



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, APRIL 23, 2019 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

Barrhead....a quality community....giving a quality lifestyle

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – April 9, 2019
 - (b) Special Meeting Minutes – April 17, 2019
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 p.m. – Ms. Judy Bohn
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Twinning Committee Members
 - (b) Appointment of Chief Administrative Officer

8. Reports - The Council Reports

(a) Council Reports as of April 23, 2019

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

9. Minutes

(a) Barrhead & District Twinning Committee Meeting

10. Bylaws

(a) Bylaw 04-2019, the Land Use Amendment Bylaw

11. Correspondence

(a) There are no Information Items

12. For the Good of Council

13. Tabled Items

14. In-Camera

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, APRIL 9, 2019,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT

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

Officials: Kathy Vickery, Interim CAO, Cheryl Callihoo, Director of Development & Legislative Services and Kat Hueggenberg, Communications Coordinator

Others: Barry Kerton, Barrhead Leader and Mark Cappis, 97.9 The Range

ABSENT

CALL TO ORDER

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

AGENDA

The agenda was reviewed.

091-19

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

- 8(a) Rural Health Professionals Action Plan (RPAP) Recruitment Committee

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of March 26, 2019, were reviewed.

092-19

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of March 26, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

COMMUNITY FUTURES DELEGATION

Mayor and Council welcomed Ms. Michelle Jones and Ms. Ellen McCormick of Community Futures Yellowhead East at 5:31 p.m.

Ms. Jones provided an update on Community Futures programs and projects. She advised that Ms. McCormick has completed a video project on each community in the region and presented the video to Council.

Ms. Jones advised that they have received a Cares Grant.

She discussed the Lemonade Day program and presented a video on the project. The project will provide school students with entrepreneurial skills and has requested Council's support in this project. She requested a representative from Council help with judging the lemonade stands in Barrhead and that Council declare June 22, 2019 as Lemonade Day in Barrhead. She would like Council to issue a "Lemy" Business License and "Lemy" Lease Agreement each for \$1.00 on June 22, 2019 to the students who participate and open a lemonade stand on June 22, 2019.

Council reviewed and discussed this very worthwhile project.

EXITED

Mayor and Council thanked Ms. Michelle Jones and Ms. Ellen McCormick for their presentation and they exited the Chambers at 6:01 p.m.

RCMP

DELEGATION

Mayor and Council welcomed Sergeant Bob Dodds of the RCMP at 6:02 p.m.

Sergeant Bob Dodds provided an update and review of the statistics with Council. He stated that the Criminal Code statistics, person crimes and property crimes are down from last year.

Discussion took place pertaining to Cannabis Enforcement, he stated that he was not aware of abuse of the new Act. Discussed staffing levels, there are nine members plus a School Resource Position which is still vacant.

The 2019-2020 Annual Performance Plan was discussed. Talked about was the employee wellness, community engagement and crime reduction.

EXITED

Mayor and Council thanked Sergeant Bob Dodds for his presentation and he exited the Chambers at 6:45 p.m.

BRANDING PROJECT

The Request for Proposal for a re-branding of the Town was reviewed.

Kat Hueggenberg, Communications Coordinator answered questions of Council.

Council requested that an amendment be added to identify that vendors must include a cost.

093-19

Moved by Cr. Penny that Council accept the Request for Proposal: Branding Initiative with the amendment that vendors must include a cost as information.

CARRIED UNANIMOUSLY

RECESSED

094-19

Moved by Cr. Penny to recess the meeting at 6:50 p.m.

CARRIED UNANIMOUSLY

RECONVENED

095-19

Moved by Cr. Kluin to reconvene the meeting at 7:21 p.m.

CARRIED UNANIMOUSLY

COMMUNITY FUTURES

DELEGATION MOTIONS

096-19

Moved by Cr. Penny that Council declare June 22, 2019 as Lemonade Day in Barrhead.

CARRIED UNANIMOUSLY

097-19 Moved by Cr. Smith that Council supports the Lemonade Day and donates \$500.00 toward the local Entrepreneur of the Year Contest.

CARRIED UNANIMOUSLY

098-19 Moved by Cr. Kluin that Council issue the “Lemy” Business License and the “Lemy” Lease Agreement for \$1.00 each for Lemonade Day, June 22, 2019.

CARRIED UNANIMOUSLY

ATHABASCA WATERSHED COUNCIL

Information regarding the Athabasca Watershed Council Membership and Annual Report, was reviewed.

Council reviewed and suggested that the Water Commission be involved with the Athabasca Watershed Council.

099-19 Moved by Cr. Klumph that Council accept the Athabasca Watershed Council Annual Report as information.

CARRIED UNANIMOUSLY

MUNICIPAL ASSET MANAGEMENT PROGRAM GRANT APPROVAL

The Federated Canadian Municipalities (FCM) grant approval letter under the Municipal Asset Management Program was received.

Kathy Vickery provided an overview to Council.

Cr. Klumph congratulated the team for putting the grant application together.

100-19 Moved by Cr. Klumph that Council accept the letter from Federation Canadian Municipalities (FCM) advising that the Town has been approved for a grant of up to \$ 50,000.00 under the Municipal Asset Management Program as information.

CARRIED UNANIMOUSLY

REPORTS TO COUNCIL

The following Reports to Council as of April 9, 2019, were reviewed:

- Barrhead Agricultural Society
- Rural Health Professionals Action Plan (RPAP) Recruitment Committee
- Twinning Committee
- Department Head Report

101-19 Moved by Cr. Assaf that the following Reports to Council as of April 9, 2019, be accepted as information:

- Barrhead Agricultural Society
- Rural Health Professionals Action Plan (RPAP) Recruitment Committee
- Twinning Committee

CARRIED UNANIMOUSLY

102-19 Moved by Cr. Kluin that the Department Head Report be accepted as information.
CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Klumph commended the Parks and Recreation Department on a job well done for identifying the trees in Lions Park.

Cr. Penny commended the organizers of the play “Steel Magnolias”.

**IN-CAMERA – LAND UPDATE
FOIP ACT SECTION 16**

103-19 Moved by Cr. Kluin that Council go in-camera at 7:40 p.m.
CARRIED UNANIMOUSLY

EXITED Cheryl Callihoo, Director of Development & Legislative vacated the Chambers at 8:30 p.m.

OUT-OF-CAMERA

104-19 Moved by Cr. Assaf that Council come out-of-camera at 8:52 p.m.
CARRIED UNANIMOUSLY

ADJOURN

105-19 Moved by Cr. Assaf that the Council Meeting be adjourned at 8:52 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

Interim CAO, Kathy Vickery

**MINUTES
SPECIAL MEETING OF THE TOWN OF BARRHEAD
HELD WEDNESDAY, APRIL 17, 2019 AT 12:00 P.M.**

PRESENT Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph (12:08 p.m.), S. Oswald, L. Penny and D. Smith

Officials: Kathy Vickery, Interim CAO and Cheryl Callihoo, Director of Development & Legislative Service

Others: Barry Kerton, Barrhead Leader

ABSENT

CALL TO ORDER Mayor McKenzie called the meeting to order at 12:06 p.m.

AGENDA The agenda was reviewed.

106-19 Moved by Mayor McKenzie that the agenda be accepted as presented.
CARRIED UNANIMOUSLY

**2019 OPERATING
AND CAPITAL BUDGETS**

The 2019 Operating and Capital Budgets were presented for Council's review.

Kathy Vickery, Interim CAO reviewed with Council the 2019 Operating and Capital Budgets.

ENTERED Cr. Klumph entered the Chambers at 12:08 p.m.

107-19 Moved by Cr. Klumph that Council adopt the 2019 Operating Budget with Revenues of \$14,868,637.00 and Expenses of \$14,857,709.00, plus the amortization expense budget of \$ 2,579,600, for a surplus of \$10,928.00 and the Capital Revenues and Expenses Budgets of \$5,923,249, which includes a 0.25 mill rate increase on the municipal portion of the residential, non-residential, farmland and machinery and equipment property tax rates for 2019.
CARRIED UNANIMOUSLY

**BYLAW 03-2019
THE PROPERTY
TAX BYLAW**

Bylaw 03-2019, the Property Tax Bylaw, was reviewed.

Kathy Vickery, Interim CAO reviewed with Council.

108-19 Moved by Cr. Smith that Council give Bylaw 03-2019, the Property Tax Bylaw, first reading.
CARRIED UNANIMOUSLY

109-19 Moved by Cr. Penny that Council give Bylaw 03-2019, the Property Tax Bylaw, second reading.
CARRIED UNANIMOUSLY

110-19 Moved by Cr. Oswald that Bylaw 03-2019, the Property Tax Bylaw, be presented for third reading.
CARRIED UNANIMOUSLY

111-19 Moved by Cr. Assaf that Council give Bylaw 03-2019, the Property Tax Bylaw, third reading.
CARRIED UNANIMOUSLY

ADJOURN

112-19 Moved by Cr. Penny that the Council Meeting be adjourned at 12:20 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

Interim CAO, Kathy Vickery



REQUEST FOR DECISION

Date: April 23, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Delegation

Summary

Delegation – Ms. Judy Bohn at 5:30 p.m.

Overview

Ms. Bohn of the Barrhead Pickelball Club will be meeting with Council to discuss the time limits that Makadiff Sports have placed on their Club to use the grant that was awarded to them.

Recommendations

Recommendation #1

That Council accept the delegation as information.
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Respectfully Submitted by:

Kathy Vickery
Interim CAO

Cheryl Callihoo

From: Judy Bohn <[REDACTED]>
Sent: Tuesday, April 16, 2019 8:40 AM
To: Cheryl Callihoo
Subject: request to attend Council meeting

On behalf of the Barrhead Pickleball Club, I would like to request an audience with Town council for a delegation presentation. We would like to present our winning video to Makadiff and also discuss the time limits that Makadiff Sports has placed on us to use the grant they have awarded us.

Judy Bohn



REQUEST FOR DECISIONS

Date: April 23, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Twinning Committee Members

Summary

Twining Committee Members

Overview

The Town has received 2 letters of interest to sit on the Twinning Committee.

Recommendations

Recommendation #1

That Council approve Nadine Quedenbaum and Leah Jackson as members of the Twinning Committee for a term to end December 31, 2019.

Respectfully Submitted by:

Kathy Vickery
Interim CAO

Nadine Quedenbaum

April 10th, 2019

Regarding open spot on the Twinning Committee

Hi Shelley,

after hosting students from Tokoro during the last 2 visits and having a delegate of the JET program staying with us the past October I am very interested in getting more involved with the Twinning Committee and would like to be considered for one of the vacant spots.

Me and my family enjoyed learning about the Japanese culture and teaching our guest about Canada. With the experience and exchange we had during the girls time with us, I'm sure I would be able to contribute and share ideas to make future visits as successful as the past stays.

Thanks for your consideration,

Nadine Quedenbaum

Cheryl Callihoo

From: Shelley Oswald
Sent: Monday, April 08, 2019 9:17 PM
To: Cheryl Callihoo
Subject: Fwd: Volunteer Appreciation - Saturday April 13th

Sent from my iPad

Begin forwarded message:

From: Leah Jackson
Date: April 8, 2019 at 5:51:52 PM MDT
To: Shelley Oswald
Subject: Re: Volunteer Appreciation - Saturday April 13th

To Shelley,

After being able to be a host family and having interest in being able to be a host family again as well as possibly being able to go to Japan for the 30 year anniversary, I am interested in sitting on the committee for the Twinning Committee.

Our family was a first time host family and there were times when I wished I knew more of what to expect of this opportunity before the students arrived. Luckily I work with some staff members that have done it before and they coaches me along. Because of them, we have some ideas that we feel could be warranted into making a booklet for host families.

I would appreciate the opportunity to be a part of the committee.

Thank you,

Leah Jackson

On Mon., Apr. 8, 2019, 5:41 p.m. Shelley Oswald
Hi Leah,

> wrote:

Write a brief sentence or two expressing interest to sit on the Committee.

Thank you!

Sent from my iPad

On Apr 8, 2019, at 2:57 PM, Leah Jackson

wrote:

Good afternoon Shelley. I will check my calendar for Saturday.
But I would like to be on the Twinning committee.

On Mon, Apr 8, 2019 at 2:45 PM Shelley Oswald

wrote:

We have 2 tickets for each homestay family. If you wish to attend please send me an email by Tuesday April 9th. Thank you!

We also have 2 vacant spots on the Twinning Committee, if you are interested please



REQUEST FOR DECISIONS

Date: April 23, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Appointment of Chief Administrative Officer

Summary

Appointment of Chief Administrative Officer

Overview

Information regarding the appointment of the new Chief Administrative Officer for the Town of Barrhead is attached for Council's information.

Recommendations

Recommendation #1

That Council appoint Mr. Edward LeBlanc as the Chief Administrative Officer for the Town of Barrhead, effective May 14, 2019.

Respectfully Submitted by:

Kathy Vickery
Interim CAO



Barrhead Town Council Appoints Chief Administrative Officer

- **April 17, 2019**

Council is pleased to announce that Mr. Edward LeBlanc has been selected as the new Chief Administrative Officer (CAO) for the Town of Barrhead. He will be assuming his new role and responsibilities on May 14, 2019.

This is the key leadership position within the Town Administration and we are fortunate to have attracted strong candidates from across Alberta and western Canada.

With 35 years of direct municipal government experience, along with on-going professional development and relevant educational credentials, Council feels that Mr. LeBlanc brings the right blend of education, hands on experience, and leadership to the Town of Barrhead.

Mr. LeBlanc spent nearly 30 years with Westlock County starting as their Assistant Administrator before becoming the CAO for his final seven years with the County. Following that, he moved over to neighbouring Thorhild County where he served as a Director overseeing the areas of planning and development, economic development, community, and recreation services. Mr. LeBlanc has been with a municipal consulting firm for the past eight months being directly involved with ICF (Intermunicipal Collaboration Framework) projects with several client municipalities, as well as overseeing the administration of the Village of Clyde and the Westlock Regional Water Commission.

He comes with a vast professional network of contacts, as well as a solid understanding of the local area, issues, and challenges. Council is confident that with the addition of Mr. LeBlanc to the existing team, the Town of Barrhead will continue its positive momentum.

Council wishes to thank Ms. Kathy Vickery and Town administration for stepping up to keep administration and operations progressing while the recruitment process played out over the past three months following the departure of long-serving CAO Martin Taylor.

Mr. LeBlanc is very much looking forward to working with Council, the rest of the administration team, along with meeting the residents of the Town of Barrhead. Please join us in welcoming Mr. LeBlanc to the Town.

For Further Information Please Contact:

Mayor David McKenzie
dmckenzie@barrhead.ca
780-674-3301

**COUNCIL REPORTS
AS OF APRIL 23, 2019**

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

**BARRHEAD & DISTRICT TWINNING COMMITTEE MEETING
HELD MONDAY, APRIL 8, 2019, AT 12:00 NOON
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

PRESENT Chairperson Shelley Oswald, Lynn Down, Elaine Dickie, Deb Schembri, Cr. Walter Preugschas, Cheryl Callihoo and Gail Hove

EXCUSED Yvonne Harris

CALL TO ORDER

Chairperson Shelley Oswald called the meeting to order at 12:19 p.m.

**CONSIDERATION
OF AGENDA**

The agenda was reviewed.

009-19 Moved by Lynn Down that the Agenda be accepted with the following additions:
4(e) Volunteer Appreciation
4(f) Advertising for Committee Members

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

The Minutes of the Twinning Committee Meeting held February 11, 2019 were reviewed.

010-19 Moved by Cr. Walter Preugschas that the Minutes of the Twinning Committee Meeting held February 11, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

**MARCH
DELEGATION**

Chairperson Shelley Oswald stated the importance to the Committee to put together a Homestay Handbook that has a clear understanding of what the expectations and objectives are for hosting students. We as a Committee need to tighten up our timelines and involve the homestays sooner. The Japanese student presentation was great but our students should provide a presentation as well.

Chairperson Shelley Oswald stated the everyone worked well with the cultural experience and exposing the Japanese students to our culture.

**KAREN FISCHER'S
RESIGNATION**

Chairperson Shelley Oswald updated the committee that an email was received from Karen Fischer advising that she will be resigning as Member at Large with the Twinning Committee. She also stated that she enjoyed her time with the Twinning Committee.

The Twinning Committee will send a card of appreciation thanking Karen Fischer for her years of service.

**COMMITTEE
MEMBER'S**

Chairperson Shelley Oswald stated that the Committee will have to advertise for 2 new Twinning Committee members.

**A/JTMA CONFERENCE
BARRHEAD 2019
SEPTEMBER 20-21, 2019**

Cheryl Callihoo designed a draft copy of the Conference flyer and requires additional information for the flyer. Cheryl will require help for the registration of conference through Eventbrite.

Chairperson Shelley Oswald stated that almost everything is booked for the Conference. Friday night will be the "Meet and Greet" at Deherdt Gardens. Tickets for the "Meet and Greet" will be available at the Town Office for \$20.00 each. The AGM will be held at the United Church Hall, with Bill Lee presenting. Also discussed was the group picture, swag bags and registration of the conference through Eventbrite.

**FINANCIAL
STATEMENT**

The Financial Statement for the month ended March 31, 2019, was reviewed.

Cheryl Callihoo stated that not all receipts are accounted for and to hand your receipts in as soon as possible.

011-19 Moved by Elaine Dickie that the Financial Statement for the month ended March 31, 2019, be accepted as information.

CARRIED UNANIMOUSLY

**VOLUNTEER
APPRECIATION**

Chairperson Shelley Oswald thanked all the people that helped with the delegation and she advised she will have Volunteer Appreciation tickets for the homestays and the 2 quilting ladies.

NEXT MEETING

The next meeting of the Twinning Committee will be held Monday, May 13, 2019 at 12:00 noon in the Town of Barrhead Council Chambers.

ADJOURN

012-19 Moved by Cr. Walter Preugschas to adjourn the meeting at 1:11 p.m.

CARRIED UNANIMOUSLY



MEMORANDUM TO COUNCIL

Date: April 23, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Bylaw 04-2019, the Land Use Amendment Bylaw

Summary

Bylaw 04-2019, the Land Use Amendment Bylaw

Overview

The Landowner wishes to rezone Lot 2, Block B, Plan 4272HW from Residential to Commercial.

Recommendations for Action

Recommendation #1

That Council give Bylaw 04-2019, the Land Use Amendment Bylaw 1st reading and set a Public Hearing for Bylaw 04-2019, the Land Use Amendment for Tuesday, May 28, 2019 at 5:30 p.m.

Respectfully Submitted by:

Kathy Vickery
Interim CAO

BYLAW 04-2019
LAND USE AMENDMENT BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF
ALBERTA, TO AMEND BYLAW 04-2015, THE LAND USE BYLAW

WHEREAS, Council wishes to re-district Plan 4272 HW, Block B Lot 2 from
R2 - Residential to C2 - Highway Commercial.

WHEREAS, Council considers it desirable, expedient and in the best interest
of the Town of Barrhead to amend Bylaw 04-2015, the Land Use Bylaw.

NOW THEREFORE the Municipal Council of the Town of Barrhead in an
open meeting hereby enacts as follows:

1. That Bylaw 04-2015 be amended to indicate that Plan 4272 HW, Block B,
Lot 2, as indicated on attached Schedule "A," is rezoned from R2 - Residential
to C2 - Highway Commercial.
2. That this Bylaw once passed and signed shall form part of Bylaw 04-2015,
the Land Use Bylaw.
3. That this Bylaw shall take effect on the day of the final passing thereof.

Read a first time this ____ day of _____, 2019.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Cheryl Callihoo, Director of Development &
Legislative Services

Read a second time this ____ day of _____, 2019.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Cheryl Callihoo, Director of Development &
Legislative Services

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Cheryl Callihoo, Director of Development &
Legislative Services

Schedule "A"

47 ST

48 ST

49 ST

52 AVE
R2 - Residential to
C2 = Highway Commercial

ST (Hwy 33)

ST

50 ST

51 Street



