



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, MARCH 8, 2022 AT 5:00 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – February 22, 2022
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There are no Delegations
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Barrhead Regional Water Commission – Member-at-Large Appointment
 - (b) Economic Development Week May 9-13, 2022
 - (c) Barrhead Regional Fire Services Committee – 2022 Fire and ERC Budgets
 - (d) Barrhead Johnson Airport Committee – 2022 Airport Budget

8. Reports

- (a) Council Reports
- (b) CAO Report
- (c) Council Action List to February 28, 2022

9. Minutes

- (a) Barrhead Regional Fire Services Committee – February 23, 2022
- (b) Barrhead Johnson Airport Committee – February 28, 2022
- (c) Community Futures Yellowhead East – January 20, 2022

10. Bylaw

- (a) Bylaw 04-2022, the Business License Bylaw

11. Correspondence Items

- (a) Letter dated February 24, 2022 from Mr. Ric McIver, Minister of Alberta Municipal Affairs
- (b) Letter from the Pembina Ringette Association

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) There are no Closed Session Items

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, FEBRUARY 22, 2022,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor McKenzie, Crs: T. Assaf, D. Kluin, A. Oswald, D. Sawatzky (remotely) and D. Smith

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

Others: Barry Kerton, Barrhead Leader

ABSENT Cr. R. Klumph

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

AGENDA The agenda was reviewed.

067-22 Moved by Cr. Smith that the agenda be accepted as with the following addition:

- 8(a) Accessibility Coalition Report

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of February 8, 2022, were reviewed.

068-22 Moved by Cr. Assaf that the Minutes of the Town Council Regular Meeting of February 8, 2022 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION Mayor McKenzie and Council welcomed Mr. Walter Preugschas, Chairman and Mr. Marvin Polis (remotely), Member of the Wild Alberta Committee at 5:31 p.m.

Mr. Walter Preugschas and Mr. Marvin Polis presented to Council the Wild Alberta Committee’s efforts on an initiative to form a regional tourist association in the region.

Council reviewed and discussed the presentation regarding Wild Alberta.

EXITED Mayor McKenzie and Council thanked Mr. Walter Preugschas and Mr. Marvin Polis for their presentation and they exited the Chambers at 6:02 p.m.

069-22 Moved by Cr. Smith that Council accepts Wild Alberta Committee’s presentation on the initiative to form a regional tourist association, as information.

CARRIED UNANIMOUSLY

070-22 Moved by Cr. Smith that Council forward Wild Alberta Committee’s funding request to the 2022 Budget Retreat for further discussion.

CARRIED UNANIMOUSLY

ENTERED Shallon Touet, Director of Parks and Recreation entered the Chambers at 6:03 p.m.

**ALL-WHEEL SKATE
PARK**

For Council to authorize Administration to enter into a design-built contract with New Line Skateparks Inc. for the Town's new All-Wheel Skate Park, was reviewed.

Ed LeBlanc, CAO reviewed the Skate Park update with Council and Shallon Touet, Director of Parks and Recreation answered questions from Council.

071-22 Moved by Cr. Assaf that Council authorizes Administration to enter into a design build contract with New Line Skateparks Inc. for the construction of an All-Wheel Skate Park to be located on Lot 9A, Block 1, Plan 0521175 with an upset overall budget of \$800,000.00.

CARRIED UNANIMOUSLY

EXITED Shallon Touet, Director of Parks and Recreation exited the Chambers at 6:12 p.m.

**BYLAW 06-2017, THE
BUSINESS LICENSE BYLAW**

For Council to provide some direction to Administration on the possible amendments to the existing Bylaw 06-207, the Business License Bylaw, was received.

Ed LeBlanc, CAO reviewed with Council.

Council discussed potential amendments to Bylaw 06-2017, the Business License Bylaw.

072-22 Moved by Cr. Sawatzky that Council instructs Administration to draft a revised Bylaw to Bylaw 06-2017, the Business License Bylaw, as directed and present it at the next regular Council Meeting.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL
LANDFILL FEES**

For Council to review and consider an increase to the Barrhead Regional Landfill tipping fee rates, was received.

073-22 Moved by Cr. Kluin that Council authorizes a rate increase of \$5.00 per category, as presented for the Barrhead Regional Landfill, effective April 1, 2022 subject to the Barrhead County Council approving the same rate structure.

CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended January 31, 2022, was received.

074-22 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended January 31, 2022, as presented.

CARRIED UNANIMOUSLY

REPORTS TO COUNCIL

The following Reports to Council as of February 22, 2022, were reviewed:

- Barrhead Cares Coalition
- Barrhead Attraction & Retention Committee
- Barrhead Accessibility Coalition
- Barrhead Regional Landfill Committee
- Chamber of Commerce
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board

075-22

Moved by Cr. Kluin that the following Reports to Council as of February 22, 2022, be accepted as information:

- Barrhead Cares Coalition
- Barrhead Attraction & Retention Committee
- Barrhead Accessibility Coalition
- Barrhead Regional Landfill Committee
- Chamber of Commerce
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society – January 20, 2022
- Barrhead & District Regional Landfill Committee – February 10, 2022

076-22

Moved by Cr. Assaf that the following Minutes to Council be accepted as information.

- Barrhead & District Family & Community Support Services Society – January 20, 2022
- Barrhead & District Regional Landfill Committee – February 10, 2022

CARRIED UNANIMOUSLY

CORRESPONDENCE ITEMS

The following correspondence items were reviewed:

Letter from the Office of the Minister of Alberta Culture, regarding our Community to submit a letter of interest to host either the 2024 Alberta Winter Games or the 2024 Alberta Summer Games.

Letter dated February 3, 2022 from Ms. Linda Adams, regarding her concerns with the Town of Barrhead adopting the Province of Alberta's Restriction Exemption Program (REP).

Letter dated February 9, 2022 from the National Police Federation, regarding the Provincial Government's plan to transition to a new Provincial Police Service.

Email dated February 15, 2022 from Peter Julian, MP for New Westminster-Burnaby, BC, regarding support and public endorsement for the Private Member's Bill C-229.

- 077-22 Moved by Cr. Oswald that Council accepts the following correspondence, as information:
- (a) letter from the Office of the Minister of Alberta Culture, regarding our Community to submit a letter of interest to host either the 2024 Alberta Winter Games or the 2024 Alberta Summer Games.
 - (b) letter dated February 3, 2022 from Ms. Linda Adams, regarding her concerns with the Town of Barrhead adopting the Province of Alberta’s Restriction Exemption Program (REP).
 - (c) letter dated February 9, 2022 from the National Police Federation, regarding the Provincial Government’s plan to transition to a new Provincial Police Service.
 - (d) email dated February 15, 2022 from Peter Julian, MP for New Westminster-Burnaby, BC, regarding support and public endorsement for the Private Member’s Bill C-229.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Kluin congratulated Melissa Lotholz for representing Barrhead and Canada at the 2022 Beijing Olympics in the bobsled event.

Cr. Assaf commended Melissa Lotholz on her accomplishments as this is her first year of being a driver in the bobsled event.

Cr. Assaf thanked the Town’s Public Works Department for their efforts in maintaining the roads from this challenging winter season.

ADJOURN

- 078-22 Moved by Cr. Smith that the Council Meeting be adjourned at 6:45 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: March 8, 2022

Re: Barrhead Regional Water Commission – Member-at-large appointment

1.0 PURPOSE:

For Council to appoint a member-at-large to the Barrhead Regional Water Commission.

2.0 BACKGROUND AND DISCUSSION:

The following is an excerpt from the Barrhead Regional Water Commission Bylaw No. 2.2:

BOARD OF DIRECTORS

The Board shall consist of Six (6) Directors that shall be appointed as follows:

- (a) Four (4) Directors with two directors appointed from each Member of the Commission;*
- (b) Two (2) Directors, who are Directors at Large, appointed by the Commission and who do not represent a Member. the Board shall appoint the Directors at Large each year at the Organizational Meeting of the Commission. Names of individuals may be submitted by Members prior to the Organizational Meeting;*

On February 17th, we received an e-mail from the Manager of the Water Commission advising that during their December meeting the Board voted to request the member municipalities to nominate a member-at-large for the 2022 year.

The current members were extended until the Commission's Annual General Meeting and at that point they will approve the appointment of the members that are nominated by each of the member municipalities.

The Commission would appreciate receiving the nominations by the end of March.

Mr. Brian Schulz is the current member-at-large and based on comments to Mayor McKenzie Mr. Schulz has expressed an interest in continuing to be a member of the Commission.

3.0 Alternatives:

3.1 Council appoints Mr. Brian Schulz to the Barrhead Regional Water Commission, as a member-at-large for the 2022 – 2023 term.

3.2 Council instructs Administration to advertise for a member-at-large for the Barrhead Regional Water Commission.

4.0 Financial Implications:

Not applicable, as members to the Regional Water Commission do not receive any compensation from the Town of Barrhead.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

Not applicable.

8.0 Attachments:

None

9.0 Recommendations

Council appoints Mr. Brian Schulz to the Barrhead Regional Water Commission, as a member-at-large for the 2022 – 2023 term.

(original signed by the CAO)

Edward LeBlanc - CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 8, 2022

Re: Economic Development Week May 9th – 13th, 2022

1.0 **PURPOSE:**

For Council to consider proclaiming May 9th – 13th 2022 as Economic Development Week.

2.0 **BACKGROUND AND DISCUSSION:**

Economic Developers Alberta along with *Alberta Municipalities and Rural Municipalities of Alberta* have joined forces by challenging every municipality to take part in proclaiming May 9 – 13, 2022, as Economic Development Week.

In mid-February, we received notification that the local Chamber of Commerce has approved \$250.00 for promoting our local businesses if both the Town and the County pass the noted proclamation.

The three entities would work together in order to establish a strategy in promoting our local businesses within our community or even promoting them outside the region.

3.0 ALTERNATIVES:

- 3.1 Council declares May 9th – 13th 2022 as Economic Development Week.
- 3.2 Council tables the report relating proclaiming May 9th – 13th 2022 as Economic Development Week and request further information from Administration to be presented at the next Council Meeting.
- 3.3 Council receives the Request for Decision report proclaiming May 9th - 13th as 2022 Economic Development Week, as information.

4.0 FINANCIAL IMPLICATIONS:

Based on our interim 2022 Budget, the Town will be in a position to match the contribution from the Chamber of Commerce.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

It is another opportunity to promote our local businesses.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATIONS:

Council declares May 9th – 13th as 2022 Economic Development Week.

(Original signed by the CAO)
Edward LeBlanc
CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 8, 2022

Re: Barrhead Regional Fire Services Committee

1.0 PURPOSE:

For Council to approve the Barrhead Regional Fire Services and Emergency Response Centre Committee's 2022 Operating Budgets, 2023 to 2025 Operating Plans, 2022 Capital Budgets and 10 Year Capital Plan.

2.0 BACKGROUND AND DISCUSSION:

During the February 23, 2022, Barrhead Regional Fire Services Committee meeting, the Committee reviewed the 2022 Fire and ERC Operating Budgets, the 2023 to 2025 Fire and ERC Operating Plans, the 2022 Fire and ERC Capital Budgets and the Fire and ERC 10 Year Capital Plan.

The Committee passed the following motions:

Moved by Ivan Kusal that the Barrhead Regional Fire Services proposed 2022 Fire Operating Budget be approved in the amount of \$910,400.00, and be recommended for approval to both the Town Council and County Council, as presented.

Moved by Cr. Schatz that the Barrhead Regional Fire Services 2023-2025 Proposed Operating Plan be approved in the amounts of:

- 2023 - \$901,940
- 2024 - \$936,160
- 2025 - \$924,500

and be recommended for approval to both the Town Council and County Council, as presented

Moved by Cr. Lane that the Barrhead Regional Fire Services Proposed 2022 Capital Budget be accepted in the amount of zero dollars, and be recommended for approval to both the Town Council and County Council, as presented.

Moved by Cr. Lane that the Proposed 2022 Emergency Response Centre Operating Budget be approved for the amount of \$50,620.00, and be recommended for approval to both the Town Council and County Council, as presented.

Moved by Les Goertz that that Proposed Emergency Response Centre 2023-2025 Operating Plan, be approved in the amounts of:

- 2023 - \$51,840
- 2024 - \$53,280
- 2025 - \$54,780

and be recommended for approval to both the Town Council and County Council, as presented.

Moved by Cr. Assaf that the Proposed 2022 Emergency Response Centre Capital Budget be approved for the amount of \$41,000.00, and be recommended for approval to both the Town Council and County Council, as presented.

Moved by Cr. Schatz that the Barrhead Regional Fire Services/Emergency Response Centre 10 Year Capital Plan be accepted as presented and be recommended for approval to both the Town Council and County Council, as revised.

3.0 ALTERNATIVES:

- 3.1 Council approves the Barrhead Regional Fire Services and Emergency Response Centre Committee's 2022 Operating Budgets, 2023 to 2025 Operating Plans, 2022 Capital Budgets and 10 Year Capital Plan.
- 3.2 Council instructs the Barrhead Regional Fire Services Committee to provide further information on the proposed 2022 Operating Budgets, 2023 to 2025 Operating Plans, 2022 Capital Budgets and 10 Year Capital Plan and to bring back the information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The Committee's financial request will have a direct impact to the Town's overall 2022 operating budget. The Committee's overall financial request will have an impact of \$322,360.00 to the Town's 2022 Operating Budget (an increase of \$21,410.00 or 7.1% from the previous year) and \$13,000.00 to the 2022 Capital Budget (a decrease of \$317,100.00 from 2021).

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The noted operational budgets are limited to the regional Fire Department and Emergency Response services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

To ensure the Barrhead Regional Fire Services and Emergency Response Centre have sufficient operational and capital budgets to meet their obligations for the 2022 fiscal year.

8.0 ATTACHMENTS:

- 8.1 The Barrhead Regional Fire Services 2022 Operating Budget
- 8.2 The Barrhead Regional Fire Services 2023 – 2025 Fire Operating Plan
- 8.3 The Barrhead Regional Fire Services 2022 Fire Capital Budget
- 8.4 The Barrhead Regional Fire Services Emergency Response Centre 2022 Operating Budget
- 8.5 The Barrhead Regional Fire Services Emergency Response Centre 2023 – 2025 ERC Operating Plan
- 8.6 The Barrhead Regional Fire Services Emergency Response Centre 2022 ERC Capital Budget

8.7 The Barrhead Regional Fire Services and the Barrhead Regional Fire Services Emergency Response Centre 10 Year Capital Plan

9.0 RECOMMENDATIONS:

- a) That Council approves the Barrhead Regional Fire Services' proposed 2022 Operating Budget in the amount of \$910,400.00, with a financial contribution of \$297,050.00 from both the Town of Barrhead and Barrhead County, as presented and recommended by the Barrhead Regional Fire Services Committee.
- b) That Council approves the Barrhead Regional Fire Services' proposed 2023-2025 Financial Plan, as presented and recommended by the Barrhead Regional Fire Services Committee.
- c) That Council approves the Barrhead Regional Fire Services' proposed 2022 Capital Budget with zero contribution both the Town of Barrhead and Barrhead County as presented and recommended by the Barrhead Regional Fire Services Committee.
- d) That Council approves the Barrhead Regional Fire Services' Emergency Response Center Operating Budget in the amount of \$ 50,620.00 with a financial contribution of \$25,310.00 from both the Town of Barrhead and Barrhead County, as presented and recommended by the Barrhead Regional Fire Services Committee.
- e) That Council approves the Barrhead Regional Fire Services' Emergency Response Center proposed 2023-2025 Financial Plan, as presented and recommended by the Barrhead Regional Fire Services Committee.
- f) That Council approves the Barrhead Regional Fire Services' proposed 2022 Capital Budget in the amount of \$41,000.00 with \$20,500.00 contribution from both the Town of Barrhead and Barrhead County as presented and recommended by the Barrhead Regional Fire Services Committee.
- g) That Council approves the Barrhead Regional Fire Services and the Barrhead Regional Fire Services Emergency Response Centre 10 Year Capital Plan, as presented and recommended by the Barrhead Regional Fire Services Committee.

(Original signed by the CAO)
Edward LeBlanc
CAO

	C	D	E	F	G	H
1	BARRHEAD REGIONAL FIRE SERVICES 2022 OPERATING BUDGET					
2						
3	Approved by Committee: February 23, 2022					
4		2021 Budget	2021 Final	Proposed 2022 Budget	Budget Diff 2021/2022	2022 Comments
5	FIRE REVENUES					
6	1-141000 - Sale of Goods & Services	150	-	150	-	Normal 150
7	1-141013 - Mutual Aid Fees	2,500	2,500.00	2,500	-	Birch Cove - 2,500
8	1-141014 - Fire Fighting Fees - Other	2,000	10,300.00	2,000	-	Other Fire Fighting, Mutual Aid
9	1-141018 - Rescue Services	43,000	48,507.50	44,000	1,000	MVA/Rescues
10	1-159001 - Reimbursements	1,000	580.00	1,000	-	WCB Rebate, etc.
11	1-185000 - County - Fire Fighting Fees	125,000	200,697.28	150,000	25,000	Fire Fighting responses/costs billed to municipality
12	1-185002 - Operational Contribution - County	275,740	244,078.13	297,050	21,310	
13	1-185003 - Town - Fire Fighting Fees	50,000	13,060.00	35,000	(15,000)	Fire Fighting responses/costs billed to municipality
14	1-185004 - Town - Dispatch	9,470	9,467.08	9,750	280	Town portion of dispatch
15	1-185005 - Operational Contribution - Town	275,740	244,078.14	297,050	21,310	50% remaining deficit - Operational Costs
16	1-185006 - County - Ambulance Assists	20,000	29,325.00	25,000	5,000	
17	1-185007 - Town - Ambulance Assists	10,000	23,550.00	20,000	10,000	
18	1-185008 - County - Guardian/Dispatch	26,500	23,914.83	26,900	400	County portion guardian fees, mileage, dispatch, hired equip.
19		841,100	850,057.96	910,400	69,300	
20						
21		2021 Budget	2021 Final	Proposed 2022 Budget	Budget Diff 2021/2022	2022 Comments
22	FIRE EXPENSES					
23	2-211000 - Salaries	245,000	257,309.28	260,000	15,000	Includes est. 5% COLA
24	2-213001 - AUMA Fire Fighter Insurance Benefits	670	667.00	1,500	830	
25	2-213100 - Local Authorities Pension P	26,400	26,408.76	28,000	1,600	
26	2-213200 - Canada Pension Plan	11,500	12,665.27	13,500	2,000	
27	2-213300 - Employment Insurance	7,100	6,562.59	7,100	-	
28	2-213500 - AUMA Benefits	19,100	20,843.78	21,000	1,900	
29	2-213600 - Workers Compensation	4,800	6,994.96	5,200	400	
30	2-214800 - Training & Development	35,000	27,516.27	35,000	-	Training 1001, 1002, 1041, 1021, 1031, 1035, 1051, IAPD, ICS, First Aid, BABEM (majority of members trained to certain level)

	C	D	E	F	G	H
1	BARRHEAD REGIONAL FIRE SERVICES 2022 OPERATING BUDGET					
2						
3	Approved by Committee: February 23, 2022					
4		2021 Budget	2021 Final	Proposed 2022 Budget	Budget Diff 2021/2022	2022 Comments
31	2-215900 - Firefighters Salaries	176,700	186,442.21	193,700	17,000	Fire Fighter Fees and minimum hours - 167,000 (Fire Fighter Fee Pay Schedule increased 5%), Practice and Meetings, Standby Summer, Year Round Standby Additional Weekends - 19,500, Honorariums Captains - 4 X 12 mths X \$150 = 7,200
32	2-215902 - Guardians	7,000	5,224.20	7,000	-	
33	2-221100 - Travel & Subsistence	7,500	571.59	7,500	-	Normal - 3,000, AB Fire Chiefs Conv (2) - 4,500
34	2-221110 - Mileage/Internet (Guardians) - County	6,500	5,690.19	6,500	-	
35	2-221400 - Memberships	2,800	491.33	2,800	-	Normal - 1,000, AB Fire Chiefs Conv (2) - 1,800
36	2-221500 - Freight	500	161.84	500	-	
37	2-221600 - Postage	350	360.00	350	-	
38	2-221700 - Telephone, Internet, Cable	9,000	10,487.23	10,000	1,000	Phones, fax, Internet, cells
39	2-222000 - Advertising/Subscriptions	500	315.83	500	-	
40	2-223200 - Legal/Prof. Fees	4,000	57,049.10	4,000	-	
41	2-223600 - Town Dispatch Contract	9,470	9,467.08	9,750	280	4,579 @ 2.13/capita in 2022
42	2-223601 - County Dispatch Contract	13,000	13,000.44	13,400	400	6,288 @ 2.13/capita in 2022
43	2-224001 - IT Maintenance, Materials	11,000	9,282.94	13,600	2,600	Computer/IT - 3,000, Fire Pro - 3,000, Responding App 1,100, Hardware Maint/Support, Software, Licensing, Antivirus 6,500
44	2-225300 - Equipment Maintenance	4,000	4,011.87	4,500	500	
45	2-225304 - 2015 Hazmat Trailer	500	-	500	-	Normal - 500
46	2-225501 - 1950 Mercury Fire Truck	100	-	100	-	Normal - 100
47	2-225503 - 1999 Freightliner Fire Truck	-	22.76	-	-	Sold
48	2-225505 - 2014 Kenworth Water Tender	2,500	4,189.08	2,500	-	Normal - 2,500
49	2-225506 - 2007 Pierce Platform Tower 6	12,500	14,795.60	34,500	22,000	Normal - 6,000, Pump Test - 1,500, Aerial Testing - 5,000, Pump Rebuild - 22,000
50	2-225507 - 2020 Rapid Attack Truck (RAT)	1,500	1,061.02	1,500	-	Normal - 1,500
51	2-225508 - 2011 Freightliner Fire Truck	5,000	879.22	5,000	-	Normal - 5,000

	C	D	E	F	G	H
1	BARRHEAD REGIONAL FIRE SERVICES 2022 OPERATING BUDGET					
2						
3	Approved by Committee: February 23, 2022					
4		2021 Budget	2021 Final	Proposed 2022 Budget	Budget Diff 2021/2022	2022 Comments
52	2-225509 - 2012 Polaris 6 X 6, Trailer	3,700	-	3,700	-	Normal - 3,700
53	2-225511 - 2019 Dodge	4,000	2,552.60	4,000	-	Normal - 4,000
54	2-225512 - 2014 Dodge 3/4 Ton Truck	4,000	1,872.09	4,000	-	Normal - 4,000
55	2-225533 - 2006 Freightliner M2 Truck	5,500	4,044.27	500	(5,000)	To Be Sold
56	2-225534 - 2008 Freightliner Tanker	4,500	1,586.51	4,500	-	Normal - 4,500
57	2-225537 - 2021 Fort Garry Fire Engine	3,500	3,333.60	5,500	2,000	Normal - 4,000, Pump Testing - 1,500
58	2-225900 - Contracted Services	15,000	15,000.00	15,000	-	
59	2-226301 - Hired Equipment	500	-	500	-	
60	2-226302 - Hired Equipment - County	500	2,133.28	500	-	
61	2-226303 - Equipment Lease - SCBA	26,150	26,132.52	26,150	-	SCBA Lease Actual Cost (Lease to 2029)
62	2-227102 - Radio License	1,300	1,314.92	1,300	-	
63	2-227400 - Insurance	27,360	27,083.34	29,000	1,640	
64	2-251000 - Materials & Supplies	7,000	7,312.14	7,000	-	
65	2-251004 - Communication Repair & Maintenance	8,000	-	8,000	-	Normal Repairs - 3,000, Replacements - 5,000
66	2-251005 - Air Cylinders/SCBA Packs	9,000	11,155.61	9,000	-	Normal - 2,500 for Compressor Service & Bi-Annual air monitoring, misc, mask replacements - 5,000, mask bags - 1,500
67	2-251006 - Equip. Replace - Hoses, Nozzles, Foam	12,000	5,674.02	12,000	-	Foam & Extinguisher Recharge - 6,000, Nozzles & Hoses - 6,000 and foam store build-up
68	2-251007 - Equip. Replace - Turn Out Gear, Etc.	36,000	23,651.32	36,000	-	Turnout gear (pants, boots, helmets, gloves, etc.) - 4,800 per set/per person
69	2-251008 - Fire Preven Material & Supplies	3,000	463.39	3,000	-	Normal - 3,000
70	2-251009 - Public Safety Materials & Suppl.	700	151.92	700	-	Normal - 700
71	2-251010 - Firefighter/Business Apprec.	2,500	1,156.31	2,500	-	Appreciation Meal - 500, Thanks to Firefighter Employers 2,000
72	2-251011 - Bulk Water For Trucks	4,100	2,983.78	4,100	-	Bulk water for Trucks
73	2-251012 - Rescue Materials & Supplies	7,000	1,371.35	7,500	500	Normal - 4,000, Bail Out Kits - 3,500
74	2-251013 - Uniforms	10,000	3,803.64	10,500	500	2 T-Shirts for each firefighter - 2,000, Class B Uniforms, 15 Members and 3 day staff - 6,000, Dress Uniforms (after 5 years) for 3 members net 2,000, Patches, misc - 500

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1	BARRHEAD REGIONAL FIRE SERVICES 2022 OPERATING BUDGET					
2						
3	Approved by Committee: February 23, 2022					
4		2021 Budget	2021 Final	Proposed 2022 Budget	Budget Diff 2021/2022	2022 Comments
75	2-251200 - Personal Protection/Health & Wellness	800	588.45	950	150	Health & Wellness - 750, Other - 200
76	2-251500 - Gasoline/Diesel/Oil/Grease	21,000	24,221.46	25,000	4,000	
77		841,100	850,057.96	910,400	69,300	
78						
79						
80		Summary of 2022 Budget Changes over 2021 Budget				
81						
82		Salaries, Benefits, Firefighter Fees, Conference, Travel			38,730	Salaries include est. 5% increase, Estimating dry 2022 therefore, higher Firefighting costs
83		Phones, Dispatch			1,680	Slight increase to dispatch and phone utilities
84		Rescue Supp, Insurance, Materials & Supplies, Equipment			28,890	Extensive repairs to Tower 6 required in 2022
85					69,300	Overall Budget - Higher

	A	B	C	D	E	F	G
1	BARRHEAD REGIONAL FIRE SERVICES						
2							
3	2023 to 2025 OPERATING PLAN						
4	Approved by Committee: February 23, 2022						
5		PROPOSED 2023 PLAN	2023 COMMENTS	PROPOSED 2024 PLAN	2024 COMMENTS	PROPOSED 2025 PLAN	2025 COMMENTS
6	OPERATING REVENUES						
7	Revenue from Sale of Air, Misc.	(150)	Normal 150	(150)	Normal 150	(150)	Normal 150
8	Mutual Aid	(2,500)	Birch Cove 2,500 starting in 2021, (Rate 2,000 since 2018, 1,500 from 2013 to 2017, 1,000 from 2007 to 2012, prior 500)	(2,500)	Birch Cove 2,500 starting in 2021, (Rate 2,000 since 2018, 1,500 from 2013 to 2017, 1,000 from 2007 to 2012, prior 500)	(2,500)	Birch Cove 2,500 starting in 2021, (Rate 2,000 since 2018, 1,500 from 2013 to 2017, 1,000 from 2007 to 2012, prior 500)
9	Fire Fighting/Rescue Services - Other	(2,000)	Other Fire Fighting, Mutual Aid	(2,000)	Other Fire Fighting, Mutual Aid	(2,000)	Other Fire Fighting, Mutual Aid
10	Rescue Services - Prov.	(44,000)	MVA/Rescues	(44,000)	MVA/Rescues	(44,000)	MVA/Rescues
11	Reimbursements (WCB)	(1,000)	WCB Rebate	(1,000)	WCB Rebate	(1,000)	WCB Rebate
12	Fire Fighting Fees - County	(150,000)	Fire Fighting/Reponses - costs billed to municipality	(150,000)	Fire Fighting/Reponses - costs billed to municipality	(150,000)	Fire Fighting/Reponses - costs billed to municipality
13	Operational Contrib. - County	(292,820)	50% remaining deficit - operational costs	(309,930)	50% remaining deficit - operational costs	(304,100)	50% remaining deficit - operational costs
14	Fire Fighting Fees - Town	(35,000)	Fire Fighting/Reponses - costs billed to municipality	(35,000)	Fire Fighting/Reponses - costs billed to municipality	(35,000)	Fire Fighting/Reponses - costs billed to municipality
15	Dispatch - Town	(9,750)	Town portion of dispatch	(9,750)	Town portion of dispatch	(9,750)	Town portion of dispatch
16	Operational Contrib. - Town	(292,820)	50% remaining deficit - operational costs	(309,930)	50% remaining deficit - operational costs	(304,100)	50% remaining deficit - operational costs
17	Ambulance Assists - County	(25,000)		(25,000)		(25,000)	
18	Ambulance Assists - Town	(20,000)		(20,000)		(20,000)	
19	Guardian/Dispatch - County	(26,900)	County portion guardian fees, mileage, dispatch	(26,900)	County portion guardian fees, mileage, dispatch	(26,900)	County portion guardian fees, mileage, dispatch
20	GRAND TOTAL FIRE REVENUES	(901,940)		(936,160)		(924,500)	
21							
22	OPERATING EXPENSES	PROPOSED 2023 PLAN		PROPOSED 2024 PLAN		PROPOSED 2025 PLAN	
23	Salaries	263,890	Inc. 1.5% COLA	267,860	Inc. 1.5% COLA	271,870	Inc. 1.5% COLA
24	Fire Fighter Insurance Benefits	1,500		1,500		1,500	
25	Local Authorities Pension Plan	28,500		29,000		29,500	
26	Canada Pension Plan	13,800		14,000		14,300	
27	Employment Insurance	7,300		7,400		7,400	
28	AUMA Benefits	22,500		23,000		23,500	
29	Workers Compensation	5,250		5,300		5,350	
30	Training & Development	35,000	Training 1001, 1002, 1041, 1021, 1031, 1035, 1051, IAPD, ICS, First Aid, BABEM (majority of members trained to certain level)	35,000	Training 1001, 1002, 1041, 1021, 1031, 1035, 1051, IAPD, ICS, First Aid, BABEM (majority of members trained to certain level)	35,000	Training 1001, 1002, 1041, 1021, 1031, 1035, 1051, IAPD, ICS, First Aid, BABEM (majority of members trained to certain level)
31	Fire Fighters Salaries	197,400	Fire Fighter Fees, and minimum hours - 169,500, (Fire Fighter Fee Pay Schedule increased 1.5%), Practice & Meetings, Standby Summer, Year Round Standby Additional weekends - 19,500, Honorariums Captains - 4 X 12 mths X \$175 = 8,400	199,900	Fire Fighter Fees, and minimum hours - 172,000, (Fire Fighter Fee Pay Schedule increased 1.5%), Practice & Meetings, Standby Summer, Year Round Standby Additional weekends - 19,500, Honorariums Captains - 4 X 12 mths X \$175 = 8,400	202,480	Fire Fighter Fees, and minimum hours - 174,580, (Fire Fighter Fee Pay Schedule increased 1.5%), Practice & Meetings, Standby Summer, Year Round Standby Additional weekends - 19,500, Honorariums Captains - 4 X 12 mths X \$175 = 8,400
32	Guardian Fees - County	7,000		7,000		7,000	
33	Travel & Subsistance, Mileage	7,500	Normal 3,000, 2022 AB Fire Chiefs Conv (2) - 4,500,	28,000	Normal 3,000, AB Fire Chiefs Conv (2) - 5,000, 2024 IFIDIC Travel Chief and 2 firefighters 17,000 (last IFIDIC in 2022)	7,500	Normal 3,000, AB Fire Chiefs Conv (2) - 4,500
34	Guardian Mileage/Internet - County	6,500		6,500		6,500	
35	Memberships/Conference Fees	3,000	Normal - 1,000, 2023 AB Fire Chiefs Conv (2) - 2,000	5,700	Normal - 1,200, 2024 AB Fire Chiefs Conv (2) - 2,000, 2024 IFIDIC Conf Fee D/C and 2 firefighters members -2,500	3,200	Normal - 1,200, 2025 AB Fire Chiefs Conv (2) - 2,000
36	Freight	500		500		500	

	A	B	C	D	E	F	G
1	BARRHEAD REGIONAL FIRE SERVICES 2023 to 2025 OPERATING PLAN						
2							
3	Approved by Committee: February 23, 2022						
4		PROPOSED 2023 PLAN	2023 COMMENTS	PROPOSED 2024 PLAN	2024 COMMENTS	PROPOSED 2025 PLAN	2025 COMMENTS
37	Postage	350		350		350	
38	Telephone	10,500	Phones, fax, Internet, cells	10,700	Phones, fax, Internet, cells	11,000	Phones, fax, Internet, cells
39	Advertising/Subscriptions	500		500		500	
40	Legal	4,000		4,000		4,000	
41	Dispatch Contract - Town	9,750	4579 @ 2.13/capita	9,750	4579 @ 2.13/capita	9,750	4579 @ 2.13/capita
42	Dispatch Contract - County	13,400	6288 @ 2.13/capita	13,400	6288 @ 2.13/capita	13,400	6288 @ 2.13/capita
43	IT Equipment Maint. - Hardware, Software	13,000	Computer/IT - 2,000, Fire Pro 3,300, Responding App 1,200, Hardware Maint. /Support, Software, Licensing, Antivirus - 6,500	13,000	Computer/IT - 2,000, Fire Pro 3,300, Responding App 1,200, Hardware Maint. /Support, Software, Licensing, Antivirus - 6,500	13,000	Computer/IT - 2,000, Fire Pro 3,300, Responding App 1,200, Hardware Maint. /Support, Software, Licensing, Antivirus - 6,500
44	Equipment Maintenance General	4,500		4,500		4,500	
45	2015 Hazmat Trailer	500	Normal 500	500	Normal 500	500	Normal 500
46	1950 Mercury Fire Truck (Unit 01)	100	Normal 100	100	Normal 100	100	Normal 100
47	2014 Kenworth Water Tender (Unit 05)	2,500	Normal 2,500	2,500	Normal 2,500	2,500	Normal 2,500
48	2007 Pierce Platform Tower #6	12,500	Normal 6,000, Pump Test - 1,500, Aerial Testing - 5,000	12,500	Normal 6,000, Pump Test - 1,500, Aerial Testing - 5,000	12,500	Normal 6,000, Pump Test - 1,500, Aerial Testing - 5,000
49	2020 Rapid Attack Truck - R.A.T. (Unit 07)	1,500	Normal 1,500	1,500	Normal 1,500	1,500	Normal 1,500
50	2011 Freightliner Fire Truck (Unit 08)	5,000	Normal 5,000	5,000	Normal 5,000	5,000	Normal 5,000
51	2012 Polaris Ranger 6 x 6, trailer (Unit 09)	4,000	Normal 4,000	4,000	Normal 4,000	4,000	Normal 4,000
52	2019 Dodge (Unit 11)	4,000	Normal 4,000	4,000	Normal 4,000	4,000	Normal 4,000
53	2014 Dodge 3/4 ton truck - (Unit 12)	4,000	Normal 4,000	4,000	Normal 4,000	4,000	Normal 4,000
54	2006 Freightliner M2 Truck (Unit 33)	-	Sold	-	Sold	-	Sold
55	2008 Freightliner Tanker (Unit 34)	4,500	Normal 4,500	4,500	Normal 4,500	4,500	Normal 4,500
56	2021 Fort Garry Fire Engine (Unit 37)	5,500	Normal 4,000, Pump testing 1,500	5,500	Normal 4,000, Pump testing 1,500	5,500	Normal 4,000, Pump testing 1,500
57	Contracted Service - Town Admin	15,000		15,000		15,000	
58	Hired Equipment - Town	500		500		500	
59	Hired Equipment - County	500		500		500	
60	Equipment Lease - SCBA	26,150	SCBA equipment lease	26,150	SCBA equipment lease	26,150	SCBA equipment lease
61	Radio License	1,300		1,300		1,300	
62	Insurance	30,500		32,000		33,600	
63	Materials & Supplies General	7,000		7,000		7,000	
64	Communication Repairs/Replacement	8,000	Normal Repairs - 3,000, Replacements - 5,000	8,000	Normal Repairs - 3,000, Replacements - 5,000	8,000	Normal Repairs - 3,000, Replacements - 5,000
65	Air Cylinders/SCBA Packs	9,000	Normal - 2,500 for Compressor service & bi-annual air monitoring, misc, Mask replacements 5,000, Mask bags 1,500	9,000	Normal - 2,500 for Compressor service & bi-annual air monitoring, misc, Mask replacements 5,000, Mask bags 1,500	9,000	Normal - 2,500 for Compressor service & bi-annual air monitoring, misc, Mask replacements 5,000, Mask bags 1,500
66	Equip. Replacement - Hoses, nozzles, foam	12,500	Foam & extinguisher recharge - 6,250 Nozzles & Hoses - 6,250 and foam store build up	12,500	Foam & extinguisher recharge - 6,250 Nozzles & Hoses - 6,250 and foam store build up	12,500	Foam & extinguisher recharge - 6,250 Nozzles & Hoses - 6,250 and foam store build up
67	Equip. Replacement - Turn Out Gear, etc.	36,000	Turnout gear (pants, boots, helmets, gloves, etc) - 5,000 per set/per person	36,000	Turnout gear (pants, boots, helmets, gloves, etc) - 5,000 per set/per person	36,000	Turnout gear (pants, boots, helmets, gloves, etc) - 5,000 per set/per person
68	Fire Prevention Materials & Supplies	3,000	Normal 3,000	3,000	Normal 3,000	3,000	Normal 3,000
69	Public Safety Materials & Supplies	700	Normal 700	700	Normal 700	700	Normal 700
70	Firefighter/Business Appreciation Events	2,500	Appreciation Meal 500, Thanks to Firefighter Employers 2,000	2,500	Appreciation Meal 500, Thanks to Firefighter Employers 2,000	2,500	Appreciation Meal 500, Thanks to Firefighter Employers 2,000
71	Water - Trucks	4,100	Bulk water for Trucks	4,100	Bulk water for Trucks	4,100	Bulk water for Trucks
72	Rescue Materials & Supplies General	7,500	Normal 4,000, Bail out kits 3,500	7,500	Normal 4,000, Bail out kits 3,500	7,500	Normal 4,000, Bail out kits 3,500

	A	B	C	D	E	F	G
1	BARRHEAD REGIONAL FIRE SERVICES 2023 to 2025 OPERATING PLAN						
2							
3	Approved by Committee: February 23, 2022						
4		PROPOSED 2023 PLAN	<u>2023 COMMENTS</u>	PROPOSED 2024 PLAN	<u>2024 COMMENTS</u>	PROPOSED 2025 PLAN	<u>2025 COMMENTS</u>
73	Uniforms	10,500	2 T-shirts for each fire fighter 2,000, Class B uniforms 15 members and 3 day staff 6,000, Dress uniforms (after 5 yrs) for 3 members net 2,000 , Patches, misc 500	10,500	2 T-shirts for each fire fighter 2,000, Class B uniforms 15 members and 3 day staff 6,000, Dress uniforms (after 5 yrs) for 3 members net 2,000 , Patches, misc 500	10,500	2 T-shirts for each fire fighter 2,000, Class B uniforms 15 members and 3 day staff 6,000, Dress uniforms (after 5 yrs) for 3 members net 2,000 , Patches, misc 500
74	Personal Prot./Health & Wellness	950	Health & Wellness - 750, Other - 300	950	Health & Wellness - 750, Other - 300	950	Health & Wellness - 750, Other - 300
75	Gasoline/Diesel	26,500		28,000		29,500	
76	GRAND TOTAL FIRE EXPENSES	901,940		936,160		924,500	

	A	B	C	D	E
1	BARRHEAD REGIONAL FIRE SERVICES				
2	2022 FIRE CAPITAL BUDGET				
3					
4	Approved by Committee: February 23, 2022				
5			2021	PROPOSED	
6		<u>2021 BUDGET</u>	<u>FINAL</u>	<u>2022 BUDGET</u>	<u>COMMENTS</u>
7	FIRE CAPITAL REVENUES				
8	Sale of Fixed Assets		(26,501.00)	-	
9	Town of Barrhead Contribution	(322,600)	(275,861.90)	-	
10	County of Barrhead Contribution	(322,600)	(275,861.89)	-	
11	TOTAL CAPITAL REVENUES	(645,200)	(578,224.79)	-	
12					
13					
14			2021	PROPOSED	
15		<u>2021 BUDGET</u>	<u>FINAL</u>	<u>2022 BUDGET</u>	
16	FIRE CAPITAL EXPENSES				
17	New Fire Engine (Replace 1999 Freightliner (Eng. 33)	645,200	578,224.79	-	
18	TOTAL CAPITAL EXPENSES	645,200	578,224.79	-	
19					
20					
21					
22					
23					

	A	B	C	D	E	F
1	BARRHEAD REGIONAL FIRE SERVICES					
2	2022 EMERGENCY RESPONSE CENTRE OPERATING BUDGET					
3	Approved by Committee: February 23, 2022					
4				PROPOSED	BUDGET	
5		2021	2021	2022	DIFF	
6	<u>ERC OPERATING REVENUES:</u>	<u>BUDGET</u>	<u>FINAL</u>	<u>BUDGET</u>	<u>2021/2022</u>	<u>2022 COMMENTS</u>
7						
8	ERC - MUNICIPAL CONTRIBUTION (TOWN)	(25,210)	(20,539.85)	(25,310)	(100)	
9	ERC - MUNICIPAL CONTRIBUTION (COUNTY)	(25,210)	(20,539.85)	(25,310)	(100)	
10						
11	TOTAL ERC OPERATING REVENUES	(50,420)	(41,079.70)	(50,620)	(200)	
12						
13				PROPOSED	BUDGET	
14		2021	2021	2022	DIFF	
15	<u>ERC OPERATING EXPENDITURES:</u>	<u>BUDGET</u>	<u>FINAL</u>	<u>BUDGET</u>	<u>2021/2022</u>	<u>2022 COMMENTS</u>
16						
17	ERC - BUILDING MAINTENANCE GENERAL	10,000	4,511.58	10,000	-	
18	ERC - GROUNDS MAINTENANCE	2,500	2,657.53	2,500	-	
19	ERC - CUSTODIAL CONTRACT	9,300	9,090.00	9,300	-	
20	ERC - ALARM LEASE	320	323.40	320	-	
21	ERC - BUILDING & LIABILITY INSURANCE	8,500	8,000.34	8,500	-	
22	ERC - MATERIALS & SUPPLIES GENERAL	1,500	378.89	1,500	-	
23	ERC - JANITOR/CLEANING SUPPLIES	1,000	124.97	1,000	-	
24	ERC - TOWN UTILITIES	1,300	1,051.38	1,300	-	
25	ERC - GAS UTILITIES	5,500	5,535.95	5,700	200	
26	ERC - POWER UTILITIES	10,500	9,405.66	10,500	-	
27						
28	TOTAL ERC OPERATING EXPENDITURES	50,420	41,079.70	50,620	200	
29						
30						
31						

	A	C	E	F	G	H	I
1	BARRHEAD REGIONAL FIRE SERVICES 2023 to 2025 EMERGENCY RESPONSE CENTRE OPERATING PLAN						
2							
3	Approved by Committee: February 23, 2022						
4		PROPOSED		PROPOSED		PROPOSED	
5		2023		2024		2025	
6	<u>ERC OPERATING REVENUES:</u>	<u>PLAN</u>	<u>COMMENTS</u>	<u>PLAN</u>	<u>COMMENTS</u>	<u>PLAN</u>	<u>COMMENTS</u>
7							
8	ERC - MUNICIPAL CONTRIBUTION (TOWN)	(25,920)		(26,640)		(27,390)	
9	ERC - MUNICIPAL CONTRIBUTION (COUNTY)	____(25,920)		____(26,640)		____(27,390)	
10							
11	TOTAL ERC OPERATING REVENUES	(51,840)		(53,280)		(54,780)	
12							
13		PROPOSED		PROPOSED		PROPOSED	
14		2023		2024		2025	
15	<u>ERC OPERATING EXPENDITURES:</u>	<u>PLAN</u>	<u>COMMENTS</u>	<u>PLAN</u>	<u>COMMENTS</u>	<u>PLAN</u>	<u>COMMENTS</u>
16							
17	ERC - BUILDING MAINTENANCE GENERAL	10,000		10,000		10,000	
18	ERC - GROUNDS MAINTENANCE	2,500		2,500		2,500	
19	ERC - CUSTODIAL CONTRACT	9,400		9,500		9,600	
20	ERC - ALARM LEASE	320		320		320	
21	ERC - BUILDING & LIABILITY INSURANCE	8,950		9,500		10,000	
22	ERC - MATERIALS & SUPPLIES GENERAL	1,500		1,500		1,500	
23	ERC - JANITOR/CLEANING SUPPLIES	1,000		1,000		1,000	
24	ERC - TOWN UTILITIES	1,370		1,460		1,560	
25	ERC - GAS UTILITIES	5,800		6,000		6,300	
26	ERC - POWER UTILITIES	____11,000		____11,500		____12,000	
27							
28	TOTAL ERC OPERATING EXPENDITURES	51,840		53,280		54,780	
29							
30							
31							

	A	B	C	D	E	F
1	BARRHEAD REGIONAL FIRE SERVICES 2022 ERC CAPITAL BUDGET					
2						
3	Approved by Committee: February 23, 2022					
4						
5				PROPOSED	BUDGET	
6		2021	2021	2022	DIFF	
7	<u>ERC CAPITAL REVENUES:</u>	<u>BUDGET</u>	<u>FINAL</u>	<u>BUDGET</u>	<u>2021/2022</u>	<u>COMMENTS</u>
8						
9	ERC - Revenue from Own Source	-	-	-	-	
10	ERC - Municipal Contribution (County)	(7,500)	-	(20,500)	(13,000)	
11	ERC - Municipal Contribution (Town)	(7,500)	-	(20,500)	(13,000)	
12	TOTAL ERC CAPITAL REVENUES	(15,000)	-	(41,000)	(26,000)	
13						
14						
15				PROPOSED	BUDGET	
16		2021	2021	2022	DIFF	
17	<u>ERC CAPITAL EXPENDITURES:</u>	<u>BUDGET</u>	<u>FINAL</u>	<u>BUDGET</u>	<u>2021/2022</u>	<u>COMMENTS</u>
18						
19	Flooring Classroom & Hallway, 3 Offices, Changerooms, Foyer	-		26,000	26,000	
20	On-Site Training Facility	15,000	-	15,000	-	
21	TOTAL ERC CAPITAL EXPENDITURES	15,000	-	41,000	26,000	
22						
23						
24						
25						
26	.					

	A	B	D	E	F	G	H	I	J	K	L	M
1	Fire & ERC 10 Year Capital Plan											
3			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031 & Future
4												
5		23 Fire & ERC										
6		2301 Fire										
7		2301-Fire - 0001 - 2019 Dodge - Command 1 Truck (2030)									125,000	
8		2301-Fire - 0002 - 2014 Dodge - Command 2 Truck (2023)		125,000								
9		2301-Fire - 0003 - 2006 Freightliner - Engine 33 (2025)				800,000					-	
10		2301-Fire - 0004 - 2021 Fort Garry Fire Engine - Eng. 37 (2040)										800,000
11		2301-Fire - 0008 - 2020 RAT 1 (2030)									250,000	
12		2301-Fire - 0009 - 2012 Polaris Side By Side - Wildland 1 (2024)			40,000							
13		2301-Fire - 0010 - 2007 Pierce Platform - Tower 6 (2027)						1,750,000				
14		2301-Fire - 0011 - AFRACS Radios (3)		20,000								
15		2303-ERC - 0002 - ERC - Training Facility	15,000									
16		2303-ERC - 0003 - ERC - Flooring Classroom Hallway, 3 Offices, Changerooms, Foyer	26,000									
17		2303-ERC - 0005 - ERC Roofing									80,000	
18		Total	41,000	145,000	40,000	800,000		1,750,000			455,000	800,000

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 8, 2022

Re: Barrhead Johnson Airport Committee

1.0 **PURPOSE:**

For Council to approve the Barrhead Johnson Airport Committee's proposed 2022 Operating Budget, 2023-2025 Operating Plan, the 2022 proposed Capital Budget and the 10 Year Capital Plan.

2.0 **BACKGROUND AND DISCUSSION:**

During the February 28, 2022, Barrhead Johnson Airport Committee meeting, the Committee reviewed the proposed 2022 Operating Budget, the 2023-2025 Operating Plan, the 2022 Capital Budget and the 10 Year Capital Plan.

The Committee passed the following motions:

Moved by Councillor Assaf that the 2022 Operating Budget be recommended to Councils as circulated.

Carried Unanimously

Moved by Councillor Lane that the 2023 – 2025 Financial Plan be recommended to Councils as circulated.

Carried Unanimously

Moved by W. Evans that the 2022 Capital Budget be recommended to Councils as circulated.

Carried Unanimously

Moved by Councillor Assaf that the 10 Year Capital Plan be recommended to Councils as circulated.

Carried Unanimously

3.0 ALTERNATIVES:

3.1 Council approves:

- the Barrhead Johnson Airport proposed 2022 Operating Budget
- the Barrhead Johnson Airport 2023 to 2025 Operating Plan
- the Barrhead Johnson Airport 2022 Capital Budget
- the Barrhead Johnson Airport 10 Year Capital Plan

3.2 Council instructs the Barrhead Johnson Airport Committee to provide further information to the proposed 2022 Operating Budget, 2023 to 2025 Operating Plan, 2022 Capital Budget and 10 Year Capital Plan and to bring back the information at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The Committee's financial request will have an impact of \$17,990 to the Town's overall 2022 Operating Budget (an increase of \$474.00 or 2.7% from the previous year) and \$12,500 to the 2022 Capital Budget (no Capital requests were made in 2021).

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Limited to the operations of the Barrhead Johnson Airport Committee.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

A viable airport is an important asset to any community.

8.0 ATTACHMENTS:

- 8.1 2022 Barrhead Johnson Airport Operating Budget
- 8.2 2023 to 2025 Barrhead Johnson Airport Operating Plan
- 8.3 2022 Barrhead Johnson Airport Capital Budget
- 8.4 Barrhead Johnson Airport 10 Year Capital Plan

9.0 RECOMMENDATIONS:

- a) That Council approves the Barrhead Johnson Airport Committee's proposed 2022 Operating Budget with a financial contribution of \$17,990.00 from both the Town of Barrhead and Barrhead County, as presented and recommended by the Barrhead Johnson Airport Committee.
- b) That Council approves the Barrhead Johnson Airport Committee's proposed 2023-2025 Financial Plan, as presented and recommended by the Barrhead Johnson Airport Committee.
- c) That Council approves the Barrhead Johnson Airport Committee's proposed 2022 Capital Budget with a financial contribution of \$12,500.00 from both the Town of Barrhead and Barrhead County as presented and recommended by the Barrhead Johnson Airport Committee.
- d) That Council approves the Barrhead Johnson Airport Committee's 10 Year Capital Plan, as presented and recommended by the Barrhead Johnson Airport Committee.

(Original signed by the CAO)

Edward LeBlanc
CAO

Barrhead Johnson Airport
Proposed Operating Budget & 3 Year Financial Plan
Presented to Committee: February 28, 2022

GL Account *	Description	2021 Budget	2021 Actual	2022	2023	2024	2025
1-1565-Leases Revenue		3,137	3,075	3,075	3,075	3,075	3,075
1-1566-Hangar & Tie Down Fees Revenue		8,100	7,680	7,840	8,000	8,160	8,320
1-1850-Local Government Grants	Contribution from Town	17,516	15,287	17,990	18,453	14,990	15,010
1-1850-Local Government Grants	Contribution from County	17,516	15,287	17,990	18,453	14,990	15,010
		46,268	41,329	46,895	47,981	41,215	41,415
2-2111-Honorariums and Fees		731	-	1,050	1,050	1,050	1,050
2-2112-Salaries Expense	Salaries & benefits	1,792	1,696	1,801	1,834	1,868	1,869
2-2210-Mileage Expense		243	-	83	85	86	86
2-2217-Telephone & Internet Expense		1,139	1,232	1,490	1,490	1,490	1,490
2-2217-Telephone & Internet Expense	WIFI access at airport			387	1,548	1,548	1,548
2-2221-Advertising Expense		383		250	250	250	250
2-2254-Contracted Services for IT	Install internet			400			
2-2259-Contracted Services	Misc.	1,740	1,437	1,496	1,500	1,499	1,498
2-2259-Contracted Services	Regulatory Review Flight Check (Every 5 Years)	3,500		-	-	-	-
2-2259-Contracted Services	Annual Crackfilling Program	8,000	3,000	4,000	4,000	4,000	4,000
2-2259-Contracted Services	Line Painting (Every 3 Years)	-		-	7,000	-	-
2-2231-Inspection Fees	26 per year	1,724	1,724	1,724	1,724	1,724	1,724
2-2259-Contracted Services	Annual snowplowing	5,000	8,299	6,500	6,500	6,500	6,500
2-2259-Contracted Services	Brushing & Drainage plus spray around lights	2,000	621	1,500	1,500	1,500	1,500
2-2259-Contracted Services	Runway Mowing	2,000	382	1,000	1,000	1,000	1,000
2-2259-Contracted Services	Beacon light repair			2,500	-	-	-
2-2259-Contracted Services	Annual Maintenance of Weather Station	4,000	5,870	4,000	4,000	4,000	4,000
2-2259-Contracted Services	GPS Procedure Maintenance (Annual Contract)	3,000	3,000	3,000	3,000	3,000	3,000
2-2259-Contracted Services	Street Light Installation	-		3,700	-	-	-
2-2274-Insurance Expense		2,698	2,949	3,300	3,350	3,400	3,450
2-2501-Goods - IT Hardware	Internet Hardware			714			
	Goods - urea for runway, chlorine, lights, transformers, wind socks, pumps, janitor supplies, etc.						
2-2510-Goods - Consumables		4,000	7,248	4,000	4,000	4,000	4,000
2-2543-Utilities:Gas Expense		1,571	1,457	1,500	1,550	1,600	1,650
2-2544-Utilities:Power Expense		2,747	2,415	2,500	2,600	2,700	2,800
Expenditures		46,268	41,329	46,895	47,981	41,215	41,415

Note: Request for WIFI at airport is included in the budget.
Assumed install October 2022.

Barrhead Johnson Airport
Proposed Capital Budget
Presented to Committee: February 28, 2022

2022

FINANCES ACQUIRED

Contributions from Others	-
Local Government Grant (County)	12,500
Local Government Grant (Town)	<u>12,500</u>

TOTAL Finance Acquired **\$ 25,000**

FINANCE APPLIED

Land Improvements	
Power install at new hangar street	\$ 25,000
Buildings	-
Equipment	<u>-</u>

TOTAL Finance Applied **\$ 25,000**

AIRPORT



COUNTY OF
Barrhead

FUNDING SOURCE:[illegible]

**COUNCIL REPORTS
AS OF MARCH 8, 2022**

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



C.A.O Report

To: Town Council

Date: March 8, 2022

Re: March 8, 2022 Report

General Administration Services:

On February 11th – Mayor McKenzie and I met with the Pembina Hills School Division and the County to exchange general information.

On February 16th – met with Melonie Doucette, Regional Economic Development Specialties from Alberta Jobs, Economy and Innovations. Discussion was related to the general current economic climate of the Town of Barrhead.

During the week of March 7th – Town's Auditors will be in the office to undertake the 2021 financial audit.

Legislative and Development Services:

- Appeal Hearing relating to the pending construction of a Dairy Queen restaurant was held on February 14th at 9:30 at the Charles Godberson Room. The Board denied the appeal, allowing the development with the following additional conditions:
 - The Applicant must provide a final lot drainage plan to the satisfaction of the Town.
 - The Applicant must provide a lot landscaping plan to the satisfaction of the Town.
 - The Applicant must install a 6-foot fence at the rear of the property to the satisfaction of the Town and in accordance with the LUB. The fence can be design at the discretion of the Applicant.
- Working with residents and development companies on development inquiries and processing development permits and certificates of compliance.
- Working on Subdivision inquiries with residents

- Attended the March 3-4th Alberta Development Officers' Association meeting in Red Deer

Communication Services:

- Advertised March 7th All-Wheels Park public engagement session
 - Insert in utility bills sent to all houses
 - Advertised on Facebook and Facebook events
 - Promotion on website
- Update Better in Barrhead for March events (ie: main page, blog, events page and addition of a St. Patty's Day details page)

Enforcement Services:

The Department currently has 36 open file under review/investigation:

- Bylaw issues: 31 files
- Traffic Enforcement (ie: speeding, school zone speeding, distracted driving, fail to obey stop sign): 4 files
- Animal control matters: 1 file

Fire Protection Services:

- Incidents from February 1 – February 28, 2022
 - Ambulance Assist – 11
 - RCMP Assist - 1
 - Fire Alarms – 3

For the month of February there were a total of 15 calls which represented a total of 46.0 firefighter hours.

- Training:
 - Training of members in advanced first aid skills: Taking vitals, Naloxone use and injections, use of specialized medical equipment (Lifepak and Lukas CPR device)
 - Continue NFPA 1001 level 1 Firefighter training
 - Standard First Aid with Health Care CPR course completed by four students
 - Started a Medical First Responder First Aid course with Oxygen therapy with ten Students.

➤ Other

- Barrhead Grizzly Trail Fire and Rescue Association Fund Raiser planned for March 19th.
- Total membership of 37; 35 responding members with 2 members on a leave of absence.

Recreation Services:

➤ Operational:

- Staff attended several operational meetings:
 - Wellness Connection meetings,
 - Met with AHS Health Inspector, in respect to concluding the COVID Order that was issued.
 - Webinar on Electric Vehicle Charging Stations.
 - All Wheels Park “kick off” meeting.
 - Treaty 6 meeting.
- Homeschool Groups - The Westlock groups will continue to visit the Barrhead pool as they have enjoyed the facility and staff and were able to utilize the facility during the Provincial COVID restrictions.
- School Swimming Lessons - Currently we have scheduled Neerlandia and Onoway for school swim lessons. A few more schools may be interested.
- Birthday Party Bookings - The first 2 weekends of March are already fully booked for birthday parties at the pool. More are being finalized.
- Upcoming Pool Courses - Lifesaving Swim Instructor and Bronze Medallion will run over the Spring Break
- Continue to maintain outdoor skating areas.
- Continue with indoor and outdoor maintenance of the Recreation facilities including the Curling Rink and the Bowling Alley.
- The Department organized and hosted a Sweetheart Dance and Activities event for Valentines Day.
- Meeting with the current operators of the Agrena concession regarding summer lease proposals.
- Solar lights at Lions Park.
- In April, staff are planning to remove the arena ice and start building upgrades (ie: paint common areas).
- The Town’s Fitness classes are filling up for mornings and evenings.

- The Town's YouTube Schedule is as follows:

<u>Video</u>	<u>Date</u>	<u>Description</u>	<u>Pillar</u>
Town Summer Jobs	March 4 th	Promote Town's employment opportunities	Economic Development
St. Patty's Paint Night	March 11 th	Promote the event to increase registration	Recreation
Iron Kingdom Fitness	March 18 th	Promote the gym and physical activity	Economic Development
Your Good Morning Episode 3	March 26 th	Community programs, events and business updates for April	Economic Development

Transportation Services:

- Operational:
- Staff continue with ongoing ice & snow removal streets.
 - The Department is undertaking manhole inspections for potential plugs or blockages.
 - Staff completed with any outstanding 2022 budget information.
 - Staff made repairs to old blower at lagoon while waiting for parts for new ones.
 - On-going equipment maintenance.
- Capital:
- The Town's new garbage truck arrived, staff is addressing a few operational issues and starting on some staff cross training.
 - The Department is working with our engineers on startup for the Reservoir Project; expecting to start during the third week of March, weather permitting.

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

Edward LeBlanc - CAO

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF FEBRUARY 22, 2022

Reference Number	Resolution	Comments	Status
	<u>February 22, 2022 Council Meeting</u>		
073-22	Moved by Cr. Kluin that Council authorizes a rate increase of \$5.00 per category, as presented for the Barrhead Regional Landfill, effective April 1, 2022 subject to the Barrhead County Council approving the same rate structure.	Received notification from the County that the proposed new rates were included in their 2022 Interim Budget. New rates will be implemented on April 1, 2022.	Completed
072-22	Moved by Cr. Sawatzky that Council instructs Administration to draft a revised Bylaw to Bylaw 06-2017, the Business License Bylaw, as directed and present it at the next regular Council Meeting.	Revised Bylaw 04-2022 is part of the March 8th Council Meeting for review and consideration.	Completed
071-22	Moved by Cr. Assaf that Council authorizes Administration to enter into a design build contract with New Line Skateparks Inc. for the construction of an All-Wheel Skate Park to be located on Lot 9A, Block 1, Plan 0521175 with an upset overall budget of \$800,000.00.		Completed
070-22	Moved by Cr. Smith that Council forward Wild Alberta Committee's funding request to the 2022 Budget Retreat for further discussion.		Completed
	<u>February 8, 2022 Council Meeting</u>		
056-22	Moved by Cr. Kluin that Council appoints Councillor Klumph to the Regional Landfill Committee for the 2021-2022 term.		Completed
055-22	Moved by Cr. Assaf that Council appoints Mr. Steve Bablitz to the Municipal Planning Committee, for a one-year term from January 1, 2022 to December 31, 2022.	Mr. Bablitz was formally notified	Completed
	<u>14-Dec-21</u>		
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	Administration is gathering financial data to formula a model to recover some of the operational cost. Once the costs are agreed upon by the Water Commission it would be included in the budget - as outlined in the existing Operational Agreement. Administration is reviewing different types of documents that would serve to secure future financial capital commitments from the Water Commission.	In Progress

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF FEBRUARY 22, 2022

	<u>November 23, 2021 Council Meeting</u>		
415-21	Moved by Cr. Assaf that Council directs Administration to make the necessary arrangements for the recognition of long service awards for elected officials for the 2022 AUMA Convention.	It was confirmed by AM (Alberta Municipalities) that there is recognition for long service of municipal elected officials with at least 20 years of service. Nomination packages are released in the Spring. 2021 deadline was July 9, 2021. Administration will forward information on Councillor Don Smith and other past elected officials for the 2022 Convention.	In Progress
	<u>April 13, 2021 Council Meeting</u>		
141-21	Moved by Cr. Smith that Administration move forward on preparing the Traffic Impact Assessment for a cost not to exceed \$7,000.00.	Administration received the draft T.I.A. on February 18th and forward the document to Alberta Transportation. We are expecting a formal response from the Province by the end of March.	Completed
	<u>March 9, 2021 Council Meeting</u>		
083-21	Moved by Cr. Assaf that Council authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.	The new unit arrived mid-February and will be in-service in the early part of March. Once all ordered bins have arrived, Administration will be moving forward to dispose of the old unit.	Pending

**BARRHEAD REGIONAL FIRE SERVICES COMMITTEE
MEETING HELD WEDNESDAY, FEBRUARY 23, 2022
IN THE EMERGENCY RESPONSE CENTRE**

These minutes are
unofficial until approved
by the Committee.

PRESENT Crs.: Ty Assaf, Don Smith, Marvin Schatz, Bill Lane, Reeve Doug Drozd (ex-officio), County Member at Large Ivan Kusal, Town Member at Large Les Goertz

OTHERS Town C.A.O. Ed LeBlanc, Town Director of Corporate Services, Jennifer Mantay, County Director of Finance, Tamara Molzhan, Regional Fire Chief Gary Hove and Deputy Regional Fire Chief Ted Amos

ABSENT County Manager, Debbie Oyarzyn

CALL TO ORDER Town CAO, Edward LeBlanc called the meeting to order at 12:01 p.m.

**ELECTION OF
CHAIRPERSON**

Town CAO, Edward LeBlanc stated that the Election of a Chairperson and Vice- Chairperson is required.

Election of a Chairperson

Town CAO, Edward LeBlanc called for nomination for a Chairperson.

Cr. Assaf nominated Cr. Smith as Chair.

Cr. Smith accepted.

Town CAO, Ed LeBlanc called for the second time for nominations for Chairperson.

Town CAO, Ed LeBlanc called for the third time for nominations for Chairperson.

01-22 Moved by Les Goertz that nominations cease.

CARRIED UNANIMOUSLY

Cr. Smith became Chairperson, by acclamation.

**ELECTION OF
CHAIRPERSON**

Election of a Vice-Chairperson

Town CAO, Edward LeBlanc called for nomination for a Vice-Chairperson.

Cr. Smith nominated Cr. Schatz as Vice-Chairperson.

Cr. Schatz accepted.

Town CAO, Ed LeBlanc called for the second time for nominations for Vice-Chairperson.

BARRHEAD REGIONAL FIRE SERVICES COMMITTEE MEETING
WEDNESDAY, FEBRUARY 23, 2022

Town CAO, Ed LeBlanc called for the third time for nominations for Vice-Chairperson.

02-22 Moved by Cr. Lane that nominations cease.

CARRIED UNANIMOUSLY

Cr. Schatz became Vice Chairperson, by acclamation.

**ASSUMED THE
CHAIR**

Cr. Smith assumed the chair.

AGENDA

The agenda was reviewed.

03-22 Moved by Les Goertz that the Agenda be accepted.

CARRIED UNANIMOUSLY

FIRE MINUTES

Minutes of the Barrhead Regional Fire Services Committee meeting held October 22, 2020, were presented.

04-22 Moved by Cr. Schatz that the Minutes of the Barrhead Regional Fire Services Committee meeting held October 22, 2020, be accepted as presented.

CARRIED UNANIMOUSLY

**FIRE – PROPOSED
2022 OPERATING
BUDGET**

The proposed 2022 Barrhead Regional Fire Services Operating Budget was reviewed.

05-22 Moved by Ivan Kusal that the Barrhead Regional Fire Services proposed 2022 Fire Operating Budget be approved in the amount of \$910,400.00, and be recommended for approval to both the Town Council and County Council, as presented.

CARRIED UNANIMOUSLY

**FIRE – PROPOSED
2023-2025
OPERATING PLAN**

The 2023-2025 Proposed Barrhead Regional Fire Services Operating Plan was reviewed.

06-22 Moved by Cr. Schatz that the Barrhead Regional Fire Services 2023-2025 Proposed Operating Plan be approved in the amounts of:

- 2023 - \$901,940
- 2024 - \$936,160

BARRHEAD REGIONAL FIRE SERVICES COMMITTEE MEETING
WEDNESDAY, FEBRUARY 23, 2022

- 2025 - \$924,500

and be recommended for approval to both the Town Council and County Council, as presented.

CARRIED UNANIMOUSLY

**FIRE - PROPOSED
2022 CAPITAL
BUDGET**

The Proposed Barrhead Regional Fire Services 2022 Capital Budget was reviewed.

07-22

Moved by Cr. Lane that the Barrhead Regional Fire Services Proposed 2022 Capital Budget be accepted in the amount of zero dollars, and be recommended for approval to both the Town Council and County Council, as presented.

CARRIED UNANIMOUSLY

**ERC – PROPOSED
2022 OPERATING
BUDGET**

The Proposed 2022 Emergency Response Centre Operating Budget was reviewed.

08-22

Moved by Cr. Lane that the Proposed 2022 Emergency Response Centre Operating Budget be approved for the amount of \$50,620.00, and be recommended for approval to both the Town Council and County Council, as presented.

CARRIED UNANIMOUSLY

**ERC - PROPOSED
2023-2025 OPERATING
PLAN**

The Proposed Emergency Response Centre 2023-2025 Operating Plan was reviewed.

09-22

Moved by Les Goertz that that Proposed Emergency Response Centre 2023-2025 Operating Plan, be approved in the amounts of:

- 2023 - \$51,840
- 2024 - \$53,280
- 2025 - \$54,780

and be recommended for approval to both the Town Council and County Council, as presented.

CARRIED UNANIMOUSLY

BARRHEAD REGIONAL FIRE SERVICES COMMITTEE MEETING
WEDNESDAY, FEBRUARY 23, 2022

**ERC – PROPOSED
2022 CAPITAL
BUDGET**

The Proposed 2022 Emergency Response Centre Capital Budget was reviewed. Fire Chief Gary Hove explained that the funds would be used for the following:

- Flooring Classroom & Hallway, 3 Offices, Changerooms and Foyer
- On-Site Training Facility

10-22

Moved by Cr. Assaf that the Proposed 2022 Emergency Response Centre Capital Budget be approved for the amount of \$41,000.00, and be recommended for approval to both the Town Council and County Council, as presented.

CARRIED UNANIMOUSLY

**FIRE/ERC
10 YEAR CAPITAL
PLAN**

The Barrhead Regional Fire Services/ Emergency Response Centre 10 Year Capital Plan was reviewed.

11-22

Moved by Cr. Schatz that the Barrhead Regional Fire Services/Emergency Response Centre 10 Year Capital Plan be accepted as presented and be recommended for approval to both the Town Council and County Council, as revised.

CARRIED UNANIMOUSLY

**REGIONAL FIRE
SERVICES AMENDING
AGREEMENT**

The Barrhead Regional Fire Services amending Agreement, was reviewed.

12-22

Moved by Cr. Lane that the Barrhead Regional Fire Services amending Agreement be recommended for approval to both the Town Council and County Council, as revised.

CARRIED UNANIMOUSLY

**NEXT
MEETING**

The next meeting will be at the call of the Chair.

ADJOURN

13-22

Moved by Cr. Assaf that the meeting be adjourned at 12:54 p.m.

CARRIED UNANIMOUSLY

The Regular Meeting of the Barrhead Regional Airport Committee held at County of Barrhead Administration Office on March 24, 2021 was called to order at 5:04 p.m.

ATTENDANCE

County of Barrhead

Marvin Schatz, Councillor

Bill Lane, Councillor

Ken Hove, Director of Infrastructure

Tamara Molzahn, Director of Finance & Administration

Adam Vanderwekken, Development & Communications

Town of Barrhead

Ty Assaf, Councillor

Barrhead Flying Club

Wade Evans

APPROVAL OF AGENDA

Moved by Councillor Lane that agenda be adopted as presented.

Carried Unanimously.

MINUTES OF REGULAR MEETING HELD MARCH 24, 2021

Moved by Councillor Schatz that the minutes of the meeting held March 24, 2021 be approved as circulated.

Carried Unanimously.

APPOINTMENT OF CHAIR

Councillor Assaf nominated Councillor Schatz as chair of the Barrhead Johnson Airport Committee.

Councillor Schatz accepted the nomination for chair of the Committee.

Moved by Councillor Assaf to appoint Councillor Schatz as chair of the Committee.

Carried Unanimously.

2022 OPERATING BUDGET and 2023-2025 FINANCIAL PLAN

Moved by Councillor Assaf that the 2022 Operating Budget be recommended to councils as circulated.

Carried Unanimously.

Moved by Councillor Lane that the 2023-2025 Financial Plan be recommended to councils as circulated.

Carried Unanimously.

2022 CAPITAL BUDGET

Move by W. Evans that the 2022 Capital Budget be recommended to councils as circulated.

Carried Unanimously.

10 YEAR CAPITAL PLAN

Moved by Councillor Assaf that the 10 Year Capital Plan be recommended to councils as circulated.

Carried Unanimously.

FORTIS ALBERTA: QUOTATION PACKAGE

Moved by Councillor Lane that the Fortis Alberta Quotation Package be accepted by the Committee as information and backup to the Capital Budget.

Carried Unanimously.

NEXT MEETING

The next meeting to be held at the call of the Chair.

ADJOURNMENT

Moved by W. Evans that the meeting be adjourned at this time being 5:33 p.m.

Carried Unanimously.

DRAFT

Community FUTURES YELLOWHEAD EAST
Virtual Board Meeting Minutes
Thursday January 20, 2022

PRESENT: NICK GELYCH, DARYL WEBER, SERENA LAPOINTE, LIZ KRAWIEC, ANNA GREENWOOD, TY ASSAF, MARVIN SCHATZ, ROBIN MURRAY, JIM HAILES

REGRETS JOHN BURROWS

1) CALL TO ORDER:

Chair: Nick Gelych called meeting to order at 1:04pm

2) ADOPTION OF AGENDA:

Motion# 01/22 Moved by Serena Lapointe
That the Agenda be accepted as presented

CARRIED

3) MINUTES OF PREVIOUS MEETING:

Motion # 02/22 Moved by Marvin Schatz
That the minutes of the Dec 16, 2021 be accepted as presented

CARRIED

4) CHAIR REPORT

Advised the board he will be attending board chair training

5) TREASURER'S REPORT

Discussion occurred regarding the type of reports the board would like to see on a regular basis. Monthly a budget variance report and quarterly a balance summary in addition to the WD reports.

Motion # 03/22 Moved by Daryl Weber

To accept financial reports as presented.

6) STAFF REPORTS:

Executive Director: - Monthly Report, As presented – accepted as information

CED Coordinator: Monthly Report, As attached – accepted as information, with the request to include our target goals with the monthly report, so board can follow along as we meet the indicated target requirements.

Business Analyst: Financial Reports, As Presented, accepted as information.

DSS Service Squad Member Power point presentation provided, board was very pleased with the program, and hopes to have regular updates, in addition they requested a copy of the poster and the letter that is being shared with small business owners. Board members indicated they would assist in providing information to small business owners within their region. Ian will forward documentation to the board.

7) OLD BUSINESS:

7.1 Final Draft Operating Plan –

Motion # 04/22 Moved by: Jim Hailes

made a motion to accept the final draft of the 2022/2023 Annual Operating Plan as presented.

CARRIED

7.2 Final Operating Budget –

Motion# 05/22 Moved by: Serena Lapointe

To accept the final draft of the 2022/2023 operating budget as presented.

CARRIED

7.3 Strategic Planning Date – March 17th , April 21, 2022

Board approved the dates set out for the Strategic Planning Session.

7.4 Travelling Incubator Update – Board provided an update from staff members who have started their incubator visits.

7.5 Letter to Prairies Can & CFNA – New Options. Additional discussion was held, as the Executive Director provided additional information weighing the pros and cons of sending a formal letter regarding the lack of increased funding to CF core funding. Board agreed they still wanted to proceed with the letter, Chair and other board members would review the draft letter provided and get back with any additional information or edits they wanted to see. ED was to complete a final draft and forward to the proper channels.

7.6 Bank Signing Authorization completed – Update provided to the board that everyone had been in to sign the new signing authority forms.

8) NEW BUSINESS:

8.1 RRRF Repayment Extension ED provided board with information regarding the governments announcement to extend the deadline for small businesses to pay back the RRRF loans by one year in order to take advantage of the interest free, forgivable loan portion of the agreement.

8.2 Board development Training – CFNA Feb Meeting (CFLIP, EDP) – Prairies Can – May?, June -AGM, September – Lending Training? Board agreed with the proposed training plan, and had no additional requests.

8.3 Cyber Security Report – Update – Board advised of the review and successful report that was provided to CFYE regarding the review of current cyber security protocols in place. The board was in favour of taking advantage of the funds being provided by Pan West, to ensure we were able to maintain the current protection methods.

8.4 Woodlands County Representative- Change of Meeting Date, or Alternate Board had further discussion around possibility of changing the particular Thursday of every month that the CFYE meetings would be held in order to allow for the current Woodlands Director to be able to stay on as their delegate. It was determined that there was not another Thursday or any other day of the week per month that would work for the larger group. John Burrows will be advised to request his alternate now take his position on the board. In addition ED will speak with the bank to determine what steps will be required to replace John as a signing authority and will request his alternate become our additional signing authority.

9) ROUND TABLE:

Ty Assaf – Town of Barrhead – Council made the difficult decision based on a compliance order that was received, to adopt the COVID-19 opt in program, requiring all residents utilizing town facilities, to have to provide proof of vaccination QR code, or a negative covid test provided by AHS, not rapid test results. This has created a lot of concern for local residents, which are expressing their opinions rather publicly.

Daryl Weber – Village of Alberta Beach – Snow Mow Day planning is underway, along with the village seeing an increase in the number of fishing huts set up on the lake now that it is frozen through. Daryl also expressed their satisfaction with how well the county is looking after the roads.

Liz Krawiec – Town of Swan Hills ASA is planning their 50-year Jamboree celebration to be held this year.

Anna Greenwood – Town of Mayerthorpe – Anna informed the board they have had an increase in the number of new businesses over the year prior. The new Tim Hortons has opened and has already moved to 24-hour service from their start. The town is seeing some positive residual effects

of the opening with new travellers venturing further into town and taking advantage of some of the business services in town.

Robyn Murray – Town of Onoway – 3 new businesses have opened up recently, a Daycare, Saddle Shop and a Yoga Studio permit has been issued. The town will be hosting their strategic planning session on January 27, 2022. Centennial celebration plans for their 100 anniversary.

Marvin Schatz – County of Barrhead – A new development permit has been approved for a new wedding venue, which is receiving many complaints from residents not wanting the development to go through. An appeal meeting was held and appeal request was denied.

Nick Gelych – advised that an Economic Development review is under way to determine new direction and initiatives. Nick is part of the Economic Development committee.

10)

ADJOURNMENT:

Motion # _____ **Moved by**

No motion made; meeting adjourned at 3:25pm

NEXT MEETING:

Thursday February 17, 2022 1:00 – 4:00 pm

SIGNING AUTHORITY

Chair,

Secretary,

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 8, 2022

Re: Bylaw 04-2022, Business License Bylaw

1.0 **PURPOSE:**

To present Bylaw 04-2022, Business License Bylaw Council's review, consideration and formal adoption.

2.0 **BACKGROUND AND DISCUSSION:**

During the February 22, 2022 Council Meeting, Council passed the following resolution:

Moved by Cr. Sawatzky that Council instructs Administration to draft a revised Bylaw to Bylaw 06-2017, the Business License Bylaw, as directed and present it at the next regular Council Meeting.

(Resolution No: 072-22)

The proposed changes from the current bylaw are limited to Appendix "A". For ease of reference and convenience, the new Appendix illustrates the proposed deletions by way of a strikethrough while the new wording is shown in red.

ALTERNATIVES:

- 2.1 That Council give all three readings to Bylaw 04-2022, Business License Bylaw.
- 2.2 That Council tables the first reading of Bylaw 04-2022, Business License Bylaw and instructs Administration to provide further information at the next Council meeting.

3.0 FINANCIAL IMPLICATIONS:

With the proposed changes in the fee schedule it will prove to have very minimal impact to the Town's general revenue streams.

In 2021 the Town generate a total of \$37,350.00 in business license fees.

4.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

5.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

6.0 POLITICAL/PUBLIC IMPLICATIONS:

With the passage of Bylaw 04-2022, it proves an element of fair and equitable to the local business community.

7.0 ATTACHMENTS:

7.1 Bylaw 04-2022 Business License Bylaw

8.0 RECOMMENDATION:

That Council give all three readings to Bylaw 04-2022, Business License Bylaw.

(original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 04-2022
THE BUSINESS LICENSE BYLAW

**A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA
TO REGULATE, CONTROL AND LICENSE BUSINESSES OPERATING IN THE
TOWN OF BARRHEAD.**

WHEREAS, pursuant to the provisions of the Municipal Government Act, being Chapter M26, of the Statutes of Alberta, 2000, and amendments thereto, a Council may pass Bylaws respecting Businesses, Business activities, and persons engaged in Business; and,

WHEREAS, the Council of the Town of Barrhead has deemed it in the best interests of providing good government to pass a Bylaw regulating, controlling and licensing Businesses or Business activity in 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. Title

This Bylaw shall be referred to as the Business License Bylaw.

2. Definitions

In this Bylaw, unless context requires otherwise, the word, term or expression:

- a) “Applicant” means a person who applies for a Business License, or renewal of a License, required by this Bylaw.
- b) “Application” means a written Application, on a form approved pursuant to this Bylaw, for a Business License required by this Bylaw.
- c) “Business” means:
 - i) a commercial, merchandising, or industrial activity or undertaking,
 - ii) a profession, trade, occupation, calling or employment,
 - iii) an activity providing goods or services.
- d) “Business License” means a License issued pursuant to this Bylaw, on a form approved pursuant to this Bylaw, for the purposes of allowing a Business to operate within the corporate limits of the Town of Barrhead.
- e) “Business License Officer” means the Town of Barrhead employee or agent designated by the Council of the Town of Barrhead to enforce the provisions of this Bylaw.
- f) “Business License Year” means the calendar year from January 1 and ending December 31 of the same year.
- g) “CAO” means the Chief Administrative Office of the Town of Barrhead.
- h) “Council” means the Municipal Council of the Town of Barrhead.
- i) “Development Authority” means the person or group whom, through Bylaw, Council has delegated development powers on behalf of the municipality.
- j) “General Contractor” means a person or Business who enters into a contract to manage or otherwise oversee the erection, alteration,

cleaning, moving, repair, or demolition of a building or structure. The General Contractor is responsible for managing the Sub-trades in any project.

- k) “Hawkers and Peddlers” means any person who, whether as a principle or agent:
- goes from door to door selling or offering for sale any merchandise or service to any person, and who does not have a permanent place of Business in Town;
 - offers or exposes for sale to any person by means of samples of merchandise or services or both to be afterwards delivered or shipped into the municipality;
 - sells merchandise or a service or both, on the streets or roads or elsewhere other than an permanent place of Business.
- l) “Home Based Business” means any occupation, trade, profession or craft, including a bed and breakfast operation and home day care, carried on by an occupant of a residential building as a use secondary to the residential use of the building and which does not change the character thereof.
- m) “Mobile Food Vending Unit” means any motorized, non-motorized, trailer, pushcart or other devise designed to be portable and not affixed to any land or structure from which food is vended, sold, served, displayed, offered for sale or given away.
- n) “Mobile Food Vendor” means any person who sells, serves or gives away food from a mobile vending unit designed for that purpose.
- o) “Mobile Vendor Permit” means a document authorizing a Mobile Food Vendor to operate within the Town of Barrhead pursuant to this bylaw.
- p) “Municipal Tag” means a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town of Barrhead.
- q) “Non-Resident” means a person or Business whose office or premises is not located in either the Town of Barrhead or the County of Barrhead No. 11.
- r) “Peace Officer” means a member of the RCMP, a Community Peace Officer duly appointed by the Solicitor General or a Bylaw Enforcement Officer as appointed by the Town.
- s) “Public Property” means any road, sidewalk, lane, boulevard, parking lot, park, open area, structure or building that is owned or leased by the Town of Barrhead, or any other government body.
- t) “Resident” means a person or Business whose office or premises is located within the Town of Barrhead or the County of Barrhead No. 11.
- u) “Sub-trades” means any person or Business who enters into a contract, or contracts to do work on a project under the supervision of a General Contractor.
- v) “Temporary Business” means a Business License granted to a person who intends to carry on a Business in the municipality for a period of not more than 1 week (7 days).

w) Violation Ticket” shall have the meaning ascribed to it by the *Provincial Offence Procedures Act*, R.S.A. 2000, c. P-34, as amended, or its successor legislation;

3. Requirement for a Business License

- a) Any Businesses operating, or proposing to operate, within the Town of Barrhead, are required to apply for, and obtain, a Business License.
- b) Any person who carries on or operates a Business at more than one location shall obtain a separate Business License for each location.

4. Business License Exemption

- a) A Business does not require a Business License if the only reason they are in the Town of Barrhead is to conduct warranty work on a project where a Business License was previously granted.
- b) Any person selling fruits, vegetables or grains that are grown by the person themselves, is not required to apply for or obtain a Business License.
- c) The participants of a Farmer’s Market, with the appropriate Provincial approvals, and the Farmer’s Market itself, are not required to apply for or obtain a Business License.
- d) A Business carried on by the Government of the Alberta or Canada, a Business, trade or industry that is exempt under Provincial legislation.
- e) The Town receives written confirmation stating the Business is no longer operating in Town.
- f) The Business is a non-profit organization.
- g) The Business is providing goods or services to the residents of seniors lodge/extended care home exclusively.

5. Hawkers and Peddlers, Door to Door Sales

- a) No person shall carry on Business as a hawker or peddler unless and until such time the person is a holder of Business License pursuant to this bylaw.
- b) No person shall carry on a Business as a hawker or peddler on any public property unless expressed written permission is obtained by and at the discretion of the Town.
- c) Hawkers or peddlers shall be permitted to operate on private land provided that permission has been granted by the landowner.
- d) Hawkers, peddlers and door to door sales persons shall be required to carry a copy of the Business License with them at all times while they are operating within the Town limits.
- e) Hawkers and Peddlers operating within the Town shall abide by this and all bylaws in force in the Town of Barrhead.
- f) Violations of any provision of this bylaw or complaints received by the Town, will result in the Business License being revoked.

6. Mobile Food Vendors

- a) No person shall carry on a mobile food Vendor business without a valid business license from the Town of Barrhead.

- b) No person shall operate a mobile food vending unit within the Town limits without first obtaining a valid food handling permit from Alberta Health Services (AHS) and providing a copy of the same to the Town office.
- c) A mobile food Vendor shall carry the necessary general commercial liability insurance to operate a mobile food vending unit and provide a copy of the same to the Town office.
- d) All mobile food vending units using cooking equipment shall have a fully charged fire extinguisher accessible to the operator. and obtain fire inspection approval from Barrhead Fire Services
- e) A mobile food vending unit shall not impede traffic and/or pedestrians, endanger public safety or cause an unwelcome disturbance and must comply with all applicable bylaws of the Town.
- f) Generators use to provide power to the mobile vending unit may be permitted if the generator does not create a noise or pollution disturbance.
- g) A mobile food vending unit shall not operate on a public highway controlled by Alberta Transportation without written permission from Alberta Transportation and a copy provided to the Town.
- h) Mobile food Vendors must provide garbage and recycling receptacles for customers to discard any waste from the products sold
- i) Vendors shall not:
 - (i) discharge fat or other waste into the Town storm sewer system;
 - (ii) leave a mobile vending unit unattended,
 - (iii) leave a location without first ensuring the area is free of any debris associate with the business;
 - (iv) solicit or conduct business with persons in motor vehicles;
 - (v) carry on illegal activity from the mobile vending unit
- j) In all cases the Vendor shall indemnify and save harmless the Town from any actions, claims, damage, or loss arising from the operation or location of the mobile food vending unit or anything undertaken or neglected to be undertaken in connection with this business license and requirements.

7. Application for a Business License

- a) Applications for a Business License shall be in writing, and on the Application approved pursuant to this Bylaw (see Application Forms).
- b) Applications for a Business License must be accompanied by the appropriate License fee as approved pursuant to this Bylaw (see Appendix A - Fees). No Business License Application shall be processed without the appropriate fee.
- c) General Contractors have the option to apply for a General Contractors License (see Appendix A - Fees). This Business License is valid for one project only, and will cover all Sub-trades working under the supervision of the General Contractor.
- d) If a Business is planning to operate a Business in the Town of Barrhead for a short time only, it will have the option of applying for a Temporary Business License (see Appendix A – Fees). A temporary License is valid for a 7 day period of time only.

- e) Should an Application for a Business License be denied for any of the reasons outlined in this Bylaw, the License fee, less a ten dollar (\$10) administration fee, shall be returned to the Applicant.

8. Approval of a Business License Application

- a) The Business Licensing Officer shall review all Business License Applications before approval is granted.
- b) Should a Business require, in the opinion of the Business Licensing Officer, planning approval, such approval will be secured from the appropriate Development Authority prior to approval of the Business License Application.
- c) The Business Licensing Officer may refuse to approve a Business License Application for the following reasons:
 - i) failure to receive the proper planning approval
 - ii) the Business proposed is contrary to municipal, provincial or federal regulation or statute
 - iii) the Application is not accompanied by the appropriate License fee
 - iv) the Applicant has an outstanding License fee from prior years.
- d) The approval of a Business License in no way removes the responsibility of the Applicant to ensure that it will receive all other required approvals pursuant to municipal, provincial or federal regulation or statute.
- e) The Business License (see Appendix E - Business License), once approved, must be placed in a conspicuous place within the Business, or if this is not feasible due to the type of Business, available for inspection by a Peace Officer at any time that Business is being carried out.
- f) Should the Business License Officer refuse to grant a Business License, he/she must communicate, in writing, the reasons for the decision.

9. Term of a Business License

- a) Every annual Business License issued under the provision of this Bylaw unless revoked, shall terminate at midnight on the December 31st of the License Year in which the said Business License was issued.
- b) New Applications received after October 31st of the License Year, shall pay the full annual license fee which will be valid for November 1st to December 31st of the subsequent License Year.
- c) A Business License fee is due and payable upon receipt of renewal invoice and failure to pay the fee within 60 days of the invoice date will result in an additional 20% charge and or a penalty pursuant to this bylaw. All new Business License Applications must remit applicable payment (Appendix B – Fees) when Application is submitted for approval.
- d) Despite 10(a) between July 1st and October 31 of any given year the annual Licenses fees shall be reduced by 50% (Excluding Temporary Business License, Hawkers, Peddlers, Door to Door Sales & Food Vending units where these fees will remain the same as noted in Appendix A)
- e) At no time will the Town of Barrhead refund, in whole or in part, a Business License paid to it pursuant to this Bylaw.

10. Transfer of a Business License

- a) Should a Business be sold to a new owner, the new owner may, with the Business License holders written permission, apply for transfer of the Business License to the new owner's name. The Application must be in writing, on the form supplied (see Appendix D - Transfer of a Business License), with the appropriate fee.
- b) Should a business request to transfer a food vending unit to a new owner/vendor, the new owner/vendor must comply with Section 7 of this bylaw and provide the necessary documentation prior to issuance of the business license.

11. Revocation of a Business License

- a) The Business License Officer may, if in his/her opinion there are reasonable and justifiable grounds, revoke a Business License granted pursuant to this Bylaw.
- b) Should the Business License Officer choose to revoke a Business License, the Business License holder must be served written notice fourteen (14) days prior to the revocation taking place. Such written notice must include the reasons for the revocation.
- c) At the expiration of the fourteen day period following notice of a Business License revocation, the Business License holder is hereby compelled to surrender, upon request, the Business License to the Business License Officer.

12. Right to Appeal

- a) A Business License holder or Applicant has the right to appeal to the CAO the decision of the Business License Officer, made pursuant to this Bylaw.
- b) An appeal of the decision of the Business License Officer must be made within 30 days of the date of his/her decision. An appeal must be in writing, must include a copy of the Business License Officer's notification, and must include the reasons for the appeal.
- c) The CAO may, after receiving the appeal, and hearing the evidence that he/she considers relevant, take any of the following steps:
 - i) direct that a Business License be issued to the Applicant
 - ii) uphold the refusal to grant a Business License
 - iii) direct that the revocation of the Business License be struck down
 - iv) uphold the revocation of the Business License
- d) The decision of the CAO is binding on all parties involved.

13. Penalties

- a) Any person or Business who contravenes, through direct action or omission, any section, sub-section, or other provision of this Bylaw is guilty of an offense.

First Offense	\$250.00
2nd & Subsequent Offenses	\$500.00

In addition, each offense shall include those costs associated with the enforcement and prosecution of the offense.

- b) In the case where the specific offense is related to the non-payment of the License fee established by this Bylaw, the outstanding fee will, in addition to the penalties set out by this Bylaw, be required to be paid as part of penalty imposed.

14. General Provisions

- a) It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- b) Bylaw 06-2017 of the Town of Barrhead and any amendments are hereby repealed.
- c) This Bylaw will take full force on the day of its final reading.

Read a first time this _____ day of _____, 2022 .

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, 2022 .

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, 2022 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

APPENDIX “A” - FEES

The Business License Fees pursuant to Bylaw 04-2022 are as follows:

ANNUAL LICENSES

~~Resident~~ Annual License - \$125.00

Home Based Business Annual License - \$175.00

~~Non-Resident Annual License - \$250.00~~

OTHER LICENSES

Hawkers, Peddlers, Door to Door Sales \$75.00/week

Temporary Business License - \$50.00/Week

Food Vending Unit License - \$125.00/yearly

General Contractor License - \$500.00



TOWN OF BARRHEAD
BUSINESS LICENSE APPLICATION

Box 4189, 5014-50 Avenue, Barrhead, AB T7N 1A2
Phone: (780) 674-3301 Fax: (780) 674-5648 e-mail: town@barrhead.ca

Application:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	Date: _____
--------------	------------------------------	----------------------------------	-------------

Applicant Information:

Name: _____ Phone: _____

Address: _____ Postal Code: _____

Business Information:

Business Name: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Type of Business: _____

AMVIC Registration Number (if applicable): _____

Provincial Business License Number (if applicable): _____

Number of Employees: _____

Emergency Contact (in case of fire etc.)

Name: _____ Phone: _____

Fire Department Information:

Are any dangerous goods or chemicals stored at the Business location? ☐ Yes ☐ No

If yes, please provide product description: _____

Quantity of hazardous product: _____ Product I.D. No. (PIN) _____

What type of storage containers are the products in? (i.e. bulk, drum, cylinders, etc.):

Where are the hazardous products stored on the property? _____

Signatures:

Date Signature of Applicant

<u>For Office Use Only</u>			
Resident <input type="checkbox"/>	Non-Resident <input type="checkbox"/>	Hawker/Peddler <input type="checkbox"/>	Temporary <input type="checkbox"/> Contractor <input type="checkbox"/>
License No: _____	Amount Paid: _____	Receipt No.: _____	
_____	_____		
Date	Signature of Inspector		

TOWN OF BARRHEAD



MOBILE FOOD VENDOR BUSINESS LICENCE APPLICATION

Box 4189, 5014-50 Avenue, Barrhead, AB T7N 1A2
Phone: (780) 674-3301 Fax: (780) 674-5648 e-mail: town@barrhead.ca

Application:		<input type="checkbox"/> New	<input type="checkbox"/> Renewal	Date: _____
<u>Applicant Information:</u> Name: _____ Phone: _____ Address: _____ Postal Code: _____				
<u>Business Information:</u> Trade or Business Name: _____ Address: _____ Postal Code: _____ Phone: _____ E-mail: _____ Website: _____				
Each Vending unit requires a separate application, Select the vending unit type below that best describes your unit and fill out the vehicle registration information if required.				
<u>Vendor Unit Type:</u> Ice Cream Truck : ____ Make:_____ Model:_____ Year: _____ Colour:_____ License Plate: _____ Food Truck : ____ Make:_____ Model:_____ Year: _____ Colour:_____ License Plate: _____ Food Trailer : ____ License Plate: _____ Other: (Please describe) _____				
<u>Products</u> Please List the products/services provided: _____ _____				
<u>Please provide the following information with your mobile food vending application:</u> ____ Food Handling permit issued by Alberta Health Services ____ Barrhead Fire Services inspection approval ____ General Commercial Liability Insurance confirmation ____ Picture of food vending unit				
<u>Signature/Date:</u> _____ Date Signature of Applicant				

<u>For Office Use Only</u>			
Resident <input type="checkbox"/>	Non-Resident <input type="checkbox"/>	Hawker/Peddler <input type="checkbox"/>	Temporary <input type="checkbox"/> Mobile Food Vendor <input type="checkbox"/>
License No: _____		Amount Paid: _____	Receipt No.: _____
_____ Date		_____ Signature of Inspector	

APPENDIX “D”



TOWN OF BARRHEAD
HOME BASED BUSINESS APPLICATION

Box 4189, 5014-50 Avenue, Barrhead, AB T7N 1A2

Phone: (780) 674-3301 Fax: (780) 674-5648 e-mail: town@barrhead.ca

Application: ☐ New ☐ Renewal Date: _____
Annual Fee: **\$175.00**

Applicant Information:

Applicants Name: _____
Business Name: _____
Phone No(s): Res: _____ Business: _____
Civic Address: _____ Postal Code: _____
Mailing Address (If different from above):_

Email Address: _____

Business Information

- Describe the Business:

- What will the hours of operation be?

- Will there be clients coming to the home? ☐ Yes ☐ No
If yes how many _____ and how often? _____
- If applicable how many off-street parking stalls are provided? _____
- Will there be any storage of stock, materials, goods and equipment inside the home?
☐ Yes ☐ No If yes what is stored?

Where is it stored? _____
- Will there be deliveries made to the home? ☐ Yes ☐ No
If yes, what type and how often _____

Fire Department Information:

Are any hazardous/flammable goods or chemicals stored as a result of the Business?
☐ Yes ☐ No (ie solvent, paint thinners, special cleaner etc)
If yes, please provide product description: _____
Quantity of hazardous product: _____
What type of storage containers are the products in? _____
Where are the hazardous/flammable products stored?

Signatures:

Date Signature of Applicant

For Office Use Only

License No: _____ Amount Paid: _____ Receipt No.: _____
Land Use District: _____

Date Signature of Inspector or Development Authority

HOME BASED BUSINESSES

- a) A Home Based Business shall be operated as a secondary use only and shall not change the principal character and external appearance of the dwelling in which it is located.
- b) A Home Based Business may have one non-illuminated facia sign or nameplate to identify it, either within or flat attached to the dwelling with a maximum area of 0.92 m2 (2.0 ft2).
- c) A Home Based Business shall not use more than 27% of the gross floor area of the residence.
- d) A Home Based Business shall not create any dust, ,traffic, congestion, late visitations, noise, odours, noxious fumes, interference with telecommunications or vibrations emanating from the premise which is not normally produced by a dwelling unit.
- e) A home occupation shall not generate any pedestrian or vehicular traffic or parking that is a source of inconvenience to adjacent landowners or tenants.
- f) There shall be no outside storage of materials, commodities or finished products.
- g) A Home Based Business shall be reviewed upon receipt of a complaint by an affected landowner. A permit for a Home Based Business may be suspended or revoked on the basis of non compliance on 30 days notice.
- h) A Home Based Business shall not create on-street parking that may be determined by the Development Authority to be an inconvenience to adjoining landowners or tenants.
- i) This provision does not apply to Home Based Businesses that have no Non-Resident employees, no signage, client visitations and is otherwise indistinguishable from the principal residential use.

BED AND BREAKFAST OPERATIONS

- (1) Persons wishing to operate a bed and breakfast operation shall be required to apply for a Home Based Business License from the Town of Barrhead.
- (2) A bed and breakfast operation shall be limited to residential land use districts and shall be contained entirely within the principal building.
- (3) A bed and breakfast operation shall be limited to one meal provided on a daily basis to registered guests only with such meal being prepared in one common kitchen and served in one common room.
- (4) In addition to the off-street parking requirements for the dwelling unit itself, as stipulated in the Land Use Bylaw, 1 (one) off-street parking space per rented guest room shall be required for a bed and breakfast operation.



TRANSFER OF BUSINESS LICENSE

Business Name: _____

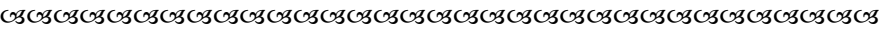
Previous Owner: _____
(Business License Holder)

New Owner: _____

Please read the following carefully, then date and sign.

I authorize the Town of Barrhead to transfer the Business License for
_____ into the name of the new owner,
(Business Name)
_____.
(New Owner)

(Date) (Business License Holder)



FOR OFFICE USE ONLY

Transfer Fee Paid _____ Receipt No. _____

Transfer completed by _____

NOTE: A new Business Application must be completed and attached to this transfer document



Town of Barrhead

P.O. Box 4189, Barrhead, Alberta T7N 1A2

Phone: (780) 674-3301

BUSINESS LICENSE

Type

Issued To

Provincial License

Provincial Certificate

Issued

Account

Amount

License

Expires

With respect to the above information, this business has paid for a license to operate within the limits of the **TOWN OF BARRHEAD** until the above noted expiry date, unless this license be sooner suspended or forfeited, and this license is issued to the said licensee and is accepted and held by same subject to any or all By-laws, rules and regulations that are now, or hereafter may be in force, respecting the same or the trade, business or calling hereby licensed to be carried on.



Given under my hand and the corporate seal of
TOWN OF BARRHEAD

Clerk

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: March 8, 2022

Re: Correspondence Items

Item (a) Letter dated February 24, 2022, from Mr. Ric McIver, Minister of Alberta Municipal Affairs, regarding information about the 2022 Budget.

Recommendation:

That Council accepts the letter dated February 24, 2022, from Mr. Ric McIver, Minister of Alberta Municipal Affairs, regarding information about the 2022 Budget, as information.

Item (b) Letter from the Pembina Ringette Association, requesting financial support to help with hosting of the 2022 U16B Ringette Alberta Provincials.

Administration comments:

Based on recent information received, there will be five players from Barrhead participating in the Provincial Tournament. The event will be held in Westlock and Thorhild.

Recommendation:

Administration awaits further direction from Council.

(Original signed by the CAO)

Edward LeBlanc
CAO



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

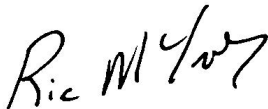
I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

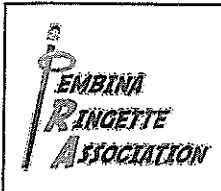
Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver", with a stylized flourish at the end.

Ric McIver
Minister



PEMBINA RINGETTE ASSOCIATION

• Box 5103 Westlock, AB T7P 2P4

To Whom It May Concern,

We at the Pembina Ringette Association (PRA) are pleased to announce that we are hosting the 2022 U16B Ringette Alberta Provincials. Our U16B 'Pembina Rage' will compete in the Provincials as the 'Host team' on the weekend of March 18-20, 2022.

Our team consists of 13 girls, age 13-15 who call home to Westlock, Barrhead, Legal and surrounding areas. Their coaching staff, parents and supporters are thrilled to watch them as they will battle for top spot in the province.

The Pembina Ringette Association and our Rage team would appreciate any support available, for these young athletes from our community. Any financial support will be used to assist with player swag bags, Heart & Hustle awards, Opening Ceremonies speakers and more. We hope that you are able to support the great sport of Ringette, and help these athletes as they compete in a sport that they love. A tax receipt can be issued for donations, please make cheques payable to PRA 2022 Provincial Committee.

On behalf of PRA, we would like to thank you for your consideration and express our hope that you can be an important part of this event!

Sincerely yours,

Pembina Ringette Association

U16B Host Team 'Pembina Rage'

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