



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, OCTOBER 22, 2019 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 – October 8, 2019
 - (b) Special Meeting Minutes – October 15, 2019
4. Public Hearings
 - (a) There is no Public Hearing
5. Delegations
 - (a) There is no Delegation
6. Old Business
 - (a) Policy 12-017, the Violence/Bullying/Harassment Procedure
7. New Business
 - (a) Barrhead Regional Fire Services, Policy 23-17-010
 - (b) Barrhead Regional Fire Services, Policy 23-17-011
 - (c) Barrhead Regional Fire Services, Appendix "B" to Policy 23-19-005

8. Reports - The Council Reports

(a) Council Reports as of October 22, 2019

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

9. Minutes

- (a) Barrhead & District Family & Community Support Services Society – September 19, 2019
- (b) Barrhead Regional Fire Services Committee – October 9, 2019

10. Bylaws

- (a) Subdivision and Development Appeal Board Bylaw 10-2019

11. Correspondence

- (a) Correspondence Items

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) Land – Pursuant to Section 16 (1)(b)(c)(i) of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, OCTOBER 8, 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, Cheryl Callihoo, Director of Development & Legislative Services and Kat Hueggenberg, Communications Coordinator

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.

313-19

Moved by Cr. Klumph that the agenda be accepted with the following addition:

- BARCC Report

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of October 1, 2019, were reviewed.

314-19

Moved by Cr. Assaf that the Minutes of the Town Council Regular Meeting of October 1, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Mr. Rod Roodenburg and Mr. Richard White from ION Brand Design at 5:30 p.m.

Mr. Roodenburg discussed with Council the branding process for the Town of Barrhead. He discussed the success of the workshops held over the summer and reviewed Stakeholder comments and concerns.

Mr. Roodenburg and Mr. White reviewed the SWOT Analysis with Council and presented tag line options for Council.

Council reviewed and discussed the options and the branding presentation.

EXITED

Mayor McKenzie and Council thanked Mr. Rod Roodenburg and Mr. Richard White for their presentation and they exited the Chambers at 7:01 p.m.

315-19

Moved by Cr. Assaf that Council accept the presentation of ION Brand Design as information and that Council approve Creative Direction #3 Moving Forward.

CARRIED UNANIMOUSLY

RECESSED

316-19

Moved by Cr. Penny to recess the meeting at 7:02 p.m.

CARRIED UNANIMOUSLY

RECONVENED

317-19

Moved by Cr. Assaf to reconvene the meeting at 7:30 p.m.

CARRIED UNANIMOUSLY

**POLICY 12-017, THE VIOLENCE/
BULLYING/HARASSMENT POLICY**

Policy 12-017, the Violence/Bullying/Harassment Policy is being brought forward for approval.

Ed LeBlanc, CAO reviewed with Council.

318-19 Moved by Cr. Penny that Council table Policy 12-017, the Violence/Bullying/Harassment Policy and instruct Administration to bring back to a future meeting of Council.

CARRIED UNANIMOUSLY

**BLUE HERON BOWLING
CONDITION ASSESSMENT**

A draft copy of the Blue Heron Bowling Alley Condition Assessment Report from Associated Engineering, was received.

319-19 Moved by Cr. Klumph that Council receive the draft copy of the Blue Heron Bowling Alley Condition Assessment Report dated September 2019 as information.

CARRIED UNANIMOUSLY

**BLUE HERON BOARDWALK
SITE ASSESSMENT REPORT**

A copy of the Blue Heron Boardwalk Site Assessment Summary Report, was received.

320-19 Moved by Cr. Klumph that Council accept the Blue Heron Boardwalk Site Assessment Summary Report dated August 22, 2019, as information and instruct Administration to proceed with the demolishing of the existing Boardwalk.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Report to Council as of October 8, 2019, were reviewed:

- BARCC Report
- CAO's Report

321-19 Moved by Cr. Smith that the following Reports to Council as of October 8, 2019, be accepted as information:

- BARCC Report
- CAO's Report

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Twinning Committee – September 11, 2019

322-19 Moved by Cr. Oswald that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 09-2019, THE SUBDIVISION
AUTHORITY BYLAW**

Bylaw 09-2019, the Subdivision Authority Bylaw, was presented.

323-19 Moved by Cr. Assaf that Council give Bylaw 09-2019, the Subdivision Authority Bylaw, first reading.

CARRIED UNANIMOUSLY

324-19 Moved by Cr. Oswald that Council give Bylaw 09-2019, the Subdivision Authority Bylaw, second reading.

CARRIED UNANIMOUSLY

325-19 Moved by Cr. Penny that Council give Bylaw 09-2019, the Subdivision Authority Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

326-19 Moved by Cr. Klumph that Council give Bylaw 09-2019, the Subdivision Authority Bylaw, third reading.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEM**

The following correspondence item was reviewed:

Letter from the Barrhead Bowling Association dated September 23, 2019 inviting the Town to their 40th Anniversary celebration scheduled for Saturday, November 2, 2019.

Cr. Penny and Cr. Kluin will attend the 40th Anniversary celebration.

327-19 Moved by Cr. Penny that Council accept the invitation to the 40th Anniversary of the Blue Heron Bowling Alley as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Mayor McKenzie congratulated the Communities in Bloom for the “5 Bloom Award”.

Cr. Penny enjoyed the home opener of the Barrhead Bombers hockey season.

ADJOURN

328-19 Moved by Cr. Penny that the Council Meeting be adjourned at 7:50 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

MINUTES
SPECIAL MEETING OF THE TOWN OF BARRHEAD
HELD TUESDAY, OCTOBER 15, 2019 AT 12:00 P.M. IN THE
COUNCIL CHAMBERS

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

Officials: Ed LeBlanc, CAO, Kathy Vickery, Director of Corporate Services and Gary Hove, Fire Chief

ABSENT Cr. S. Oswald

CALL TO ORDER Mayor McKenzie called the meeting to order at 12:18 p.m.

AGENDA The agenda was reviewed.

329-19 Moved by Cr. Assaf that the agenda be accepted as presented.
CARRIED UNANIMOUSLY

**PURCHASE OF NEW
FIRE UNIT**

Council discussed the purchase of a new fire unit.

330-19 Council accepts the recommendation from the Barrhead Regional Fire Services Committee to purchase a new fire unit from Fort Garry Fire Trucks at a cost of \$635,497.00 to be funded by the 2020 Municipal Sustainability Capital Grant.
CARRIED UNANIMOUSLY

331-19 Moved by Cr. Klumph that Council instruct Administration to submit an application under the Municipal Sustainability Program in the amount of \$645,200.00 for the purchase of a new fire unit
CARRIED UNANIMOUSLY

ADJOURN

332-19 Moved by Cr. Assaf that the Council Meeting be adjourned at 12:51 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 22, 2019

Re: Violence/Bullying/Harassment Policy

1.0 PURPOSE:

For Council to approve the revised Violence/Bullying/Harassment Procedure.

2.0 BACKGROUND AND DISCUSSION:

Council previously approved Policy 12-017 on the topic of violence, abuse and harassments with detailed procedures. The Town's Joint Health & Safety Committee reviewed the existing procedures and have suggested a number of changes.

The main changes are focused on the following:

- Enhanced definition section
- New section for roles and responsibilities
- New section on Policy Review statement

The revised procedure was presented to Council during the October 8th Council Meeting. After some deliberation in respect to the definition section, Council passed the following motion:

That Council table Policy 12-017, the Violence/Bullying/Harassment Policy and instruct Administration to bring back to a future meeting of Council.

(Reference: Resolution No. 318-19)

For Council's reference and convenience, attached is the revised policy with the suggested new wording seen in bold red print while the suggested deleted wording is seen with a strikethrough.

3.0 ALTERNATIVES:

3.1 Council approves the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, as presented.

3.2 Council instructs Administration to provide further information to the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, and to bring back the information at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The Violence/Bullying/Harassment Policy along with the overall Health and Safety Plan affects every municipal Department and staff member.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

A Health and Safety Plan is mandated by the Province.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

To ensure the Town's Health and Safety Plan is kept current to Provincial legislation.

8.0 ATTACHMENTS:

8.1 Current Policy 12-017

8.2 Proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017

9.0 RECOMMENDATIONS:

Council approves the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-017

EFFECTIVE: January 1, 2012

POLICY TITLE: VIOLENCE/ABUSE/HARASSMENT POLICY

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE: January 1, 2012

POLICY STATEMENT:

The Town of Barrhead believes in the prevention of abuse and promotes an abuse free environment in which all people respect one another and work together to achieve common goals. Any act of abuse committed by or against any employee, student, volunteer, client or member of the public is unacceptable conduct and will not be tolerated. It is mandatory that any instances of abuse be reported.

PURPOSE:

To prevent violence, abuse and harassment in the workplace.

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 12-017)
Violence/Bullying/Harassment Policy

Effective Date: January 1, 2012

Revised:

Abuse cited in this policy shall also comprise of violence, harassment and bullying.

1. Policy

- 1.1 The Town of Barrhead believes in the prevention of abuse and promotes an abuse free environment in which all people respect one another and work together to achieve common goals. Any act of abuse committed by or against any employee, student, volunteer, client or member of the public is unacceptable conduct and will not be tolerated. It is mandatory that any instances of abuse be reported.
- 1.2 The Town of Barrhead is committed to:
 - Investigating reported incidents of abuse in a prompt, objective and sensitive manner
 - Taking necessary corrective action
 - Providing appropriate support to victims
- 1.3 No individual shall be penalized in any way for making a complaint or giving evidence in an abuse investigation unless the information given is proven to be malicious and without foundation.

2. Definitions

2.1 **Bullying:** a conscious, willful, deliberate, repeated and hostile activity or behavior that may be marked by the intent to intimidate, offend, degrade, or humiliate a particular person or group. Bullying may include, but limited to the following:

- a) Verbal Bullying - name calling, put-downs, sarcasm, teasing, spreading rumors, religion, threats, making reference to one's culture, ethnicity, race, homophobic tendencies, (prejudiced behaviour against a person's actual or perceived gender identity or gender expression), **rude or stereotypical comments/reference about one's culture, ethnicity, sexual orientation,**

gender/gender identity/gender expression, race, and/or religion, or other unwanted comments.

- b) Social Bullying – exclusion, gossip, ganging up, mobbing, scapegoating, humiliation others, gestures or graffiti intended to put others down.
- c) Physical Bullying – hitting, poking, pinching, chasing shoving, coercing, damaging property, or destroying.
- d) Cyber Bullying – the use of technology to intimidate, put down or spread rumors about someone or supporting deliberate, hostile and hurtful behavior towards an individual or groups of individuals. It can occur within a peer group or between groups.

2.2 Discrimination: is treatment or consideration of, or making a distinction in favor of or against a person based on the group, class, or category to which the person is perceived to belong. This includes, but is not limited to, differential treatment or any action or policy having an adverse impact an individual or group of individuals based on Protected Grounds.

2.3 Harassment:

- a) Is a form of discrimination and includes any behavior or practice, including sexual harassment, which is deemed inappropriate by its adverse effect on an individual's employment, job performance or personal dignity.
- b) Includes, but is not limited to, unwelcome behavior, physical contact, comments, jokes, gestures, posters, articles or treatment in general that offends, demeans, or causes personal humiliation, or embarrassment regardless or the intent of the action.
- c) Harassment does not include consensual relationships, mutually welcome social invitations or interactions, or constructive feedback about work performance.

2.4 Protected Grounds: The Alberta Human Rights Act prohibits discrimination based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, gender identify, and gender expression.

2.5 Sexual Harassment:

- a) Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of sexual nature.
- b) Sexual Harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, request or demands of a sexual nature.

2.6 Violence: the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury or, a mental injury that results in a medically-diagnosed incapacity for that person to work. Violence may include but is not limited to the following:

- a) Stranger violence- when the individual is not known to the worker or the Town of Barrhead, or both.
- b) Worker to worker violence – when the incident involves two or more Town of Barrhead workers.
- c) Client or Customer to Worker Violence – when a customer or client becomes violent while interacting with a Town of Barrhead worker.
- d) Domestic Violence – is a pattern of coercive tactics, which can include physical, psychological, sexual, economic or emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

2.7 Worker: means a person engaged in an occupation, including a person who performs or supplies service for no monetary compensation for an organization or employer and for greater certainty includes a self-employed person, but does not include a student in learning activities conducted by or within an education institution for which no compensation is paid to the student.

3. Purpose

The purpose of this policy and procedures is to ensure that:

- Individuals are aware of the seriousness with which the Town of Barrhead views abuse
- Disciplinary and/or corrective action shall be imposed in the event of such confirmed behavior
- Individuals are advised of the assistance available to them and the recourse they may take should they believe they are subjected to, or become aware of situations involving abuse

4. Scope

This policy applies to all Town of Barrhead Workers in the following places:

- a) Town Buildings, Facilities, Sites, Offices or work environments
- b) Locations visited by workers while traveling on Town related business; including but not limited to conferences, meetings, vendor/supplier or customer sites, and
- c) Locations of work based social gatherings.

5. Confidentiality

Any individual to whom information concerning a complaint of abuse is entrusted, is to share such information on a “need to know” basis, and otherwise to maintain strict confidentiality regarding such information.

It is the responsibility of any individual who becomes aware of an incident of abuse not to disclose details of the incident to any third party without prior consultation with the victim.

6. Roles and Responsibilities

6.1 Worker

Each worker has a responsibility to ensure that their work environment is safe and secure. Workers must report any violent acts occurring or that may occur in the workplace, including threats and warning signs of violent behavior. Workers must immediately inform their supervisor if they:

- a) have been threatened
- b) have been subjected to a violent act, bullying or harassment at work or during the course of their work
- c) have witnessed a threat or violent act, bullying or harassment against or by a worker.
- d) Have reason to believe that they, another worker, a member of the public or Town property may become the target of violence, bullying or harassment.

Workers who do not feel comfortable reporting the situation to their supervisor can report directly to any supervisor, their health and safety representative, or committee member. If a situation presents an imminent threat to a worker’s safety, a worker must call 9-1-1 and ask for assistance from the RCMP.

Workers must refrain from causing or participating in harassment or violence.

6.2 Supervisors & Managers

Supervisors must, as far as reasonably practicable, ensure workers under the supervisor's supervision are not subject to harassment or violence at work site.

Incidents of Violence, Bullying and harassment shall be reported by the Supervisor or Manager, or both to the Chief Administrative Officer to ensure an effective investigation takes place and an appropriate response is developed.

6.3 **Chief Administrative Officer**

6.3.1 The C.A.O. in consultation with the Department Head will determine the appropriate person responsible for conducting the investigation as each case must be determined on its own merit.

6.3.2 Facts and circumstances will be investigated using the following procedure:

- Interviewing the complainant and the alleged offender individually as soon as possible
- Interviewing any witness individually and upholding confidentiality at all costs
- Documenting the findings accurately and completely
- Documentation surrounding the investigations of abuse will constitute part of an employee's personnel file but will be placed in a sealed envelope at the conclusion of investigation.
- Stating an opinion as to the validity of the complaint
- Making recommendations for disposition of the complaint following legal consultation if required

6.3.3 In the event the complaint is justified, appropriate action will be taken.

6.3.4 Within two weeks of receiving the complaint, the supervisor will complete the "Worksite Abuse Supervisor's Report" form and submit it to the Chief Administrative Officer, outlining how the incident was resolved. Any employee who has filed a complaint of abuse is to be free from intimidation, coercion, dismissal, or threats of any kind against them. Any incidents of retaliation against an employee are to be reported immediately to the C.A.O. Disciplinary action will apply for acts of retaliation against an employee who has made a complaint.

6.3.5 At any time during the above process, or if the behavior continues or corrective action is not taken to the satisfaction of the employee, the individual may file a complaint with the Alberta Human Rights

7. **Complaint Procedure for worker**

- 7.1 An employee who believes he/she has been the subject of abuse of any kind has a responsibility to make their objections clearly known to the offender directly, or with the assistance of a third party. The employee may contact their

immediate supervisor, co-worker or safety officer for assistance. The employee shall document this meeting and the witness signs it.

- 7.2 The Town of Barrhead “Worksite Abuse Complainant’s Report” form should be utilized to report incidents of abuse. The form is to be submitted to the immediate supervisor. The complainant must make a careful written record of any incident, noting the date and time, nature of the behavior, and the names of any persons who witnessed the behavior. Issues will be dealt with in a confidential manner. In the event the alleged abuser is the immediate supervisor, the employee shall submit the completed form to the supervisor’s manager.
- 7.3 If the abuse continues, the complainant may contact the C.A.O. Documentation must follow.
- 7.4 At any time during the above process, or if the behavior continues or corrective action is not taken to the satisfaction of the employee, the individual may file a complaint with the Alberta Human Rights Commission, Alberta Human Resources and Development or the RCMP.

8. Consequences of non-compliance

Workers failing to adhere to the items contained in this policy shall be subject to discipline or appropriate action. What appropriate action shall depend on the circumstances of the incident and may range from, but not be limited to, warnings and suspensions, up to and including dismissal. Incidence may also be referred to the RCMP for investigation.

The Town of Barrhead shall take appropriate action to ensure a safe workplace. Contractors, suppliers, volunteers, and members of the public exhibiting violence, bullying or harassment towards our employees will be subject to discontinuation of business with the individuals or organizations, issuance of trespass notices or the matter being referred the RCMP.

9. Policy Review Statement

This policy shall be reviewed within 3 years, after an incident of Violence or Harassment occurs or JHSC recommends a review. Review will be by the JHSC and/or others and submit changes through the CAO for approval.

References

Alberta Occupational Health and Safety Code Section 27

Violence and harassment in the Alberta workplace resource publication



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 22, 2019

Re: Policy 23-17-010 BRFS Hiring

1.0 PURPOSE:

For Council to approve the revised Barrhead Regional Fire Services Hiring – Policy 23-17-010.

2.0 BACKGROUND AND DISCUSSION:

During the October 9, 2019 Barrhead Regional Fire Services Committee meeting, the Committee reviewed potential amendments to existing policies.

After a brief discussion, the Committee passed the following motion:

That Policy 23-17-010, Barrhead Fire Service Hiring Policy be approved as presented.

(Reference: Resolution No. 09-19)

For Council's reference and convenience, attached is the revised policy with the suggested new wording shown in bold red print while the suggested deleted wording is shown with a strikethrough.

3.0 ALTERNATIVES:

- 3.1 Council approves the revised Barrhead Regional Fire Services Hiring – Policy 23-17-010, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed revised Barrhead Regional Fire Services Hiring – Policy 23-17-010, and to bring back the information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The noted policy is limited to the regional Fire Department services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

To ensure the Town's Regional Fire Services' policies are kept current.

8.0 ATTACHMENTS:

8.1 Proposed revised Barrhead Regional Fire Services Hiring – Policy 23-17-010.

9.0 RECOMMENDATIONS:

Council approves the revised Barrhead Regional Fire Services Hiring – Policy 23-17-010, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

Barrhead Regional Fire Services Hiring Requirement

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

POLICY STATEMENT

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

REASON FOR POLICY

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

Recruitment/ Hiring Process

Application

~~The application must be completed to start the hiring process.~~ Applicants must be initiated by department supervisors, (Chief, Deputy Chief or Captain) The application should include the following:

- Application form
- Criminal record check with vulnerable sector
- Child welfare check
- 3 year Drivers abstract

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

Interview

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

The 6 week orientation is also an informal interview to expose the candidate to the membership to evaluate for final hiring to recruit. This is evaluated on the candidate evaluation form.

Minimum requirements to be considered for acceptance:

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

Hiring of New Recruit

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

Candidates may be hired on a conditional acceptance. Applicants must complete all records checks not previous completed. ~~Failure to do so in a timely manner will result in the recruit being suspended from responding until all checks are completed.~~

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

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

~~The Fire Chief will ensure this policy is adhered to and updated and reviewed as needed. All staff will ensure this policy is adhered to and incidents requiring the use of this policy are identified and reported immediately to the Fire Chief's office. All staff will review and ensure understanding of this policy annually.~~



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 22, 2019

Re: Policy 23-17-011 BRFS

1.0 PURPOSE:

For Council to approve the revised Barrhead Regional Fire Services Surveillance System – Policy 23-17-011.

2.0 BACKGROUND AND DISCUSSION:

During the October 9, 2019 Barrhead Regional Fire Services Committee meeting, the Committee reviewed potential amendments to existing policies.

After a brief discussion, the Committee passed the following motion:

That Policy 23-17-011, Surveillance Policy be approved as presented.

(Reference: Resolution No. 11-19)

For Council's reference and convenience, attached is the revised policy with the suggested new wording shown in bold red print while the suggested deleted wording is shown with a strikethrough.

3.0 ALTERNATIVES:

- 3.1 Council approves the revised Barrhead Regional Fire Services Surveillance System – Policy 23-17-011, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed revised Barrhead Regional Fire Services Surveillance System – Policy 23-17-011 and to bring back the information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The noted policy is limited to the regional Fire Department services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

To ensure the Town's Regional Fire Services' policies are kept current.

8.0 ATTACHMENTS:

8.1 Proposed revised Barrhead Regional Fire Services Surveillance System Policy 23-17-011.

9.0 RECOMMENDATIONS:

Council approves the revised Barrhead Regional Fire Services Surveillance System – Policy 23-17-011, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

Barrhead **Regional Fire Services Surveillance System Policy**

POLICY NO:	23-17-011	APPROVAL DATE:	
TITLE:	B R FS Surveillance System	REVISION DATE:	
SECTION:	23-Fire		
DEPARTMENT:	Fire Department		

POLICY STATEMENT

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

REASON FOR POLICY

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

RELATED INFORMATION

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

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

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

(paragraph below was unbolded)

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

ACCESSES TO SYSTEM

- The Fire Chief and/or designate will be the only ones with access to surveillance system at the emergency response center and the grounds surrounding it.
- Viewing of surveillance recording will only be done when suspicious activity has been reported or damage has occurred without resolution. Surveillance recordings are not intended to be viewed to supervise or watch staff or public without cause to do so.
- The Fire Chief and/or designate will ensure immediately on notification of an incident involving a mobile unit recording device, that the memory card will be removed and a new card replaced until the incidents recordings can be removed and stored.
- All video used for the facility and mobile equipment for an incident will be removed and stored on the server for a minimum of ~~6~~ **six** years.
- All video will be stored in a secure file on the fire department server for a minimum of six years
- ~~• All video requested by RCMP for an ongoing investigation will be given a copy and a copy will be held and stored in a secure file on the fire department server for a minimum of six years.~~
- **CAOs will be notified if RCMP have requested and have been given a file, a copy will be made available to the CAOs.**
- Any identification of criminal activity recorded by surveillance equipment will be brought to the attention of the RCMP.

ALL OTHER REQUESTS WILL BE DENIED UNLESS SUBPOENAED AND WILL BE RELEASED ONLY AFTER CONSULTATION WITH MUNICIPALITY'S LEGAL COUNSEL.

LOCATIONS OF CAMERAS

Cameras will be installed in the following area:

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

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

RESPONSIBILITIES

The Fire Chief will ensure this policy is adhered to and updated and reviewed as needed. All staff will ensure this policy is adhered to and incidents requiring the use of this policy are identified and reported immediately to the Fire Chief. All staff will review and ensure understanding of this policy annually.



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 22, 2019

Re: Appendix "B" - Policy 23-19-005 BRFS

1.0 PURPOSE:

For Council to approve the revised Appendix "B" to the Barrhead Regional Fire Services Training Requirements – Policy 23-19-005.

2.0 BACKGROUND AND DISCUSSION:

During the October 9, 2019 Barrhead Regional Fire Services Committee meeting, the Committee reviewed potential amendments to existing policies.

After a brief discussion, the Committee passed the following motion:

That Policy 23-19-005, Training Requirements Policy be approved as presented.

(Reference: Resolution No. 10-19)

For Council's reference and convenience, attached is the revised Appendix "B" with the suggested new wording shown in bold red print while the suggested deleted wording is shown with a strikethrough.

The wording highlighted in yellow represents training requirements or a position that was moved from one fire fighter classification to another.

3.0 ALTERNATIVES:

3.1 Council approves the revised Appendix "B" to the Barrhead Regional Fire Services Training Requirements – Policy 23-19-005, as presented.

3.2 Council instructs Administration to provide further information to the proposed revised Appendix "B" to the Barrhead Regional Fire Services Training Requirements – Policy 23-19-005 and to bring back the information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The noted Appendix to the existing policy is limited to the regional Fire Department services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

To ensure the Town's Regional Fire Services' policies are kept current.

8.0 ATTACHMENTS:

8.1 Proposed revised Appendix "B" to the Barrhead Regional Fire Services Training Requirements Policy 23-19-005.

9.0 RECOMMENDATIONS:

Council approves the revised Appendix "B" to the Barrhead Regional Fire Services Training Requirements – Policy 23-19-005, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

Appendix “B” Policy 23-19-005

Barrhead Regional Fire Services Training Requirements

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

Recruit/Probation

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

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

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

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

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

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

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

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

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

- NFPA 1021 Level 1
(Or equivalent signed off by Deputy Fire Chief or Chief)

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

- BSCO
- 1021 Level 2 or 1041 level 2

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

~~This Department Policy supersedes all other policies pertaining to training requirements for pay increase as authorized by the Regional Fire Chief.~~
Revised January 24, 2019

**COUNCIL REPORTS
AS OF OCTOBER 22, 2019**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	_____
Barrhead Cares Coalition	Cr. Kluin	<u> X </u>
Barrhead & District Social Housing Association	Cr. Penny	<u> X </u>
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	<u> X </u>
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	<u> X </u>
Library Board/Yellowhead Regional Library Board	Cr. Klumph	<u> X </u>
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	_____

APPROVED
Oct 17, 2019

**Barrhead & District Family & Community
Support Services Society
Regular Board Meeting September 19, 2019–9:30 a.m.
Barrhead FCSS Building**

Finance Committee Meeting held at 9:00 a.m.

Present:

Randy Hindy, Chairperson
Shelly Dewsnap – Executive Director
Carol Lee & Debbie White- Recording Secretary
Jane Wakeford – Vice Chair
John Szwec, Secretary/Treasurer
Leslie Penny Marvin Schatz Dausen Kluin
Ron Kleinfeldt Marsha Smith arrived late at 10:00 a.m.
Sharen Veenstra Mark Oberg

Absent:

Vicki Kremp Sally Littke Shelly Bye

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:49 a.m. by Randy Hindy

2) Acceptance of Agenda – Additions/Deletions

36-19 Moved by Ron Kleinfeldt to accept the Agenda with the following additions: New Business 5c) Volunteer Appreciation Committee and 5d) Correspondence – Letter to the Board. Motion seconded by Mark Oberg.

Carried

3) Items for Approval

a) Minutes of the regular Board meeting of the Barrhead & District FCSS, June 20, 2019.

37-19 Moved by Jane Wakeford to accept the minutes of the Regular Board meeting of June 20, 2019, seconded by Sharen Veenstra.

Carried

b) Financial Statements

41-19 Moved by Ron Kleinfeldt to accept the General Account, Community Account and Casino Account Financial Statements for the period ending on June 30, July 31 & August 31, 2019, as presented. The motion was seconded by Dausen Kluin.

Carried

38-19 Leslie Penny moved to take \$7,000.00 from undesignated fund and put in the School Lunch Program Account. Motions seconded by John Szwec,

Carried

39-19 Marvin Schatz moved to increase the travel expense for mileage from \$.50 to \$.55 and supper meal expenses from \$21.25 to \$25.00 for staff and board members. Motion seconded by John Szwec.

Carried

40-19 Marvin Schatz moved to reinvest the \$100,000.00 GIC from the Community Account for a 30 – 90 day period and reinvest the \$100,000.00 from the General Account in to another 30 – 90 day investment.. Motion seconded by John Szwec.
Carried

4) Staff Presentation: Ros Rudd – Community & Volunteer Coordinator

Ros introduced Barb Strand who volunteers with FCSS. Barb takes pictures at different FCSS events and took one at a Thrive-Walk a Mile Fundraiser. Barb entered the picture in the retired teacher's photo contest and won 3rd place. Barb had the photo framed and passed it around for the Board members to view. The Board applauded Barb on her accomplishment!

Ros works 2.5 days a week and shared highlights of her programs: Compass, Food Bank, New Comers, Communities in Bloom, Volunteer Appreciation, Blue Suede Festival, Mentors, Coats for Families and Santa's Toy Box (see attached). Ros organizes the people who come to us with Community Service hours. They sign a contract that states they will be drug and alcohol free while here, no profanity used and show up on time or call if they cannot attend. The clients are interviewed and not all are accepted to serve their hours at FCSS. There will be a Thanksgiving Food Drive on Oct 7th with Farm Credit, Scouts and Guides. The Board thanked Ros for her presentation and all she does.

5) New Business

a) Policy Committee Recommendation

42-19 Jane Wakeford moved to go 'in camera', seconded by Leslie Penny. Carried
43-19 Dausen moved to 'come out of in camera', seconded by John Szwec at 11:10 a.m.
44-19 Leslie Penny moved that the Board accept recommendation from the Policy Committee to make changes to Policy 500-16 to reflect the updated employment standards minimums. Motion seconded by John Szwec. Carried

b) FCSS 50th Anniversary in 2020

45-19 Leslie Penny moved to have a committee of FCSS Staff and Members of the Board investigate possibilities of the 50th Anniversary, John Szwec seconded the motion. Carried

c) Volunteer Appreciation

Randy Hindy is looking for a Board member to volunteer to take his position on the Volunteer Appreciation Committee.

d) Correspondence – Letter to the Board

46-19 Marsha Smith moved to go 'in camera' at 11:27 a.m., seconded by Marvin Schatz. Carried
47-19 Leslie Penny moved to come 'out of in camera' at 11:36 a.m., seconded by Marsha Smith. Carried
48-19 Marvin Schatz moved to accept letter to the Board as information, seconded by Dausen Kluin. Carried

11:41 a.m. Dausen Kluin excused himself from the meeting.

6) Old Business

a) Banking Update

49-19 Mark Oberg moved to have finance committee look into banking options, seconded by Leslie Penny. Carried

b) Program Policies

50-19 Leslie Penny moved that the Policy Committee to start to develop Program Policies in conjunction with Executive Director. Motion seconded by Ron Kleinfeldt. Carried

7) Items for Information

a) Directors Report

b) Staff Reports

c) 211 Updates

51-19 Leslie Penny moved to accept all reports and updates, Marsha Smith seconded the motion. Carried

Sharen Vennstra left the meeting at noon.

8) Board Development

a) FCSSAA Conference, November 27-29 - Sharen Veenstra and Shelly Bye have both expressed an interest in attending this conference.

**9) Next Meeting:
October 17, 2019**

10) Adjournment

52-19 Marsha Smith moved to adjourn the meeting 12:08 p.m.

**Barrhead & District Family & Community Support Services Society Regular
Board Meeting of September 19, 2019**



Chairperson



Recording Secretary



**BARRHEAD REGIONAL FIRE SERVICES COMMITTEE
MEETING HELD WEDNESDAY, OCTOBER 9, 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, Town Member at Large Les Goertz
- OTHERS** Town C.A.O. Ed LeBlanc, County Public Works Manager Travis Wierenga, Fire Chief Gary Hove, Deputy Fire Chief Ted Amos, Secretary Stacey Lane
- ABSENT**
- CALL TO ORDER** Cr. Smith called the meeting to order at 12:10 p.m.
- AGENDA** The agenda was reviewed.
- 07-19 Moved by Cr. Schatz that the Agenda be accepted.
CARRIED UNANIMOUSLY
- FIRE MINUTES** Minutes of the Barrhead Fire Services Committee meeting held May 30, 2019, were presented.
- Cr. Smith asked Chief Hove for an update on the Jr. Fire Fighters Program.
- Chief Hove provided background information on different options available.
- 08-19 Moved by Cr. Assaf that the Minutes of the Barrhead Fire Services Committee meeting held May 30, 2019, be accepted as presented.
CARRIED UNANIMOUSLY
- BARRHEAD FIRE SERVICE HIRING POLICY** Ed LeBlanc advised the Committee that the Town and County Administrators have met and reviewed Policy 23-17-010, Barrhead Fire Service Hiring Policy in detail and recommend approval by the Committee.
- 09-19 Moved by Cr. Schatz that Policy 23-17-010, Barrhead Fire Service Hiring Policy be approved as presented.
CARRIED UNANIMOUSLY
- TRAINING REQUIREMENTS POLICY** Ed LeBlanc advised the Committee that the Town and County Administrators have met and reviewed Policy 23-19-005, Training Requirement Policy in detail and recommend approval by the Committee.
- 10-19 Moved by Cr. Assaf that Policy 23-19-005, Training Requirement Policy be approved as presented.
CARRIED UNANIMOUSLY

**SURVEILLANCE
POLICY**

Ed LeBlanc advised the Committee that the Town and County Administrators have met and reviewed Policy 23-12-011, Surveillance Policy in detail and recommend approval by the Committee.

11-19

Moved by Les Goertz that Policy 23-12-011, Surveillance Policy be approved as presented.

CARRIED UNANIMOUSLY

**TENDER
NEW ENGINE**

Chief Hove reviewed in detail, quotes from four different Manufacturers for the purchase of a new Engine. They included Fort Garry, Pierce, Safetysk and Rosenbauer, with Fort Gerry coming in with the lowest quote of \$635,497.00.

The Committee asked questions regarding details about the Engine.

12-19

Moved by Cr. Smith that the Committee recommend to Town & County of Barrhead Council's, final approval for the purchase the Engine from Fort Garry, in the amount of \$635,497.00.

CARRIED UNANIMOUSLY

**NEXT
MEETING**

The next meeting will be on Wednesday, October 30, 2019 at 5:30 p.m.

ADJOURN

13-19

Moved by Cr. Nanninga that the meeting be adjourned at 12:45 p.m.

CARRIED UNANIMOUSLY



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 22, 2019

Re: Draft Bylaw 10-2019, the Subdivision & Development Appeal Board

1.0 PURPOSE:

To have Council give all three readings to draft Bylaw 10-2019, being the Subdivision & Development Appeal Board Bylaw.

2.0 BACKGROUND AND DISCUSSION:

Draft Bylaw 10-2019, the Subdivision & Development Appeal Board will simply repeal the Town's current Bylaw 21-1998 that will be in-line with the current Municipal Government Act legislation.

3.0 ALTERNATIVES:

- 3.1 Council pass all three readings to Bylaw 10-2019 being the Subdivision & Development Appeal Board bylaw.
- 3.2 Council pass first reading to draft Bylaw 10-2019, the Subdivision & Development Appeal Board and bring it back to the next Council Meeting for second and third readings.
- 3.3 That Council instruct Administration to provide further information on draft Bylaw 10-2019, as directed and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Not Applicable

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The application of the proposed bylaw would be limited to the Town's Planning and Development Department.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The new bylaw will ensure that the Town's subdivision and development appeal process meets the current provincial legislation.

8.0 ATTACHMENTS:

8.1 Draft Bylaw 10-2019, the Subdivision & Development Appeal Board

9.0 RECOMMENDATION:

That Council pass all three readings to Bylaw 10-2019 being the Subdivision & Development Appeal Board bylaw.

(original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 10-2019

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)

WHEREAS, the Municipal Government Act requires a Municipality to establish a Subdivision and Development Appeal Board

NOW THEREFORE the Council of the Town of Barrhead, in the Province of Alberta, hereby enacts as follows:

1. This Bylaw shall be known as the Subdivision and Development Appeal Board Bylaw.
2. That a Subdivision and Development Appeal Board is hereby established for the purposes of the Municipal Government Act, amendments thereto, and Regulations established by the Province.

3. Definitions:

“Act” means the Municipal Government Act and amendments thereto

“Board” means the Subdivision and Development Appeal (SDAB) Board established pursuant to this bylaw

“Council” means the Council of the Town of Barrhead.

“CAO” means Chief Administrative Officer.

“Clerk” means a designated officer pursuant to Section 627.1 of the Act,

“Development Authority” means a Development Officer appointed by Council or a Municipal Planning Commission as established by bylaw.

“Subdivision Authority” means the Town of Barrhead subdivision authority established by bylaw.

“Town” means the Municipal Corporation of the Town of Barrhead in the Province of Alberta.

4. Establishment:

- a) That the Subdivision and Development Appeal Board shall consist of the following:
 - i) 1 member shall be a member of Town Council
 - ii) 2 members shall be public members at large
 - iii) 1 alternate public member at large
- b) Council shall appoint by resolution 1 member of Council for a 1-year term at the annual organizational meeting of Council.
- c) Council shall appoint by resolution 2 members at large and 1 alternate member at large at an annual organizational meeting of Council all for a 3-year term.
- d) Each board member must have completed the required SDAB training as per Section 627.2 of the Act.
- e) An alternate member shall only be called to sit when a designate member is unable to attend a hearing, subject to the required training pursuant to Section 627.2 of the Act.
- f) Vacancies shall be filled by resolution of Council at its discretion provided the requirements of the Act are met.

- g) No board member of the SDAB from the public at large shall be an employee of the municipality, a person who carries out subdivision or development duties of behalf of the municipality or is a member of the Municipal Planning Commission.

5. Responsibilities of the Clerk

- a) The position of Clerk of the Subdivision and Development Appeal Board is hereby created as a designated officer position for the Town
- b) The Clerk of the Subdivision and Development Appeal Board shall be the CAO of the Town or his/her designate.

The Clerk:

- i) shall carry out all obligations imposed upon the Clerk pursuant to the Act and regulations thereunder;
- ii) shall carry out all duties delegated to the Clerk by bylaw or resolution of Council or by any other statute, regulation, or order of the Province of Alberta, either prior to or subsequent to the passage of this bylaw; and
- c) Notwithstanding 5(b) no person may be appointed as a Clerk of the SDAB unless that person has successfully completed a training program in accordance with regulations made pursuant to the Act.
- d) The Clerk shall provide notice of Hearings in accordance with Section 679 of the Act respecting subdivision appeals and Section 686 (3) of the Act respecting development appeals;
- e) Notify all members of the SDAB of the scheduling arrangements for the holding of each Hearing and other meetings of the SDAB;
- f) Make available for public inspection before the commencement of the Public Hearing all relevant documents and materials respecting the appeal, including: a. The application for the Development Permit, the decision and the Notice of Appeal, or the order issued under Section 645 of the Act

6. Responsibilities of the Board:

- a) The Board shall hear, in an open meeting, all appeals of subdivisions or development permits in the Town of Barrhead. Such meeting shall be held within 30 days of the receipt of the appeal.
- b) A quorum of the board shall consist of a majority of members.
- c) The Chair and Vice Chair, shall be appoint by the board at the time of the hearing.
- d) If a board member has a direct or indirect pecuniary or conflict of interest in any matter before the Board, the member shall declare such interest or likelihood of bias to the Board and shall abstain from discussion or voting upon such matter, and such abstention shall be recorded in the minutes.
- e) The Chair shall be responsible to ensure the Board carries out the responsibilities in accordance with the provisions of the Act.
- f) Where, in the opinion of the Board, an adjournment is warranted, the Board may request technical information, legal opinions or other assistance, and may adjourn the Hearing for this purpose.
- g) A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.

- h) After hearing the appeal, the Board may deliberate and reach its decision in private. The Board shall determine an appeal in accordance with the provisions of the Act.
 - i) An order or decision made, given or issued by the Board shall be signed on its behalf by the Chair.
7. That Bylaw 21-98 be repealed; and
8. It is the intention of Town Council that each provision of this Bylaw shall be deemed to be independent of all other provisions herein, and it is further the intention of Town Council that if any provisions of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.
9. That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this _____ day of _____, 2019

Read a second time this _____ day of _____, 2019

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

Dave McKenzie Mayor

Edward LeBlanc, CAO



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 22, 2019

Re: Correspondence Items

Item # 1 From Farm Safety Centre dated October 7, 2019 regarding the funding request for the Safety Smarts.

Recommendation:

That Council accept the letter from Farm Safety Centre dated October 7, 2019 regarding the funding request for the Safety Smarts, as information.

Item # 2 From a concerned resident of the Town of Barrhead dated September 9, 2019 regarding the Agrena sound system.

Recommendation:

That Council accept the letter from a concerned resident of the Town of Barrhead dated September 9, 2019 regarding the Agrena sound system, as information and to bring the item to the upcoming scheduled 2020 budget meeting.

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

Edward LeBlanc
CAO



RECEIVED
OCT 07 2019

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

October 7, 2019

Town of Barrhead
PO Box 4189
Barrhead, Alberta T7N 1A2

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety educational effort called Safety Smarts in 1998.

The program has been delivered continuously since then and is now offered province wide by a team of regional instructors. Rural children across the province receive farm safety presentations in their individual school classrooms each school year. Since 1998 Safety Smarts learning and engagement has involved 732,914 elementary school aged children.

A recent program evaluation indicated that more than 85% of the rural children reached by Safety Smarts are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

The 2019-2020 school year is the 22nd consecutive year of Safety Smarts delivery. The generosity of many continues to make this unique farm safety extension effort possible. We are grateful for each and every dollar donated in support of the important outreach of our charitable organization. A complete 2018-2019 Safety Smarts report is enclosed with this letter, if you have donated to support the program. The complete report can also be found on our website: abfarmsafety.com

With the start of this 2019-2020 school year, we are again inviting Towns & Villages to help out. An annual contribution of \$100 from 200 + Towns/Villages would allow delivery to 4,000 + students this school year. This amount is just 1/5 of what dozens of Hutterite Colonies provide each year to support continued on-colony program delivery to their children.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand and donating a modest amount. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this successful farm safety initiative for another 20+ years!

As a charity registered with Canada Revenue Agency, we are able to issue charitable tax receipts for all donations.

We express heartfelt thanks to Town and Villages who are consistent and generous contributors. Their consistency is essential to the sustainability of Safety Smarts. In 2018 more than 290 entities of all types helped fund Safety Smarts.

We would be pleased to provide additional information, upon request. Thank you for your time.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre

Barrhead, Ab

September 9th, 2019

Mr. David McKenzie and Council

Barrhead, Ab.

Dear Mr. McKenzie and Barrhead Town Council,

For years my family has enjoyed the arena facility. We have spent countless hours at the rink. We've enjoyed hockey practices, hockey games, the rodeo, public skating, and the year end performance put on by the figure skating club. We pay our hockey fees yearly to Barrhead Minor Hockey, who in turn pays the town for the use of the ice and facilities. We pay our yearly taxes to contribute to our community.

Ever since I can remember there has been an issue with the sound system at the arena. It crackles, and cuts out when people attempt to use it. Sitting in the stands can sometimes cause fans to cover their ears due to the crackling or shrieking that can come from the system. We have accepted the responsibility, as a town, to host a Junior A hockey team here and the sound system is completely unacceptable for that as well.

Our arena is a community hub and it is almost always busy, which is wonderful. I would like to see the town consider purchasing a more modern system, that actually works appropriately. It is time.

Sincerely,