateboard Park.</u> We are aware that the drainage in the area is poor and needs geological investigation.

Though the current surface would be in need of replacement, the Board of Directors felt, as did the three of you, that the advantages of this site outweigh those of the other two because:

- 1. Outdoor Rink Surface: Although the foundation is solid and this site would present the least additional cost to create the courts, it would imply a loss of the outdoor skating rink. Additionally, it represents inefficient use of space because of the elongated nature of the rink and would require more costly fencing and screening.
- 2. Pembina Hills School Yard (6 courts 2 additional courts plus the painting of the 3<sup>rd</sup> existing court): Approval would be required from the School Division, there are parking challenges and there is possible conflict (especially in the month of June) re use of the facility in daytime hours. Regarding the latter, we have already run into problems this year when we approached Barrhead Composite for permission to use the courts during school hours in June. Understandably June is their preferred month to play outside as it is ours.

Shallon Touet, Directors of Parks and Recreation May 30, 2019 Page 2

Once the investigation is done, we have comprehensive, in-depth reports from the City of Cold Lake which we think could serve as a prototype for our own development. I believe you have all this documentation on file. We would be happy to set up a committee to work with you to adapt it to Barrhead's needs.

I have been in touch with Denise Pollard of the City of Cold Lake who tells me that their project was completed in 2018. I will send you the photos she shared with me as an e-mail attachment.

Thanks so much for your help Shallon. We look forward to working with you.

Yours truly,

Marcia Moon, Chair Barrhead Pickleball

















#### **Edward LeBlanc**

From:

Brian Schulz <bdschulz@shaw.ca>

Sent:

June 4, 2019 8:51 AM

Edward LeBlanc

To: Subject:

Fwd: Brian's creek bank

Sent from my iPad

Begin forwarded message:

From: Brian Schulz < bdschulz@shaw.ca > Date: June 4, 2019 at 8:49:15 AM MDT

To: Vickery Kathy < kvickery2@barrhead.ca >

Subject: Brian's creek bank

June 4, 2019

#### Dear Town of Barrhead Council

I am writing to inquire of the status of my request to the Town of Barrhead, re. Creek bank erosion. Having purchased and built a home on my property at 5828-53 Ave , 27 years ago we have had no issues with our creek bank, we had planted a hedge, plants and various trees along the bank to create a root system that would strengthen the bank..

For over 25 years the system and the creek bank have endured, but the last two years the increase in water flow through the creek has destroyed the bank and taken away soil and trees that were protecting the bank.

I am aware of the increased water the town has directed through the storm sewer that now places more water passing past our property and the increase in mother natures outpouring. The issue is that as there is a curve and therefore a build up of water on the west side of the bridge the water flow pressure has the water coming out on the east side like a firehose spraying our bank. In consultation with your former Manager Mr. Martin Taylor, I am under the impression That your engineers have been brought in to look at this situation and hopefully there is something that the Town can do to stop this erosion and remediate our creek bank to its former status. Looking forward to your reply.

**Brian & Lois Schulz** 

# **Edward LeBlanc**

From:

Dave McKenzie

Sent:

June 6, 2019 3:09 PM

To:

Edward LeBlanc

Subject:

Fwd: NDPW Proclamation

Hi Ed,

Can we add this to a council agenda to get councils approval for me to make this proclamation.

Thanks

Dave

Dave McKenzie

Mayor

Town of Barrhead Cell: 780-305-9843

Email: dmckenzie@barrhead.ca

www.barrhead.ca

Barrhead...A

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

# Begin forwarded message:

From: Town < town@barrhead.ca > Date: June 5, 2019 at 8:59:22 AM MDT

To: Dave McKenzie < <a href="mailto:DMcKenzie@barrhead.ca">DMcKenzie@barrhead.ca</a>>

**Subject: FW: NDPW Proclamation** 

\*

Stacey Lane
Accounts Payable/Receivable
Town of Barrhead
Ph: 780-674-3301
Fax: 780-674-5648



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

From: Julianna Matson < Julianna M@lifesaving.org>

Sent: Tuesday, June 4, 2019 2:56 PM
To: Town < town@barrhead.ca >
Subject: NDPW Proclamation

Dear His Worship David McKenzie,

On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 21-27, 2019 as NATIONAL DROWNING PREVENTION WEEK in your Municipality.

The Lifesaving Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention.

Here is a link to the <u>proclamation template</u> as well as a <u>supporting letter</u> for your reference.

We would be truly grateful for your support in this important national education initiative.

If you have any questions, please don't hesitate to call me directly.

Warmest regards,

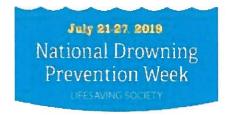
Julianna Matson, BSc Drowning Prevention Coordinator Lifesaving Society Alberta and Northwest Territories

13123-156 Street | Edmonton, AB | T5V 1V2 | Canada

Tel: 780 415 1755 | Fax: 780 427 9334

E-mail: juliannam@lifesaving.org | Web: www.lifesaving.org

#### **Canada's Drowning Prevention Charity**



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