

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 MINUTES

3.1 REGULAR MEETING HELD JANUARY 16, 2024

[Schedule A](#)

4.0 ACTION ITEMS:

**4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-771
NE 28-60-3-W5 (BIKKER/MELLOWDALE DAIRY)**

Administration recommends that Council approve subdivision application 23-R-771 proposing to create a 3.95 ha (9.75 acre) yard site separation within NE 28-60-3-W5 with the conditions as presented.

[Schedule B](#)

**4.2 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-776
NW 31-56-1-W5 (WATSON/JORGENSON)**

Administration recommends that Council approve subdivision application 23-R-776 proposing to create a 6.07 ha (15.0 acre) farmstead separation within NW 31-56-1-W5 with the conditions as presented.

[Schedule C](#)

**4.3 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-780
SE/SW 22-58-4-W5 (GIBB)**

Administration recommends that Council approve subdivision application 23-R-780 proposing to create a 6.07 ha (15.2 acre) farmstead separation within SE/SW 22-58-4-W5 and consolidate remainder of the 2 parcels with the conditions as presented.

[Schedule D](#)

4.4 PADDLE RIVER GOLF & COUNTRY CLUB - COMMUNITY GRANT REQUEST

Administration recommends that Council approves the application from Paddle River Golf & Country Club for a donation of \$2,500 under the Community Grants Policy to assist with the replacement of clubhouse deck, stairs, and ramp.

[Schedule E](#)

4.5 BARRHEAD STREET FESTIVAL - COMMUNITY GRANT REQUEST

Administration recommends that Council approves the application from Barrhead Street Festival committee for \$2,500 under the Community Grants Policy to assist with the 2024 Barrhead Street Festival event.

[Schedule F](#)

**4.6 BARRHEAD COMMUNITY PROGRAM & RESOURCE GUIDE COMMITTEE -
COMMUNITY GRANT REQUEST**

Administration recommends that Council approves the application from Barrhead Community Program & Resource Guide Committee for a donation of \$1,000 under the Community Grants Policy to assist with the initial development of a community resource guide.

[Schedule G](#)

4.7 2024 LIGHT TRUCK REPLACEMENT PURCHASES

Administration recommends that Council approves the following light truck replacement purchases that align with the 2024 Capital Budget:

1. 2024 Chevrolet Silverado 1500 crew cab 4x4 truck (as per specifications) from Grizzly Trail Motors at price of \$61,500.00 plus GST and applicable fees.
2. 2024 Ford F-250 XLT crew cab 4x4 truck (as per specifications) from Barrhead Ford at a price of \$74,954.25 plus GST and applicable fees.
3. 2024 Ford F-450 XL crew cab and chassis 4x4 truck (as per specifications) from Barrhead Ford at a price of \$74,053.25 plus GST and applicable fees.

[Schedule H](#)

4.8 2023 RESERVE TRANSACTIONS REQUIRING APPROVAL & ADDITIONAL RESERVE CONTRIBUTIONS FOR COUNCIL TO CONSIDER

Administration recommends that:

- Council approves the 2023 reserve transactions as presented in 2023 Reserve Report.
- Council considers additional contributions to reserves as it deems appropriate.

[Schedule I](#)

4.9 2023 PROJECTS DASHBOARD

Administration recommends that:

- Council accepts the Capital & Operational Dashboards as at December 31, 2023 for information.
- Council approves the additional funding sources for the 2023 capital projects as presented.

[Schedule J](#)

5.0 REPORTS

5.1 COUNTY MANAGER REPORT

Administration recommends that Council accept the County Manager's report for information.

- Resolution Tracking List

[Schedule K](#)

- AAIP Monthly Status Report S

[Schedule L](#)

- Rural Renewal Stream – 1 Year Review

[Schedule M](#)

5.2 PUBLIC WORKS REPORT

(11:00 a.m.)

Administration recommends that Council accept the Director of Infrastructure's report for information.

[Schedule N](#)

5.3 DIRECTOR OF CORPORATE SERVICES REPORT

Administration recommends that Council accept the Director of Corporate Service's report for information.

- Cash, Investments, & Taxes Receivable as of December 31, 2023

[Schedule O](#)

- Payments Issued for the month of December 2023

[Schedule P](#)

- YTD Capital Recap for period ending December 31, 2023

[Schedule Q](#)

- Elected Official Remuneration Report as at December 31, 2023

[Schedule R](#)

5.4 COUNCILLOR REPORTS

6.0 INFORMATION ITEMS:

- 6.1 Email from St. Aidan's – Re: Church Fire – dated January 18, 2024

[Schedule S](#)

- 6.2 Minutes

- 6.2.1 CFYE Minutes – December 21, 2023

[Schedule T](#)

- 6.2.2 Misty Ridge Minutes – December 14, 2023

[Schedule U](#)

7.0 DELEGATIONS

- 7.1 11:30 a.m. Cpl Fil Vicente - Barrhead RCMP Detachment – Quarterly Report and Annual Policing Priorities

[Schedule V](#)

8.0 ADJOURNMENT

REGULAR MEETING OF COUNCIL - HELD January 16, 2024

Regular Meeting of the Council of the County of Barrhead No. 11 held January 16, 2024 was called to order by Reeve Drozd at 9:00 a.m.

PRESENT

Reeve Doug Drozd
Deputy Reeve Marvin Schatz
Councillor Ron Kleinfeldt
Councillor Bill Lane
Councillor Paul Properzi
Councillor Walter Preugschas

**THESE MINUTES ARE
UNOFFICIAL AS THEY HAVE
NOT BEEN APPROVED BY THE
COUNCIL.**

ABSENT

Councillor Jared Stoik

STAFF

Debbie Oyarzun, County Manager	Tamara Molzahn, Director of Corporate Services
Lindsay Ellwein, Municipal Clerk	Ken Hove, Director of Infrastructure

ATTENDEES

Barry Kerton - Town and Country Newspaper

DELETE DELEGATION FROM AGENDA

2024-001	Moved by Councillor Properzi to remove the West Central Airshed Society delegation from the agenda.
	Carried Unanimously.

APPROVAL OF AGENDA

2024-002	Moved by Councillor Properzi that the agenda be approved as amended.
	Carried Unanimously.

MINUTES OF REGULAR MEETING HELD DECEMBER 19, 2023

2024-003	Moved by Councillor Preugschas that the minutes of the Regular Meeting of Council held December 19, 2023 be approved as circulated.
	Carried Unanimously.

FIRE FIGHTING SERVICES - REQUEST TO CANCEL FIRE CHARGES (23-449-CFR)

2024-004	Moved by Councillor Properzi that Council forgive the charges to the St. Aidans Community Church of Glenreagh & Bloomsbury for fire-fighting services at the St. Aidans Church in the amount of \$1,350, and further that Administration utilize funds from the Community Organizational Reserve to cover the cost.
	Carried Unanimously.

FIRE FIGHTING SERVICES - REQUEST TO CANCEL FIRE CHARGES (23-450-CFR)

2024-005	Moved by Councillor Properzi that Council forgive the charges to the Barrhead & District Historical Society for fire-fighting services at the Pioneer Church in the amount of \$3,000, and further that Administration utilize funds from the Community Organizational Reserve to cover the cost.
	Carried Unanimously.

Tamara Molzahn entered the meeting at 9:22am.

REGULAR MEETING OF COUNCIL - HELD January 16, 2024

ALLOWANCE FOR DOUBTFUL ACCOUNTS RECEIVABLE & WRITEOFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

2024-006 Moved by Deputy Reeve Schatz that Administration write-off one (1) outstanding Account Receivable account as recommended for invoice # IVC402525 in the amount of \$1,850 as this account has been at the collection agency for more than one year and is uncollectable.

Carried Unanimously.

2024-007 Moved by Councillor Lane that Council accepted as information the allowance for doubtful accounts of \$5,118.31 as at December 31, 2023.

Carried Unanimously.

2024 BUDGET SCHEDULE – POTENTIAL FOR CHANGE

2024-008 Moved by Councillor Properzi to accept the 2024 Budget Schedule for information.

Carried Unanimously.

Tamara Molzahn exited the meeting at 10:12 a.m.

RECESS

Reeve Drozd recessed the meeting at 10:13 a.m.

Reeve Drozd reconvened the meeting at 10:32 a.m.

Ken Hove entered the meeting at 10:32 a.m.

PUBLIC WORKS REPORT

Ken Hove, Director of Infrastructure, reviewed the written report for Public Works and Utilities and answered questions from Council.

2024-009 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

Ken Hove exited the meeting at 10:44 a.m.

COUNTY MANAGER REPORT

Debbie Oyarzun, County Manager, reviewed the 2023 Resolution Tracking List and included updates on:

- Decals for County Peace Officer Vehicle
- December AAIP Monthly Status Report.
- Letters of Support to community organizations for their grant applications

2024-010 Moved by Councillor Lane that Council approve the “swoop and crest” decal for the County Peace Officer vehicle.

Carried Unanimously.

2024-011 Moved by Deputy Reeve Schatz that the County Manager’s report be received for information.

Carried Unanimously.

INFORMATION ITEMS

- 2024-012 Moved by Councillor Kleinfeldt that Council accepts the following item for information:
- Letter from Minister of Municipal Affairs Re: Assessment Model Review – dated December 22, 2023
 - Letter NRCB to RMA Re: NRCB Response to RMA Fall 2023 Resolution 5-23F – dated January 4, 2024
 - Minutes:
 - CFYE Minutes – October 19, 2023
 - FCSS Minutes – November 19, 2023

Carried Unanimously.

COUNCILLOR REPORTS

Councillor Kleinfeldt reported on his attendance at the BARCC Meeting.

Councillor Preugschas reported on his attendance at a Provincial Extension Working Group meeting, Provincial ASB Committee meeting, and an ASB meeting. As a public member he also attended the Co-op Board & Supper in Mayerthorpe which included a blanket ceremony, and a WILD meeting.

Councillor Properzi reported on his attendance at an FCSS meeting and a Twinning Committee meeting (on behalf of Councillor Preugschas).

Councillor Lane reported on his attendance at an FCSS meeting, Misty Ridge meeting, and a Special Meeting for Barrhead & District Social Housing.

Deputy Reeve Schatz reported on his attendance at a CFYE Meeting and the ASB Meeting.

Reeve Drozd reported on his attendance at the ASB meeting, and the LEPA meeting.

ADJOURNMENT

- 2024-013 Moved by Councillor Lane that the meeting adjourn at 11:43 a.m.

Carried Unanimously.



REQUEST FOR DECISION

February 6, 2024

B

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NE 28-60-3-W5
BIKKER (MELLOWDALE DAIRY), MUNICIPAL PLANNING FILE NO 23-R-771**

ISSUE:

Application has been received to create a 3.95 ha (9.75 acre) yard site separation within NE 28-60-3-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan (MDP) requires residential parcels normally be a maximum of 10 acres in size and no more than 15 acres at maximum.
- Land was previously unsubdivided and contains a developed yard site, a permanent and second temporary dwelling, various outbuildings and Confined Feeding Operation (dairy).
- Landowner commenced building a 3rd permanent dwelling without prior development approval or permitting as required under the LUB, therefore a subdivision is required to bring it into compliance.
 - Upon completion of the subdivision, the landowner will also require a development permit.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
 - There will be 9.75 acres taken out for residential purposes.
- Access will be from Highway 769
 - Alberta Transportation (AT) requires a 30 m service road caveat and approaches will have to meet AT specifications.
- Road widening is not required.
- Reserves are not due as this is the 1st parcel out of the quarter.
- Private septic inspection is required.
- Wetlands impact the remainder parcel however suitable building sites appear to exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

That the subdivision application be approved at this time, subject to the following conditions:

1. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
2. That prior to endorsement of an instrument effecting this plan, the County of Barrhead No. 11 and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta *Private Sewage Systems Standard of Practice* and are suitable for the intended subdivision.

3. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority Officer, and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates the distances between the buildings and shelter belts and above-ground appurtenances, including the location of the private sewage disposal system and discharge point on the subject lands and the existing and proposed property boundaries. Should there be structures on the site to be demolished or relocated, we recommend that they be demolished or relocated prior to the preparation of the Real Property Report.
4. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation for the provision of a 30 metre wide service road right of way adjacent to the right of way of Highway 769 throughout the subject site. To this respect, a Caveat shall be registered against the Certificate of Title by Alberta Transportation concurrently with the registration of the instrument effecting this plan of subdivision.

Alternatively,

That the Plan of Survey implementing the proposed plan of subdivision provides a 30 metre wide service road throughout the subject site adjacent to the right-of-way of Highway 769.

5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 23-R-771 proposing to create a 3.95 ha (9.75 acre) yard site separation within NE 28-60-3-W5 with the conditions as presented.

DATE RECEIVED: OCT 31 2023DEEMED COMPLETE: NOV 16, 2023

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.

1. Name of registered owner of land to be subdivided

Mellowsdale Dairy

Address, Phone Number, and Fax Number

2. Name of person authorized to act on behalf of owner (if any)

Gerrit Bikker

Address, Phone Number, and Fax Number

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☒ PART ☐ of the NE $\frac{1}{4}$ SEC. 20 TWP. 60 RANGE 3 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☐ of LOT BLOCK REG. PLAN NO. C.O.T. NO. 092353075Area of the above parcel of land to be subdivided 3.95 hectares (9.75 acres)Municipal address (if applicable)

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Beauharnoisb. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☒If 'YES', the adjoining municipality is b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☒ NO ☐If 'YES', the Highway # is: 769d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☒ NO ☐ wetlandsIf 'YES', the name of the water body/course is: e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES ☐ NO ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED (Please describe)

Existing Use
of the LandAgricultureProposed Use
of the LandresidentialLand Use District Designation
(as identified in the Land Use Bylaw)AG

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Nature of the Topography
(e.g. flat, rolling, steep, mixed)flatNature of the Vegetation and Water
(e.g. brush, shrubs, trees, woodlots)grassSoil Conditions
(e.g. sandy, loam, clay)loam

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.

Describe the manner of providing water and sewage disposal.

Remainder: 2 homes, 300 cow dairy barn, calf barn
4 sheds, cold storage, heated remainder open discharge/well
proposed house under construction open discharge, well

8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

Gerrit Bikkerhereby certify that ☒ I am the registered owner OR☒ I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

Signature

Date

Oct 26, 2023

**TENTATIVE PLAN
NE 28-60-3-W5**

SW-33-60-3-W5

Titled Area: 63.89 ha (158 ac)
Proposed Area: 3.95 ha (9.75 ac)

SW-34-60-3-W5

NW-28-60-3-W5

Remainder
NE-28-60-3-W5

NW-27-60-3-W5

HWY 769

209 m (685')

Proposed
(9.75 ac)

189 m (620')

SW-28-60-3-W5

SE-28-60-3-W5

SW-27-60-3-W5



Scale 1: 7,500



100 yd
100 m



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Subdivision Report FILE INFORMATION

File Number: 23-R-771	Date Acknowledged: Nov. 16, 2023
Municipality: County of Barrhead No. 11	Referral Date: Nov. 16, 2023
Legal: NE 28-60-3-5	Decision Due Date: Jan. 13, 2024
Applicants: Gerrit Bikker (Mellowdale Dairy Ltd.)	Revised Decision Date: n/a
Owners: Same as above	Date of Report: Jan. 9, 2024

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 63% & 58%

Gross Area of Parcel: 63.89 ha (158.0 ac.)
Area of Proposed Parcel: 3.95 ha (9.75 ac.)
Area of Remainder: 59.94 ha (148.25 ac.)
Reserve Status: Not required - 1st parcel out

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 3.95 ha (9.75 ac.) country residential parcel from a previously unsubdivided 63.89 ha (158.0 ac.) agricultural quarter section, NE 28-60-3-W5, in the County of Barrhead No. 11.

The site is in the southern portion of the County of Barrhead No. 11, approximately (3 miles) northeast of the Hamle of Bloomsbury. The quarter section contains predominately cultivated lands and a CFO (dairy).

The site is adjacent to Hwy. 769 (eastern boundary) and 0.8 km (0.5 miles) north of Township Road 604. Access requirements can be met from the Highway with the condition (service road caveat) required by AB Transportation and Economic Corridors.

From a review of the provincial data, the subject site is not affected by:

- abandoned wells;
- an identified historic resource; or

The site appears to be affected by:

- wetlands identified on the Merged Wetland Inventory and the aerial photograph;
- active oil/gas facilities (pipelines); and
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas and/or Forestry, Parks, & Tourism is responsible (Traditional Ag. Registration).

From the application, the proposed use is “CR- Country Residential.”

Proposed Lot 1 is rectangular in shape and contains a single detached dwelling. The applicant has indicated that the dwelling is currently under construction. The dwelling is not visible on the County’s orthophotography. The planner recommends that a Real Property Report (or building site certificate) be provided to ensure that the structures near the proposed lot boundaries satisfy the required setbacks in the County’s Land Use Bylaw and to identify the location of the private sewage disposal system. The lot is serviced by a drilled water well and private sewage disposal system (open discharge). There appears to be a suitable building site a on the proposed parcel.

The remainder is developed and contains two houses, a CFO (dairy) outbuildings, cultivated lands, and wetlands. The remainder appears suitable for Agricultural/Country Residential use.

The County assessment sheets show the subject quarter section as containing 83 ac. at 63% and 72 ac. at 58%. The proposed parcel includes cultivated lands and the dwelling under construction.

In the opinion of the planner, the proposed subdivision should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> • Development Agreement (Land Acquisition Agreement) is not required for road widening. • Reserves are not required. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is <u>not</u> within 1.5 km of sour gas facility. • Site is within 2 miles of a CFO (dairy). • Private sewage inspection required is required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • AER has indicated the site is within the referral distance from a suspended sour gas well however, the 100m setback from the facility can be met. • Additionally, MPS notes that there are two active facilities with AER licences (pipelines located within the subject site. The Pipelines are well removed from the proposed CR lot.
3. Forestry, Parks, & Tourism	<ul style="list-style-type: none"> • No objections.
4. Water Act	<ul style="list-style-type: none"> • No response
5. Canada Post	<ul style="list-style-type: none"> • No response.
6. AB Transportation and Ec. Corridors	<ul style="list-style-type: none"> • The requirements of Section 18 are met. No variance is required. The department expects that the municipality will mitigate impacts from this proposal to the local highway system. • The requirements of Section 19 are not met. • Dedication of a 30 m service road right of way by caveat is required along the highway frontage of the proposed lot and the remainder as shown on the attached plan.
7. Westlock County	<ul style="list-style-type: none"> • No response.
8. FortisAlberta	<ul style="list-style-type: none"> • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
9. No response.	<ul style="list-style-type: none"> • No response.
10. Apex Utilities	<ul style="list-style-type: none"> • No objections. • Please notify Alberta One Call at 1 (800) 242-3447 to arrange for "field locating" should excavations be required within the described area. • Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
11. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.

Adjacent landowners were notified on 16 Nov. 2023. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the first country parcel within the quarter section and will subdivide a 3.95 ha (9.75 ac.) from the quarter section. The total area of country residential parcels within the quarter section will 3.95 ha (9.75 ac.). The proposed subdivision is consistent with this policy. **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0 ac.). The proposed lot is 3.95 ha (9.75 ac.) and is less than the maximum area. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

In the opinion of the planner, with respect to these matters:

- topography
- soil characteristics
- storm water
- water supply
- sewage disposal
- solid waste
- flooding
- subsidence/erosion
- accessibility
- *Private Sewage Disposal Systems Regulation*
- use of land in vicinity
- other matters

the proposed subdivision appears satisfactory.

A note following the decision can indicate the Subdivision Authority’s indication and satisfy the *Regulation* in this regard.

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

Section 1(1)(n)(i) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022 defines an unsubdivided quarter section to mean “a quarter section, lake lot, river lot or

settlement lot that has not been subdivided except for public or quasi-public uses or only for a purpose referred to in section 618 of the *Act*.” Therefore, in the opinion of the planner, the quarter section is an unsubdivided quarter section and the subdivision application will create the first parcel out. Section 663(a) applies to the proposed Lot and Reserves are not due for the proposed lot. Section 663(b) of the *Act* applies to the remainder and Reserves are not due for the remainder.

The subject site contains wetlands identified on the Merged Wetland Inventory and aerial photograph, and contains a facility with a licence issued by the AER (pipelines), and appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

The proposed subdivision is for country residential use, and may conform to provisions in the County’s Land Use Bylaw and Municipal Development Plan as well as the requirements set forth in the MGA and applicable Regulations therefore the subdivision can be approved subject to the following conditions:

1. Accesses and approaches
2. Private Sewage Inspection
3. Real Property Report, including PSDS location
4. Service Road Caveat (AB Transportation)
5. Taxes up to date

5. RECOMMENDATION

That the subdivision application be approved at this time, subject to the following conditions:

1. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
2. That prior to endorsement of an instrument effecting this plan, the County of Barrhead No. 11 and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta *Private Sewage Systems Standard of Practice*, and are suitable for the intended subdivision.
3. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority Officer, and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates the distances between the buildings and shelter belts and above-ground appurtenances, including the location of the private sewage disposal system and discharge point on the subject lands and the existing and proposed property boundaries. Should there be structures on the site to be demolished or relocated, we recommend that they be demolished or relocated prior to the preparation of the Real Property Report.
4. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation for the

provision of a 30 metre wide service road right of way adjacent to the right of way of Highway 769 throughout the subject site. To this respect, a Caveat shall be registered against the Certificate of Title by Alberta Transportation concurrently with the registration of the instrument effecting this plan of subdivision.

Alternatively,

That the Plan of Survey implementing the proposed plan of subdivision provide a 30 metre wide service road throughout the subject site adjacent to the right-of-way of Highway 769.

5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

1. Application
2. Location map
3. Site plan
4. Proposed Tentative Plan of Subdivision



REQUEST FOR DECISION

February 6, 2024



TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NW 31-56-1-W5
WATSON/JORGENSON MUNICIPAL PLANNING FILE NO 23-R-776**

ISSUE:

Application has been received to create a 6.07 ha (15.0 acre) farmstead separation within NW 31-56-1-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan (MDP) requires residential parcels normally be a maximum of 10 acres in size and no more than 15 acres at maximum (*refer to attached MPS Report 23-R-776 for further details*).
- Land was previously unsubdivided and contains a developed yard site and various outbuildings.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
 - There will be 15.0 acres taken out for residential purposes.
 - Farmstead is angle shaped to incorporate some hay land for use by owner, and septic discharge point.
- Access to yard site will be from Township Road 570, access to remainder will be from Range Road 20.
 - Approach to remainder requires improvements in the amount of \$1,309.06 plus GST.
- Road widening is required on the west and northern boundaries.
- Private septic inspection is required.
- Reserves are not due as this is the 1st parcel out of the quarter.
- Wetlands and creeks impact the remainder parcel, however suitable building sites appear to exist.
 - Alberta Forestry and Parks has recommended an Environmental Reserve around the creek. This cannot be required as it is the 1st parcel out of the quarter, however an Environmental Reserve Easement is recommended in its place.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

That the subdivision application be approved at this time, subject to the following conditions:

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western and northern boundaries of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.

2. That, prior to or concurrent with registration of an instrument effecting this plan, an Environmental Reserve Easement, in a form and affecting an area approved by the Subdivision Authority, be granted to the County of Barrhead. The Easement shall affect all of the land within 6 m of each side the seasonal watercourse located with the NW 31-56-1-W5, which is generally all of the land outlined in RED on the attached approved tentative plan of subdivision and shall be reviewed by the Subdivision Authority officer prior to being finalized.
3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. Certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed parcel, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 23-R-776 proposing to create a 6.07 ha (15.0 acre) farmstead separation within NW 31-56-1-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-776DATE RECEIVED: NOV 27/23DEEMED COMPLETE: Dec 12, 2023

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.

1. Name of registered owner of land to be subdivided

Terry Watson & Jerri Lynn Jorgensen

Address, Phone Number, and Fax Number

2. Name of person authorized to act on behalf of owner (if any)

Don Wilson Surveys Ltd.

Address, Phone Number, and Fax Number

Box 4120, Barrhead, AB T1N 1A1

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☒ PART ☐ of the NW 1/4 SEC. 31 TWP. 56 RANGE 1 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☐ of LOT BLOCK REG. PLAN NO. C.O.T. NO. 032 101 622

Area of the above parcel of land to be subdivided 6.07 hectares (15.0 acres)

Municipal address (if applicable) 1521 Twp. Rd. 570

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrhead

b. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☐

If 'YES', the adjoining municipality is: Lac Ste Anne County

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☐ NO ☐

If 'YES', the Highway # is:

d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☐ NO ☐

If 'YES', the name of the water body/course is: Unnamed Creek

e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES ☐ NO ☐

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED (Please describe)

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
Agricultural	Agricultural (CR)	Agricultural

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
Mixed	Shrubs, Brush, Woodlots	Gray Wooded

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.

House, Old House, Shop, Barn, Coop, Sea-can, Granary, Portable Shed, Shed, Derelict Shed.

Describe the manner of providing water and sewage disposal.

Water Well, Surface Discharge

8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

Nate Wilson For: Don Wilson Surveys Ltd.

hereby certify that ☐ I am the registered owner OR

☒ I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

IF THERE IS MORE THAN ONE REGISTERED LANDOWNER, PLEASE COMPLETE FORM 4

Signature

November 10, 2023

Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

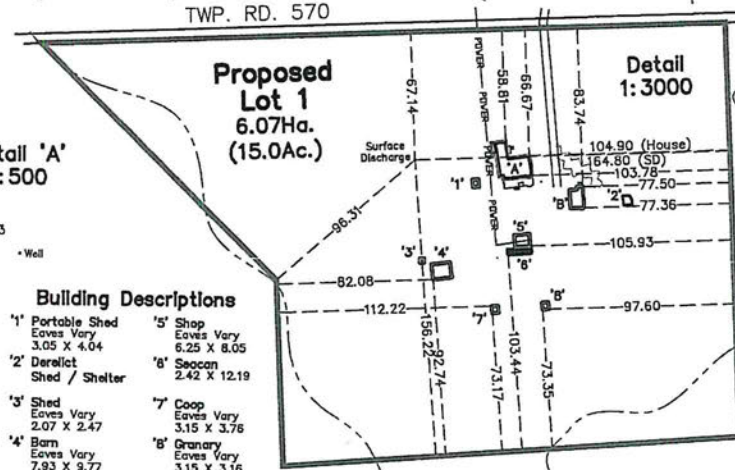
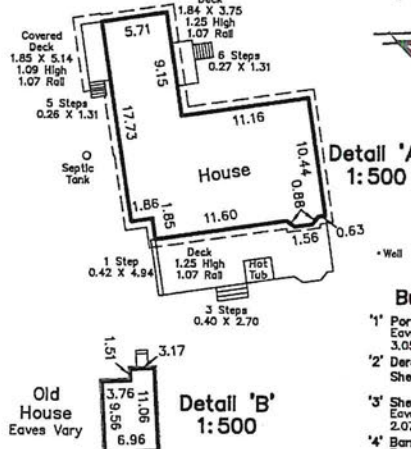
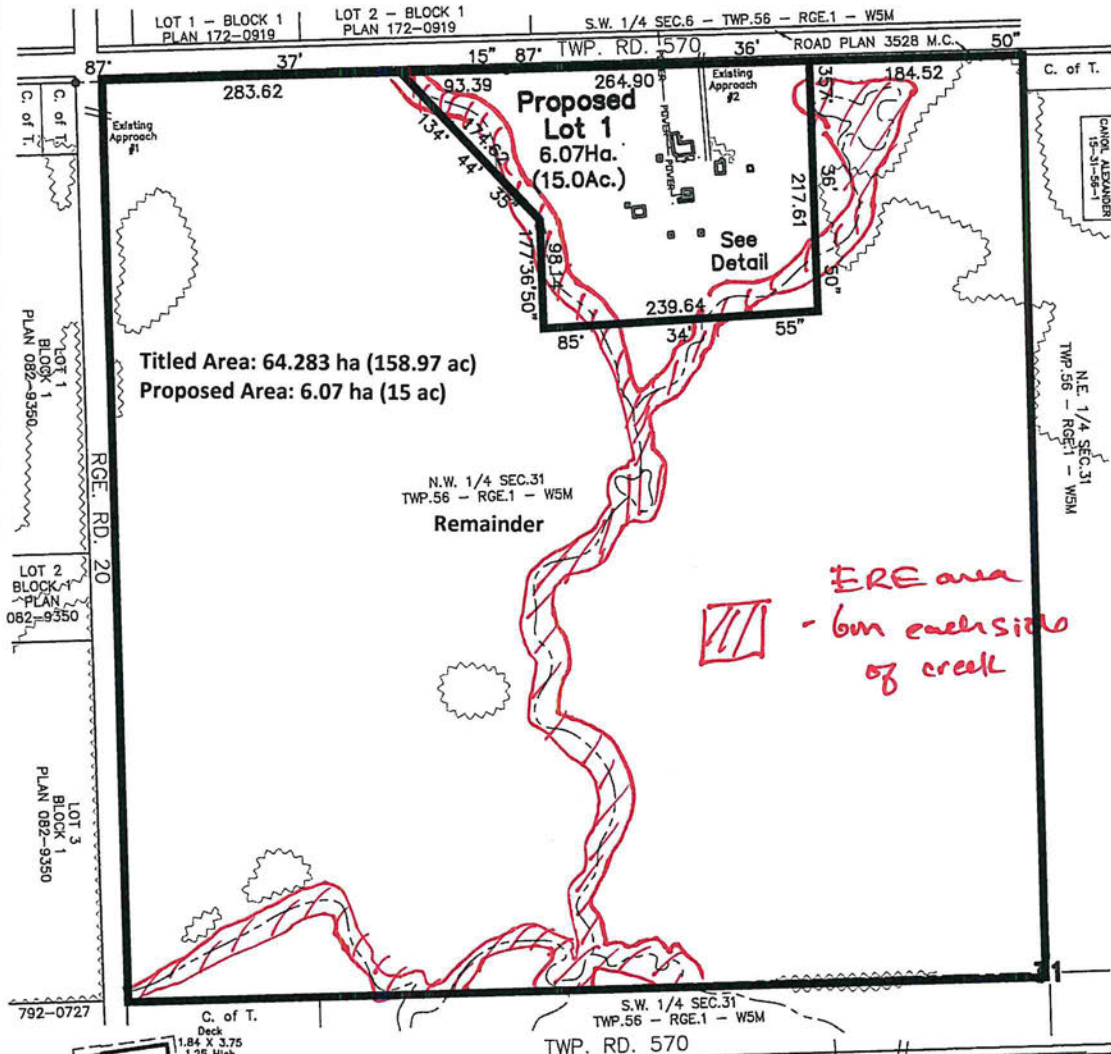
PLAN SHOWING PROPOSED SUBDIVISION OF

N.W. 1/4 SEC.31 - TWP.56 - RGE.1 - W5M

1521 TWP. RD. 570





COUNTY OF BARRHEAD No. 11

SCALE:1:5000 2023 D. WILSON, A.L.S



Building Descriptions

- | | |
|--|--|
| '1' Portable Shed
Eaves Vary
3.05 X 4.04 | '5' Shop
Eaves Vary
6.25 X 8.05 |
| '2' Derelict
Shed / Shelter | '6' Seocan
2.42 X 12.19 |
| '3' Shed
Eaves Vary
2.07 X 2.47 | '7' Coop
Eaves Vary
3.15 X 3.76 |
| '4' Barn
Eaves Vary
7.93 X 9.77 | '8' Granary
Eaves Vary
3.15 X 3.16 |

NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF
STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS: 
PROPOSED LOT BOUNDARY SHOWN THUS: 
EDGE OF TREELINE SHOWN THUS: 
EDGE OF WATER FEATURES SHOWN THUS: 

DON WILSON SURVEYS LTD.
BOX 4120, BARRHEAD, ALBERTA
T7N 1A1 PHONE: (780) 674-2287
FILE: 23426 DATE: NOVEMBER 10, 2023

Subdivision Report

FILE INFORMATION

File Number: 23-R-776	Date Acknowledged: December 12, 2023
Municipality: County of Barrhead No. 11	Referral Date: December 12, 2023
Legal: NW 31-56-1-W5	Decision Due Date: February 10, 2024
Applicants: Nate Wilson (Don Wilson Surveys)	Revised Decision Date: n/a
Owners: Terry Watson & Jerri-Lyn Jorgensen	Date of Report: January 30, 2024

Existing Use: Agriculture	Gross Area of Parcel: 64.283 ha (158.97 ac.)
Proposed Use: Country Residential	Net Area of Lot: 6.07 ha (15.0 ac.)
District: Agriculture (A)	Reserve Status: Not required
Soil Rating: 22%, 12%, 9% & 38%	

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide an irregularly shaped and developed 6.07 ha (15.0 ac.) country residential parcel from a previously unsubdivided quarter section (NW 31-56-1-W5), in the County of Barrhead No. 11.

The site is in the southern portion of the County of Barrhead (Division 1) approximately 0.5 miles east of Nakamun Lake, and directly adjacent to Lac Ste. Anne County.

The site is adjacent to Range Road 20 (western boundary) and Township Road 570 (northern boundary). Access to the proposed parcel and the remainder is from Range Road 20. Access requirements can be met from the local road.

From a review of the provincial data, the subject site is **not** affected by:

- abandoned wells;
- pipeline right of way;
- active oil/gas facilities;
- flood hazards lands identified in the County's mapping or Provincial Flood mapping;

The site **is** affected by:

- an identified historic resource (located on the adjacent quarter section);
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas is responsible (Traditional Agricultural User License).
- Watercourses and wetlands identified on the Merged Wetland Inventory;

From the application, the proposed use is "CR- Country Residential."

Proposed lot 1 is irregularly shaped, developed and is 6.07 ha (15.0 ac.) in area. Proposed Lot 1 contains a dwelling, an old dwelling and accessory structures (shop, barn, sea can, coop, grainery and sheds). The lot is serviced by a drilled water well and private sewage disposal system (open discharge). If the private sewage disposal system was installed prior to 1990, the proposed parcel dimensions may satisfy the required setbacks for the open discharge system. There appears to be a suitable building site a on the proposed parcel.

The remainder is undeveloped and contains cultivated lands, wetlands and a seasonal watercourse. AB Forestry and Parks has recommended that an ER or ERE agreement be registered

to create a buffer around the seasonal watercourse. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 17 ac. at 22%, 15 ac/ at 12%, 3 ac. at 9% and 120 ac. at 38%. The proposed parcel is developed and encompasses some of the poorer soils on the quarter section.

The proposed subdivision of the existing yard site should not significantly impact the agricultural capability of the balance of the quarter section. The proposed subdivision appears reasonable. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (along the northern and western boundaries). • Reserves are not required. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is <u>not</u> within 1.5 km of sour gas facility. • Site is <u>not</u> within 2 miles of a CFO. • Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • No facilities with AER licences are located within the quarter section.
3. Alberta Forestry & Parks	<ul style="list-style-type: none"> • No objections. • Recommends ER around the creek (MPS notes that ER cannot be required for a first parcel out, however, with the consent of the landowner, an ERE can be registered.
4. Canada Post	<ul style="list-style-type: none"> • No response.
5. AB Culture	<ul style="list-style-type: none"> • No response.
6. Lac Ste. Anne County	<ul style="list-style-type: none"> • No response.
7. Summer Village of Nakamun Park	<ul style="list-style-type: none"> • No response
8. Sturgeon County	<ul style="list-style-type: none"> • No response
9. EQUUS REA	<ul style="list-style-type: none"> • EQUUS has a concern regarding the proposed subdivision. EQUUS notes that there is currently no Utility Right of Way registered on the lands for the REA. • EQUUS must maintain its distribution system, to provide efficient energy services to its members. The Utility Right of Way is a legal document that protects these interests. Therefore, EQUUS requires that all power utilities be registered with Alberta Land Titles. • A utility right of way has been sent to the landowner. Upon registry confirmation, EQUUS will provide notice to the MPS office.
10. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is a Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
11. Telus Communications	<ul style="list-style-type: none"> • No objections.
12. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.

13. Alberta Health Services	<ul style="list-style-type: none"> • The proposed parcel is supplied from drinking water from a well. The well ID was not provided with the application. • From a records search AS notes that from the drillers report currently available it appears that there is only one bored well linked to this property. The well was drilled in 1981 and was originally proposed for stock purposes. AHS is not aware of any other wells on the property. AHS recommends routine chemical and bacteriological water testing of water used for domestic purposes. • The application appears to pose minimal risk to public health. AHS has no objections at this time. • MPS notes that development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.
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Adjacent landowners were notified on 12 December 2023. ***One objection from an adjacent landowner was received.*** The adjacent landowner indicated that they did not support the subdivision because there is currently too much traffic in the area and they are already having problems with dogs barking, attacking wildlife and chasing and killing cattle.

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.07 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the third parcel within the quarter section. It will subdivide 5.65 ha (14.0 ac.) from the quarter section. The total area of country residential parcels within the quarter section to 6.07 ha (15.0 ac.). The country residential parcel does not exceed 6.07 ha (15.0 ac.). **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.07 ha (15.0 ac.). The proposed parcel is 6.07 ha (15.0 ac.) and less than the maximum area. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

In the opinion of the planner, with respect to these matters:

- topography
- flooding

- soil characteristics
- storm water
- water supply
- sewage disposal
- solid waste
- subsidence/erosion
- accessibility
- *Private Sewage Disposal Systems Regulation*
- use of land in vicinity
- other matters

the proposed subdivision appears satisfactory.

A note following the decision can indicate the Subdivision Authority's indication and satisfy the Regulation in this regard.

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

The proposed subdivision will create the first country residential use parcel within the quarter section. In the opinion of the planner, section 663(a) of the *Municipal Government Act* applies to the proposed lot and Reserves are not due.

The subject site is affected by wetlands and a seasonal watercourse, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

The proposed subdivision is for country residential use, and conforms to the County's Land Use Bylaw and Municipal Development Plan as well as the requirements set forth in the MGA and applicable Regulations therefore the subdivision can be approved subject to the following conditions:

1. Land Acquisition re: Road Widening
2. ERE Agreement
3. Accesses and approaches
4. Private Sewage Inspection
5. Real Property Report, including PSDS location
6. Taxes up to date

5. RECOMMENDATION

That the subdivision application be approved at this time, subject to the following conditions:

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western and northern boundaries of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That, prior to or concurrent with registration of an instrument effecting this plan, an Environmental Reserve Easement, in a form and affecting an area approved by the Subdivision Authority, be granted to the County of Barrhead. The Easement shall affect all of the land within 6 m of each side the seasonal watercourse located with the NW 31-56-1-W5, which is generally all of the land outlined in RED on the attached approved

tentative plan of subdivision and shall be reviewed by the Subdivision Authority officer prior to being finalized.

3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed parcel, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

1. Application
2. Location map
3. Site plan
4. Proposed Tentative Plan of Subdivision



REQUEST FOR DECISION

February 6, 2024

D

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – SE/SW 22-58-4-W5
GIBB - MUNICIPAL PLANNING FILE NO 23-R-780**

ISSUE:

Application has been received to create a 6.07 ha (15.2 acre) farmstead separation within SE/SW 22-58-4-W5 and consolidate remainder of the two parcels.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan (MDP) requires residential parcels normally be a maximum of 10 acres in size and no more than 15 acres at maximum (*refer to attached MPS Report 23-R-780 for further details*).
 - A maximum of 17 acres is allowable only if the yard site requires it for improvements, above ground appurtenances, and features.
- Land was previously unsubdivided and contains a developed yard site and various outbuildings crossing over two quarters. The landowner owns both parcels.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
 - There will be 15.2 acres taken out for residential purposes.
 - Farmstead is irregular in shape to incorporate extended driveway, shelterbelt, unfarmable lowlands, and septic discharge point.
 - Farmstead appears to be designed to exclude cultivated land with the remainder suitable for agricultural use which supports the acceptance of the minimal exceedance of 15.0 acre maximum (yet less than 17 acres).
 - Remainder of both quarters will be consolidated into a single parcel to ensure access to a developed local road.
 - Remainder appears suitable for agricultural use.
- Access to yard site and remainder will be from Range Road 43.
 - Both approaches require gravel in the amount of \$516.26 plus GST.
- Road widening is required on the east and west boundaries of remainder parcel.
- Private septic inspection is required.
- Reserves are not due as this is the 1st parcel out of the quarter.
- Wetlands and creeks impact the remainder parcel, however suitable building sites appear to exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

That the subdivision application be approved at this time, subject to the following conditions:

1. That the instrument effecting this tentative plan of subdivision have the effect of consolidating that portion of SW 22-58-4-W5 with that portion of SE 22-58-4-W5 located within proposed Lot 1, as shown on the attached conditionally approved tentative plan in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
2. That the instrument effecting this tentative plan of subdivision have the effect of consolidating that portion of SW 22-58-4-W5 with that portion of SE 22-58-4-W5 located within the proposed remainder, as shown on the attached conditionally approved tentative plan in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western and eastern boundaries of the quarter sections. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
4. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
5. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed parcel, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 23-R-780 proposing to create a 6.07 ha (15.2 acre) farmstead separation within SE/SW 22-58-4-W5 and consolidate remainder of the 2 parcels with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

DEC 04 2023

MPS FILE NO. 22-R-780

DATE RECEIVED: TO BE COMPLETED BY MPS STAFF

DEEMED COMPLETE: TO BE COMPLETED BY MPS STAFF

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.

1. Name of registered owner of land to be subdivided
Jevon Gibb

Address, Phone Number, and Fax Number

2. Name of person authorized to act on behalf of owner (if any)
Don Wilson Surveys Ltd.

Address, Phone Number, and Fax Number
Box 4120,

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☐ PART ☒ of the S 1/2 22 1/4 SEC. TWP. 58 RANGE 4 WEST OF 5 MERIDIAN.

Being ALL ☐ PART ☐ of LOT BLOCK REG. PLAN NO. C.O.T. NO. 232384739+1 & +2

Area of the above parcel of land to be subdivided: 6.16 hectares (15.2 acres)

Municipal address (if applicable) 58313 Rge. Rd 43, County of Barrhead, AB

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrhead

b. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☒

If 'YES', the adjoining municipality is

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☐ NO ☒

If 'YES', the Highway # is:

d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☐ NO ☒ wetlands

If 'YES', the name of the water body/course is:

e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES ☐ NO ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED (Please describe)

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
AG-Agricultural	AG-Agricultural (CR)	AG-Agricultural

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
Mixed	Mostly open, existing yard has trees	Gray Wooded

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.

Old House, Garage, Barn, 3 Equipment Sheds, 1 Portable Shelter, 5 Portable Sheds, 1 Shed, Seacan, Playhouse

Describe the manner of providing water and sewage disposal.

Water Well, Holding Tanks

8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

Nate Wilson

I hereby certify that ☒ I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

☒ I am the registered owner OR

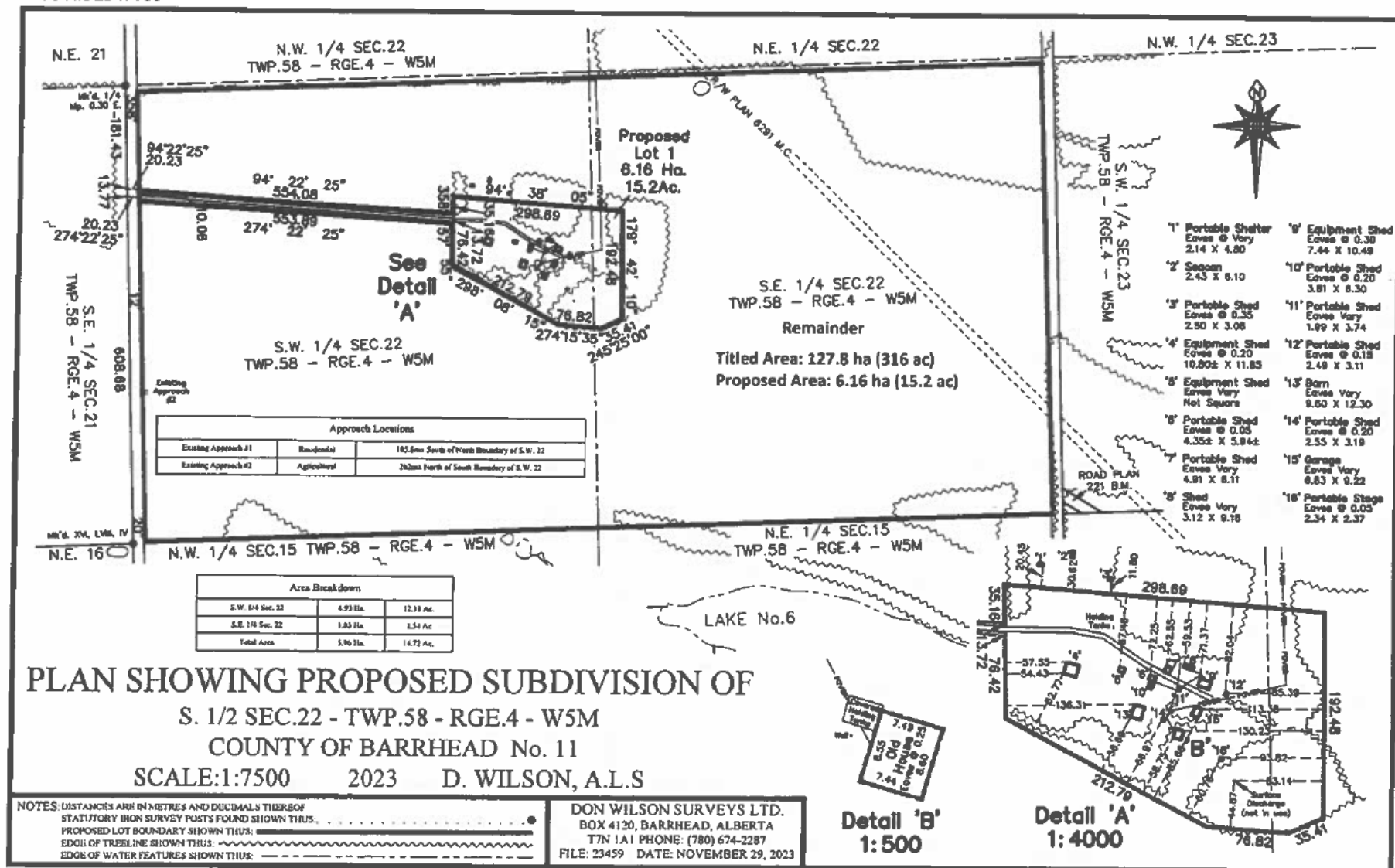
IF THERE IS MORE THAN ONE REGISTERED LANDOWNER PLEASE COMPLETE FORM 1.4

Signature

December 1, 2023

Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT





Subdivision Report

FILE INFORMATION

File Number: 23-R-780	Date Acknowledged: December 14, 2023
Municipality: County of Barrhead No. 11	Referral Date: December 14, 2023
Legal: S 1/2 22-58-4-W5	Decision Due Date: February 12, 2024
Applicants: Nate Wilson (Don Wilson Surveys)	Revised Decision Date: n/a
Owners: Jevon Gibb	Date of Report: January 31, 2024

Existing Use: Agriculture	Gross Area of Parcel: 127.8 ha (316.0 ac.)
Proposed Use: Country Residential	Net Area of Lot: 6.07 ha (15.2 ac.)
District: Agriculture (A)	Reserve Status: Not required
Soil Rating: 11%, 4.5%, & 36%	

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide an irregularly shaped and developed 6.16 ha (15.2 ac.) country residential parcel from the S ½ of 22-58-4-W5. There have been no previous subdivisions within either SW or SE 22-58-4-W5.

The site is in the southern portion of the County of Barrhead (Division 2) approximately 1.0 mile north of Hwy 654.

The site is adjacent to Range Road 43 (eastern boundary) and Range Road 42 (western boundary). Range Road 42 appears to be undeveloped in this location. Access to the proposed parcel and the remainder is from Range Road 43. Access requirements can be met from the local road.

From a review of the provincial data, the subject site **is not** affected by:

- abandoned wells;
- flood hazards lands identified in the County's mapping or Provincial Flood mapping;
- an identified historic resource (located on the adjacent quarter section); or
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas is responsible (Traditional Agricultural User License).

The site **is** affected by:

- pipeline right of way (within SE 58-4-W5);
- Watercourses and wetlands identified on the Merged Wetland Inventory (within SE 58-4-W5);

From the application, the proposed use is "CR".

Proposed lot 1 is irregularly shaped, developed and is 6.07 ha (15.2 ac.) in area. The parcel includes an established yardsite that is set back in the center of the ½ section and includes lands from both the SE and SW quarter sections. Proposed Lot 1 contains as sea can, shed, a garage, and old house, playhouse and a barn). The lot is serviced by a drilled water well and private sewage disposal system (holding tanks and an open discharge system which is no longer in use). There appears to be a suitable building site a on the proposed parcel.

The proposed remainder, which will include all of the land within the SW and SE quarters, is undeveloped and contains cultivated lands, wetlands and a pipeline ROW (SE quarter). Consolidating the balance of both quarters into a single parcel ensures access to a developed local

road. If the two quarter sections were not consolidated as a condition of subdivision approval, then the remainder of SE 22-58-4-W5 would not have access to a developed local road. This subdivision will rectify the existing access issue affecting the SE quarter. The remainder appears suitable for agricultural use.

The County assessment sheets indicate that:

- SE 22-58-4-W5 contains 47 ac. at 11%, 26 ac at 4.5%, 85 ac. at 36%.
- SW 22-58-4-W5 contains 10 ac. at 8% and 143 ac. at 47%.

The proposed parcel is developed and includes a large, mature treed area/shelter belt. It appears to have been designed to exclude cultivated land within the quarter sections.

The proposed subdivision of the existing yard site should not significantly impact on the agricultural capability of the balance of the quarter sections. The proposed subdivision appears reasonable. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (along the western boundary). • Reserves are not required. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is <u>not</u> within 1.5 km of sour gas facility. • Site is <u>not</u> within 2 miles of a CFO. • Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • No facilities with AER licenses are located within the quarter section.
3. Alberta Forestry & Parks	<ul style="list-style-type: none"> • No objections.
4. Canada Post	<ul style="list-style-type: none"> • No response.
5. Wildrose REA	<ul style="list-style-type: none"> • No response.
6. Lac Ste. Anne County	<ul style="list-style-type: none"> • No response.
7. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is a Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
8. Telus Communications	<ul style="list-style-type: none"> • No objections.
9. Lac Ste. Anne Gas Co-op	<ul style="list-style-type: none"> • No response
10. Atco Gas	<ul style="list-style-type: none"> • No objections • There are no Atco Gas distribution pipelines in the area
11. Atco Pipelines	<ul style="list-style-type: none"> • No objections.
12. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
13. Alberta Health Services	<ul style="list-style-type: none"> • No response

Adjacent landowners were notified on December 14, 2023. *No comments or objections from adjacent land owners were received.*

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.07 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels per quarter section. The subdivision creates the 2nd parcel within the ½ section. It will subdivide a total of 6.16 ha (15.2 ac.) from the ½ section. The total area of country residential parcels within the half section will be 6.16 ha (15.2 ac.). Therefore, the **proposed parcel conforms to the lot area and parcel density requirements in the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.07 ha (15.0 ac.). The proposed parcel is 6.16 ha (15.2 ac.) and is within an acre of the identified maximum parcel size. The County’s practices has been to consider lots within an acre of the maximum parcel size to be compliant. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRSDR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

In the opinion of the planner, with respect to these matters:

- | | |
|------------------------|---|
| • topography | • flooding |
| • soil characteristics | • subsidence/erosion |
| • storm water | • accessibility |
| • water supply | • <i>Private Sewage Disposal Systems Regulation</i> |
| • sewage disposal | • use of land in vicinity |
| • solid waste | • other matters |

the proposed subdivision appears satisfactory.

A note following the decision can indicate the Subdivision Authority’s indication and satisfy the Regulation in this regard.

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

The proposed subdivision will create the first country residential use parcel within the 1/2 section. In the opinion of the planner, section 663(a) of the *Municipal Government Act* applies to the proposed lot and Reserves are not due.

The subject site is affected by wetlands and a pipeline R/W, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

The proposed subdivision is for country residential use, and conforms to the County's Land Use Bylaw and Municipal Development Plan as well as the requirements set forth in the MGA and applicable Regulations therefore the subdivision can be approved subject to the following conditions:

1. Consolidation
2. Land Acquisition re: Road Widening
3. Accesses and approaches
4. Private Sewage Inspection
5. Real Property Report, including PSDS location
6. Taxes up to date

5. RECOMMENDATION

That the subdivision application be approved at this time, subject to the following conditions:

1. That the instrument effecting this tentative plan of subdivision have the effect of consolidating that portion of SW 22-58-4-W5 with that portion of SE 22-58-4-W5 located within proposed Lot 1, as shown on the attached conditionally approved tentative plan in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
2. That the instrument effecting this tentative plan of subdivision have the effect of consolidating that portion of SW 22-58-4-W5 with that portion of SE 22-58-4-W5 located within the proposed remainder, as shown on the attached conditionally approved tentative plan in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western and eastern boundaries of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
4. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
5. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground

appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and

- b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed parcel, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

1. Application
2. Location map
3. Site plan
4. Proposed Tentative Plan of Subdivision



REQUEST FOR DECISION

FEBRUARY 6, 2024

E

TO: COUNCIL

**RE: PADDLE RIVER GOLF & COUNTRY CLUB
COMMUNITY GRANT REQUEST**

ISSUE:

Paddle River Golf & Country Club is applying for a Community Grant to assist with replacing the Deck, Stairs, and Ramp at the Country Club. (see attached application).

BACKGROUND:

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- Paddle River Golf & Country Club is located on the south end of the Town of Barrhead however is utilized by County residents
- Applicant is requesting a \$2,500 donation to assist with a total project cost of \$21,000.
- All property taxes are current.

ANALYSIS:

- Application was considered under Policy AD-002 Community Grants (attached).
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
 - ✓ A registered non-profit society or charitable organization that provides services within the County or provides services readily available to the general public of the County
 - Applicant has indicated that in 2023 approximately 40% of their members and 50% of the Board of Directors were County residents
 - ✓ Needs financial support to complete the project
 - ✓ Demonstrates value or benefit to the community as a community structure available for use by the public and promotes tourism within the County.
 - Although the golf course is supported by members, the golf course, clubhouse and associated amenities are open to the public.
- Application was considered under section 5.1 as a project (vs event or sponsorship)
- Application was assessed based on the criteria outlined in section 5.2 as follows:
 - Benefit to community – provides general access and usage to a local facility with tourism value
 - Other sources of funding and community involvement – applicant is providing 88% of the total project cost including 200 volunteer hours valued at \$4,000.

- Project is eligible under section 5.3 and 5.4 as follows:
 - Matching requirement has been exceeded with the applicant committing \$18,500 of other funding to use towards this project
 - Project is to be completed in spring/summer of 2024
 - It is a public venue with no restrictions on use or membership
 - Clubhouse deck, stairs and ramp have deteriorated to the extent that they need to be replaced due to being a safety hazard.
- This is the 1st application for the 2024 budget year
- Financial implications:

2024 Community Grant Budget	\$15,000
Dispersed in 2024	(\$0)
Current Balance	\$15,000
Application (February 6, 2024)	(\$2,500)
Balance Remaining for 2024	\$12,500

STRATEGIC ALIGNMENT:

Processing of Community Grant requests align with the County 2022-2026 Strategic Plan in the following areas:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates open & accountable government

ADMINISTRATION RECOMMENDS THAT:

Council approves the application from Paddle River Golf & Country Club for a donation of \$2,500 under the Community Grants Policy to assist with the replacement of clubhouse deck, stairs and ramp.



Community Grant Application Form

Application Information

Please submit completed applications to:

County of Barrhead No. 11

5306-49 Street

Barrhead, AB T7N 1N5

or

email: info@countybarrhead.ab.ca

For assistance completing your application, contact 780-674-3331 or info@countybarrhead.ab.ca

Incomplete applications will not be accepted.

Applicant Information

Name of Organization: Paddle River Golf and Country Club

Mailing Address: 4722 49 Street

Street Address

Barrhead, Alberta T7N 1A2

City

Province

Postal Code

Phone Number: 780-674-5059

Email: prgkdir@gmail.com

Contact Name: Diane Magill

Position or Title: Secretary

Phone Number: 780-674-7256

Email: diane.magill@bhssa.ca

Is your organization a registered charity or non-profit?

☒ Yes ☐ No

If yes: Alberta Registry Number: 503201113

Date of Incorporation: 13/11/1981

Project Information

Name of Project or Event: Deck, Stairs and Ramp Replacement

Start Date: April, 2024 Completion Date: August, 2024

Location of Project or Event: Paddle River Golf and Country Club



Community Grant Application Form

Describe Your Project or Event:

Goals: To replace the deteriorating deck, stairs and ramp on the clubhouse and provide a safe and accessible means for community members to access the facility.

Anticipated number of County participants, or number directly affected by event, program, or services offered:

We have a significant number of county residents who access the golf club on a weekly basis. In 2023 40% of our members were county residents and over 50% of our Board of Directors are county residents.

Target population (Children, youth, adults, seniors, families): All ages

Describe how this project will benefit the community:

The stairs and ramp are critical to accessing the clubhouse and deck and have deteriorated to the point they are becoming unsafe. This project will allow us to replace these and ensure safe and accessible access to the clubhouse and deck for all community members including seniors and those with mobility challenges.

Financial Information

Project Funding:

Funds Requested from the County of Barrhead:

Cash:	\$2500
In-Kind:	\$
Total Requested:	\$2500
<small>(Maximum \$2,500)</small>	

Funds from Other Sources:

(List other funds including any of the organizations own funds to be used in the project)

Own Funds:	\$2500
Fundraising:	\$12,000
Volunteer Hours \$ 20/ Hr x 200 Hours =	\$4000
Other:	\$
Other: <small>Please Specify</small>	\$
Other: <small>Please Specify</small>	\$
Total From Other Sources:	\$18,500

Note: Funding from other sources must be at least equal to funding requested from the County of Barrhead

Total Project Funding:

(Total Requested Funding + Total from Other Sources)

\$21,000



Community Grant Application Form

Project Costs:

List a summary of the project costs here. If available, attach price quotes or other supporting documents.

UltraShield Composite Decking Boards	\$ 10,000
Stair treads and lumber	\$ 2,000
Fasteners and Hardware	\$ 2,000
Labor and equipment	\$ 7,000
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Refer to Policy for full listing of ineligible costs (e.g. day-to-day operating costs, staff wages or honorariums, flow through funding to re-distribute to others, or donations to charitable causes).

Total Project Costs: \$21,000

The personal and business information provided will be used to process the Community Grant Application and is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. If you have questions about the collection and use of this information, please contact the County of Barrhead at 5306-49 Street, Barrhead, Alberta T7N 1N5 or 780-674-3331.

Signature of Applicant or Authorized Representative

I (We) the undersigned, certify that this application is complete and accurate and that I (we) have the authority to sign on behalf of the organization.


Signature

Raymond Baker / President
Print Name and Title

Jan. 15/24
Date


Signature

Diane Magill / Secretary
Print Name and Title

Jan. 15/24
Date



Community Grant Application Form

For Office Use Only

☐ Application Reviewed and Approved Grant Number: 2024-001
☐ Application Reviewed and Denied Council Resolution No. : _____

Funding Requested: \$ 2,500.00

Funding Approved: \$ _____ ☐ Letter Sent: _____

Criteria and Evaluation (Comments must be completed if application is denied or modified):

Signature of Authorized County Representative Date

Print Name and Title of Authorized County Representative



Grant Application #: _____

Resolution #: _____

Community Grant Declaration

Name of Organization: Paddle River Golf and Country Club ("the Organization")

The Organization declares that:

The information contained in its application is complete and accurate.

The Organization understands and agrees that any funding awarded is subject to the Organization complying with the terms and conditions of this agreement and as outlined in the Community Grant Policy ("the Policy").

The Organization agrees to the following terms and conditions:

1. The Organization agrees to be bound by the requirements set out in the Policy and Application form.
2. The Organization will use all grant funding awarded for the purposes stated within its Application. If the Organization wished to vary the purpose, it agrees to be bound by the requirements set out in the Policy.
3. Following receipt of the Grant, the Organization agrees to be bound by the reporting requirements set out in the Policy.
4. Any part of the Grant not spent as set out in the Policy or upon termination of this Agreement must be repaid to the County of Barrhead as stipulated in the Policy. The Grant may be terminated upon:
 - a. mutual consent;
 - b. 90 days written notice by either party;
 - c. demand by the County for immediate repayment in the event of a breach of any term or condition; or
 - d. if the Organization becomes insolvent
5. The Organization acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
6. If requested, the Organization agrees to give the County of Barrhead access to examine the Organization's operation and/or premises to verify the Grant has been used for the purpose laid out in the Application. The Organization will provide access to all financial statements and records having any connection with the Grant or its purpose during the term of this Agreement or until all requirements have been met.
7. The Organization acknowledges that the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to records submitted by the Organization to the County in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the *FOIPP Act*, subject to any applicable exceptions to disclosure under the Act.
8. The Organization agrees to indemnify and hold harmless the County of Barrhead, including all councillors, employees, and agents from any and all claims demands, actions and costs (including legal costs) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this agreement.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

[Signature]
Signature

Raymond Baker
Print Name

Jan. 15 / 2024
Date

[Signature]
Signature

Diane Magill
Print Name

Jan 15 / 2024
Date



REQUEST FOR DECISION

FEBRUARY 6, 2024

F

TO: COUNCIL

RE: BARRHEAD STREET FESTIVAL - COMMUNITY GRANT REQUEST

ISSUE:

Barrhead Street Festival Committee is applying for a Community Grant to assist with the costs of providing the annual Street Festival to the community (application attached).

BACKGROUND:

- February 2, 2021 – Council approved the Community Grant Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- Barrhead Street Festival committee is planning to host the event on June 15, 2024.
 - 2023 – Barrhead Street Festival Committee applied for and received \$2,500 under the Community Grant Policy (resolution 2023-123)
- Committee is requesting a \$2,500 donation to assist with a total project cost of \$10,000.

ANALYSIS:

- Application was considered under Policy AD-002 Community Grants (attached).
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
 - ✓ A volunteer group, service club or community group that provides services within the County or provides services readily available to the general public of the County
 - ✓ Demonstrates value or benefit to the community
- Application was considered under section 5.1 as an event (vs project)
- Application was assessed based on the criteria outlines in section 5.2 as follows:
 - Benefit to community – provides general access to an event enjoyed by the community
 - Other sources of funding and community involvement – applicant is providing 75% of the total project cost.
 - Community involvement – Barrhead Street Festival provides a variety of opportunities for the community and volunteers to participate.
- Project is eligible under section 5.3 and 5.4 as follows:
 - Matching requirement has been exceeded with the applicant committing \$500 of their own funds as well as fundraising (\$5,000) and In-Kind Donations (value \$2,000).
 - 200 volunteer hours valued at \$4,000 were identified but were not factored into the budget.
 - Event is to take place on June 15, 2024

- Supports an event that promotes and celebrates the community
- This is the 2nd application for the 2024 budget year
- Financial implications:

2024 Community Grant Budget	\$15,000
Dispersed in 2024	*(\$2,500)
Current Balance	\$12,500
Application (2 nd one - Feb 6, 2024)	(\$2,500)
Balance Remaining for 2024	\$10,000

*(*Pending Council decision on Feb 6, 2024)*

STRATEGIC ALIGNMENT:

Processing of Community Grant requests in accordance with the Community Grants Policy AD-002 aligns with the 2022-2026 Strategic Plan in the following areas:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates open & accountable government

ADMINISTRATION RECOMMENDS THAT:

Council approves the application from Barrhead Street Festival committee for \$2,500 under the Community Grants Policy to assist with the 2024 Barrhead Street Festival event.

Application Information

Please submit completed applications to:

County of Barrhead No. 11

5306-49 Street

Barrhead, AB T7N 1N5

or

email: info@countybarrhead.ab.ca

For assistance completing your application, contact 780-674-3331 or info@countybarrhead.ab.ca

Incomplete applications will not be accepted.

Applicant Information

Name of Organization: Barrhead Street Festival

Mailing Address: PO Box 4440

Street Address

Barrhead, Alberta T7N1A3

City

Province

Postal Code

Phone Number:

7806748407 x4000

Email:

michelle.rau@scotiabank.com

Contact Name: Michelle Rau

Position or Title: Organizer

Phone Number: 7803051059

Email: michelle.rau@scotiabank.com

Is your organization a registered charity or non-profit?

☐

Yes

☒

No

If yes: Alberta Registry Number: _____

Date of Incorporation: _____

Project Information

Name of Project or Event: Street Festival

Start Date: February 1, 2024

Completion Date: June 15, 2024

Location of Project or Event: Barrhead Main Street



Community Grant Application Form

Describe Your Project or Event:

Goals: To provide an entire day of FREE family fun for all ages in our community.

Anticipated number of County participants, or number directly affected by event, program, or services offered:
2000

Target population (Children, youth, adults, seniors, families): Entire Families

Describe how this project will benefit the community:

It will bring our community together and help to show people what a great place Barrhead is to live and how much our local business support our community.

Financial Information

Project Funding:

Funds Requested from the County of Barrhead:

Cash:	\$2500.00
In-Kind:	\$
Total Requested: (Maximum \$2,500)	\$2500.00

Funds from Other Sources:

(List other funds including any of the organizations own funds to be used in the project)

Own Funds:	\$500.00
Fundraising:	\$5000.00
Volunteer Hours \$ 20/ Hr x 200 Hours =	\$
Other: <u>In Kind Donations</u>	\$2000
Other: <u>Please Specify</u>	\$
Total From Other Sources:	\$

Note: Funding from other sources must be at least equal to funding requested from the County of Barrhead

Total Project Funding:

(Total Requested Funding + Total from Other Sources)

\$10000.00



Community Grant Application Form

Project Costs:

List a summary of the project costs here. If available, attach price quotes or other supporting documents.

Rental of Events	\$6000.00
Face Painters	\$1500.00
Disney Characters	\$1500.00
balloon artist	\$1000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Refer to Policy for full listing of ineligible costs (e.g. day-to-day operating costs, staff wages or honorariums, flow through funding to re-distribute to others, or donations to charitable causes).

Total Project Costs: \$10000.00

The personal and business information provided will be used to process the Community Grant Application and is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPP) . If you have questions about the collection and use of this information, please contact the County of Barrhead at 5306-49 Street, Barrhead, Alberta T7N 1N5 or 780-674-3331.

Signature of Applicant or Authorized Representative

I (We) the undersigned, certify that this application is complete and accurate and that I (we) have the authority to sign on behalf of the organization.

Signature: Michelle Raw Date: Jan. 29/24

Print Name and Title

Signature Date

Print Name and Title



Community Grant Application Form

For Office Use Only

☐ Application Reviewed and Approved

Grant Number: 2024-002

☐ Application Reviewed and Denied

Council Resolution No. :

Funding Requested: \$ 2,500.00

Funding Approved: \$

☐ Letter Sent:

Criteria and Evaluation (Comments must be completed if application is denied or modified):

Signature of Authorized County Representative

Date

Print Name and Title of Authorized County Representative



Grant Application #: _____

Resolution #: _____

Community Grant Declaration

Name of Organization: Barrhead Street Festival ("the Organization")

The Organization declares that:

The information contained in its application is complete and accurate.

The Organization understands and agrees that any funding awarded is subject to the Organization complying with the terms and conditions of this agreement and as outlined in the Community Grant Policy ("the Policy").

The Organization agrees to the following terms and conditions:

1. The Organization agrees to be bound by the requirements set out in the Policy and Application form.
2. The Organization will use all grant funding awarded for the purposes stated within its Application. If the Organization wished to vary the purpose, it agrees to be bound by the requirements set out in the Policy.
3. Following receipt of the Grant, the Organization agrees to be bound by the reporting requirements set out in the Policy.
4. Any part of the Grant not spent as set out in the Policy or upon termination of this Agreement must be repaid to the County of Barrhead as stipulated in the Policy. The Grant may be terminated upon:
 - a. mutual consent;
 - b. 90 days written notice by either party;
 - c. demand by the County for immediate repayment in the event of a breach of any term or condition; or
 - d. if the Organization becomes insolvent
5. The Organization acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
6. If requested, the Organization agrees to give the County of Barrhead access to examine the Organization's operation and/or premises to verify the Grant has been used for the purpose laid out in the Application. The Organization will provide access to all financial statements and records having any connection with the Grant or its purpose during the term of this Agreement or until all requirements have been met.
7. The Organization acknowledges that the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to records submitted by the Organization to the County in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the *FOIPP Act*, subject to any applicable exceptions to disclosure under the Act.
8. The Organization agrees to indemnify and hold harmless the County of Barrhead, including all councillors, employees, and agents from any and all claims demands, actions and costs (including legal costs) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this agreement.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

[Signature]
Signature

Michelle Row
Print Name

Jan. 29/24
Date

Signature

Print Name

Date



REQUEST FOR DECISION

FEBRUARY 6, 2024



TO: COUNCIL

**RE: BARRHEAD COMMUNITY PROGRAM & RESOURCE GUIDE COMMITTEE
COMMUNITY GRANT REQUEST**

ISSUE:

Barrhead Community Program & Resource Guide Committee is applying for a Community Grant to assist with developing a comprehensive resource guide to the community (see attached application).

BACKGROUND:

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- Barrhead Community Program & Resource Guide Committee consists of Town and County representatives, as well as Blue Heron Support Services, FCSS, and Barrhead Public Library.
- Applicant is requesting a \$1,000 donation to assist with a total project cost of approximately \$5,600 for start-up costs which includes initial layout development of the guide.

ANALYSIS:

- Application was considered under Policy AD-002 Community Grants (attached).
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
 - ✓ A registered non-profit society or charitable organization that provides services within the County or provides services readily available to the general public of the County
 - Committee is being administered by Blue Heron Support Services
 - ✓ Needs financial support to complete the project
 - ✓ Demonstrates value or benefit to the community as a resource available for use by the public.
- Application was considered under section 5.1 as a project (vs event or sponsorship)
- Application was assessed based on the criteria outlined in section 5.2 as follows:
 - Benefit to community – provides a guide for ease of use to residents pertaining to programs, activities, and businesses in the community. Guide will help residents plan activities, engage in community programs, connect with program & service providers, and participate in the community.
 - Other sources of funding and community involvement – applicant is providing 82% of the total project cost, dependent upon advertising revenue

- Project is eligible under section 5.3 and 5.4 as follows:
 - Matching requirement has been met with the applicant committing \$1,000 of own funds to use towards this project
 - Project is to be completed in spring/summer of 2024
 - Committee plans to release 3 guides per year but is only applying for community grant to offset costs for contracting the development of layout/design/formatting for **initial** edition.
- This is the 3rd application for the 2024 budget year
- Financial implications:

2024 Community Grant Budget	\$15,000
Dispersed in 2024	*(\$5,000)
Current Balance	\$10,000
Application (February 6, 2024)	(\$1,000)
Balance Remaining for 2024	\$9,000

**Pending Council decisions on Feb 6, 2024*

STRATEGIC ALIGNMENT:

Processing of Community Grant requests align with the County 2022-2026 Strategic Plan in the following areas:

PILLAR 3: RURAL LIFESTYLE

GOAL 2 County promotes & celebrates success/achievements

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates open & accountable government

GOAL 3 County demonstrates leadership by engaging in collaborative relationships

ADMINISTRATION RECOMMENDS THAT:

Council approves the application from Barrhead Community Program & Resource Guide Committee for a donation of \$1,000 under the Community Grants Policy to assist with the initial development of a community resource guide.



Community Grant Application Form

Application Information

Please submit completed applications to: County of Barrhead No. 11
5306-49 Street
Barrhead, AB T7N 1N5
or email: info@countybarrhead.ab.ca

For assistance completing your application, contact 780-674-3331 or info@countybarrhead.ab.ca
Incomplete applications will not be accepted.

Applicant Information

Name of Organization: Barrhead Community Program and Resource Guide Committee : Care of Blue Heron :
Mailing Address: 5123 50 Ave
Street Address
Barrhead AB T7N
City Province Postal Code
Phone Number: 780-674-9643 Email: barrheadresources@gmail.com

Contact Name: Trisha Enman
Position or Title: Committee Member (BCAL Coordinator/Blue Heron Support Services)
Phone Number: 780-674-9643 Email: trisha.enman@bhssa.ca

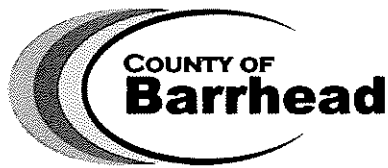
Is your organization a registered charity or non-profit? ☒ Yes ☐ No

If yes: Alberta Registry Number: 106798804 RR00001

Date of Incorporation: December 16, 1982

Project Information

Name of Project or Event: Barrhead Community Resource Guide Committee
Start Date: January 2024 Completion Date: ongoing
Location of Project or Event: Barrhead Town and County



Community Grant Application Form

Describe Your Project or Event:

Goals: Our goal is to offer a comprehensive resource guide to the community, three times per year. This guide will contain all of the programs being offered by local groups and businesses, as well as important contact numbers for a variety of services. We have sent out an initial email to the community, including an opportunity to purchase advertising space.

Anticipated number of County participants, or number directly affected by event, program, or services offered: may pertain to all county residents - will be 2000 printed copies distributed via all Pembina Hills Schools, as well as Digital copies available on Town and County websites

Target population (Children, youth, adults, seniors, families): all ages

Describe how this project will benefit the community:

This guide will provide residents in the area with an easily accessible guide, to assist in planning their activities, participating in the community and supporting local businesses. It is also a great advertising opportunity for the various groups, businesses and organizations, offering activities. Improves connections

Financial Information

Project Funding:

Funds Requested from the County of Barrhead:

Cash:	\$ 1000
In-Kind:	\$
Total Requested: (Maximum \$2,500)	\$

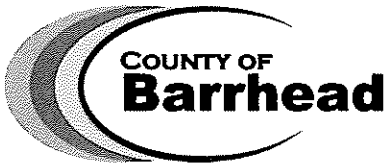
Funds from Other Sources:

(List other funds including any of the organizations own funds to be used in the project)

Own Funds:	\$ 1000
Fundraising:	\$
Volunteer Hours \$ 20/ Hr x _____ Hours =	\$
Other: Advertising Space Purchases- predction Please Specify	\$ 2600
Other: Please Specify	\$
Total From Other Sources:	\$ 1000

Note: Funding from other sources must be at least equal to funding requested from the County of Barrhead

Total Project Funding: (Total Requested Funding + Total from Other Sources)	\$5600
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Community Grant Application Form

Project Costs:

List a summary of the project costs here. If available, attach price quotes or other supporting documents.

Guide Layout/Formatting Costs

\$ 2310.00

Printing Costs

\$ 3284.40

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

Refer to Policy for full listing of ineligible costs (e.g. day-to-day operating costs, staff wages or honorariums, flow through funding to re-distribute to others, or donations to charitable causes).

Total Project Costs: **\$5594.40**

The personal and business information provided will be used to process the Community Grant Application and is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act (FOIPP)*. If you have questions about the collection and use of this information, please contact the County of Barrhead at 5306-49 Street, Barrhead, Alberta T7N 1N5 or 780-674-3331.

Signature of Applicant or Authorized Representative

I (We) the undersigned, certify that this application is complete and accurate and that I (we) have the authority to sign on behalf of the organization.

Diane Magill

Signature

January 29, 2024

Date

Diane Magill Executive Director

Print Name and Title

Peggy Ehl Swanson

Signature

January 29, 2024

Date

Peggy Ehl Swanson, Finance Coordinator

Print Name and Title



Community Grant Application Form

For Office Use Only

☐ Application Reviewed and Approved

Grant Number: _____

☐ Application Reviewed and Denied

Council Resolution No. : _____

Funding Requested: \$ _____

Funding Approved: \$ _____

☐ Letter Sent: _____

Criteria and Evaluation (Comments must be completed if application is denied or modified):

Signature of Authorized County Representative

Date

Print Name and Title of Authorized County Representative



Grant Application #: _____

Resolution #: _____

Community Grant Declaration

Name of Organization: Barrhead Community Program and Resource Guide Committee : Care of Blue Heron Support Service ("the Organization")

The Organization declares that:

The information contained in its application is complete and accurate.

The Organization understands and agrees that any funding awarded is subject to the Organization complying with the terms and conditions of this agreement and as outlined in the Community Grant Policy ("the Policy").

The Organization agrees to the following terms and conditions:

1. The Organization agrees to be bound by the requirements set out in the Policy and Application form.
2. The Organization will use all grant funding awarded for the purposes stated within its Application. If the Organization wished to vary the purpose, it agrees to be bound by the requirements set out in the Policy.
3. Following receipt of the Grant, the Organization agrees to be bound by the reporting requirements set out in the Policy.
4. Any part of the Grant not spent as set out in the Policy or upon termination of this Agreement must be repaid to the County of Barrhead as stipulated in the Policy. The Grant may be terminated upon:
 - a. mutual consent;
 - b. 90 days written notice by either party;
 - c. demand by the County for immediate repayment in the event of a breach of any term or condition; or
 - d. if the Organization becomes insolvent
5. The Organization acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
6. If requested, the Organization agrees to give the County of Barrhead access to examine the Organization's operation and/or premises to verify the Grant has been used for the purpose laid out in the Application. The Organization will provide access to all financial statements and records having any connection with the Grant or its purpose during the term of this Agreement or until all requirements have been met.
7. The Organization acknowledges that the *Freedom of Information and Protection of Privacy Act (FOIPPA)* applies to records submitted by the Organization to the County in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the *FOIPPA Act*, subject to any applicable exceptions to disclosure under the Act.
8. The Organization agrees to indemnify and hold harmless the County of Barrhead, including all councillors, employees, and agents from any and all claims demands, actions and costs (including legal costs) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this agreement.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

Diane McGill
Signature

Diane McGill
Print Name

January 29, 2024
Date

Peggy Elmsomson
Signature

Peggy Elmsomson
Print Name

January 29, 2024
Date



REQUEST FOR DECISION

FEBRUARY 6, 2023



TO: COUNCIL

RE: 2024 LIGHT TRUCK REPLACEMENT PURCHASES

ISSUE:

Administration requires Council to approve the purchase of a 1/2-ton crew cab 4x4 truck, a 3/4-ton crew cab 4x4 truck, and a 1-ton crew cab 4x4 cab and chassis truck. These purchases were identified in the 2024 Capital Budget.

BACKGROUND:

- December 5, 2023 – Council approved the 2024 Interim Operating Budget & 2024 Capital Budget.
- 2024 Capital Budget has the following amounts allocated to the purchase of new light duty trucks:
 - \$57,000 – 1/2-ton light truck (replaces 2015 Utilities Truck - Unit #115)
 - \$70,000 – 3/4-ton light truck (replaces 2011 Unit #106)
 - \$70,000 – 1-ton light truck (replaces 2009 Unit #113)
- Thresholds for tendering under MASH sector trade rules is \$75,000 for goods and services, however, for transparency the local dealerships were asked to submit pricing for the replacement vehicles.
- January 26, 2024 – Quotations were opened from Barrhead Ford Sales, Grizzly Trail Motors, and Stephani Motors for the 3 vehicles.

ANALYSIS:

- All quotations were evaluated to ensure that they all offered a comparable product.
- 2024 capital purchases are funded from Capital Reserves.
- Summary of the quotations received are as follows sorted by availability:

Truck	Vendor & Unit	Price	Availability
1/2-ton	Barrhead Ford (2023 Ford F-150 XLT)	\$63,079.97	In stock
	Barrhead Ford (2024 Ford F-150 XLT)	\$66,895.97	3-4 months
	Grizzly Trail (2024 Chevrolet Silverado 1500 LT)	\$61,500.00	5-7 months
	Stephani (2024 Ram 1500 Big Horn)	\$68,757.25	7-24 months
3/4-ton	Barrhead Ford (2024 Ford F-250 XLT)	\$74,954.25	3-4 months
	Grizzly Trail (2024 Chevrolet Silverado 2500HD)	\$75,000.00	5-7 months
	Stephani (2024 Ram 2500 Big Horn)	\$76,677.25	7-24 months
1-ton	Barrhead Ford (2024 Ford F-450 XL)	\$74,053.25	4-5 months
	Grizzly Trail (2024 Chevrolet Silverado 3500HD)	\$76,500.00	5-7 months
	Stephani (2024 Ram 4500)	\$69,275.25	7-24 months

STRATEGIC ALIGNMENT:

Councils review and approval of capital purchases ensures alignment with the Capital Budget and the County 2022 – 2026 Strategic Plan as follows:

PILLAR 2 Municipal Infrastructure & Services

Outcome *2 County has the necessary tools & information to deliver programs and services efficiently.*

Goal 2.1 Infrastructure & services balance County capacity with ratepayer needs.

PILLAR	4 Governance & Leadership	
Outcome	<i>4 Council is transparent & accountable.</i>	
Goal	4.2 County demonstrates open & accountable government.	

ADMINISTRATION RECOMMENDS THAT:

Council approves the following light truck replacement purchases that align with the 2024 Capital Budget:

1. 2024 Chevrolet Silverado 1500 crew cab 4x4 truck (as per specifications) from Grizzly Trail Motors at price of \$61,500.00 plus GST and applicable fees.
2. 2024 Ford F-250 XLT crew cab 4x4 truck (as per specifications) from Barrhead Ford at a price of \$74,954.25 plus GST and applicable fees.
3. 2024 Ford F-450 XL crew cab and chassis 4x4 truck (as per specifications) from Barrhead Ford at a price of \$74,053.25 plus GST and applicable fees.

TW



REQUEST FOR DECISION

FEBRUARY 6, 2024

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TO: COUNCIL

RE: 2023 RESERVE TRANSACTIONS REQUIRING APPROVAL & ADDITIONAL RESERVE CONTRIBUTIONS FOR COUNCIL TO CONSIDER

ISSUE:

Certain reserve transactions in 2023 require formal Council approval.

Council has opportunity to consider further reserve contributions before finalizing the 2023 Surplus.

BACKGROUND:

- April 6, 2021 – Council approved Reserve Policy FN-002.
 - A Reserve Report will be presented to Council at least twice a year; during the budget cycle and as part of the year end financial reports.
 - Funding to and from Reserves will be approved by Council via:
 - Municipal policies or bylaws,
 - Annual budget process,
 - Year-end request and approval process, and
 - Council resolution.

ANALYSIS:

- Attached Reserve Report shows budgeted reserves and variances between projected and actual reserve balances.
- Certain reserve names, purpose of reserve, and use of funds have been updated to reflect nature of the reserve; any changes are reflected in red.
- As the County formalizes the Reserve process, certain items on the Reserve Report remain outstanding and are highlighted in yellow (no change from previous report).
- Most reserve transactions have already been approved by Council through the budget or by resolution during the course of the year.

Included in Reserve Report but not yet approved by Council:

- The following reserve transactions are included in the 2023 Reserve Report, based on budget discussions with Council or past practice, but have not been formally approved by Council:
 - Agricultural Development – \$26,222; close reserve, transfer funds to Ag Equipment Reserve
 - Bin Reserve – change from Capital Reserve to Operating Reserve
 - Legislative Computer Reserve – decrease contribution by \$714.38 for reserve to be at a maximum of \$3,500.
 - Fire Equipment Reserve – additional contribution of \$159,556 – unbudgeted provincial deployment revenue for equipment
 - Enforcement Equipment – decrease of \$5,471; kitting out vehicle was higher than budgeted.

- Local Roads & Bridge Construction Reserve – use of \$281,302 *[to be approved earlier in meeting with Project Dashboard]*
- Seed Plant Reserve - \$2,000 drawn for request from Seed Cleaning Plant for Seed Plant Scale Maintenance. See also update to Seed Plant Purpose and Use.
- Water's Edge Reserve - \$1,480 additional drawn as expenditures for Pond Days at Lac La Nonne came in higher than budgeted.

Approved Reserve Transactions not completed:

- To balance Budget 2023, the following transactions totalling \$435,854 were approved by Council:
 - Tax Stabilization Reserve – decrease by \$210,767
 - Unrestricted Surplus – decrease by \$225,087
- These transfers were not required as department budgets were in a surplus position and investment income was higher than budgeted in 2023.

Additional Reserve Considerations – not included in Reserve Report:

- 2023 YTD Surplus is ~\$1.3M
 - Investment Income - \$507K;
 - Reversal of Landfill Closure & Post Closure Liability; replaced with new accounting standard Asset Retirement Obligations - \$365K
 - Budget surpluses in all departments - \$847K
 - Offset by reserve transfers not made – \$(436K)
- Before allocating the 2023 Surplus for budget purposes, balance in selected reserve accounts are:
 - Tax Stabilization Reserve – \$1,020,767.32
 - Unrestricted Surplus – \$2,527,487.30 (note \$1.5M allocated) = \$1,027,487.30
 - 2024 Interim Budget requires the use of \$627,913.70 of unrestricted surplus / tax rate stabilization reserve. This number will be further refined with the final budget.
 - Both reserves have a proposed maximum of 5% of annual operating expenditures or approximately \$800,000 - \$900,000 each.

Asset Retirement Obligations (ARO):

- PS 3280 ARO is a new accounting standard for public sector entities. This accounting standard replaces the Solid Waste Landfill Closure & Post Closure Liability standard.
- AROs are legal obligations or liabilities the County has for asset retirement activities. Examples include decommissioning or dismantling a tangible capital asset, remediation of contamination of a tangible capital asset created by its normal use, and post-retirement activities such as monitoring.
- 2023 is the 1st year AROs are recognized on the County's Statement of Financial Position.
- County has identified the following asset retirement obligations:
 - Landfill Closure & Post Closure activities
 - Asbestos abatement for the County Administration building
 - Gravel Pit remediation
- A tangible capital asset and related ARO is recognized on the County's Statement of Financial Position, using the best estimate of the costs directly attributable to the asset retirement activities.
 - Liability is reported at its present value.

- Tangible capital asset is amortized over the remaining life of the asset, with the amortization expensed in the Statement of Operations.
- ARO is increased based on the passage of time, with the accretion expensed in the Statement of Operations.
- As the tangible capital asset and ARO are included in the calculation of equity in tangible capital assets, reserve funds are currently not set aside.
- Council to consider funding capital reserves for the asset retirement activities as follows:

Reserve	Funding Required	Year Required	Additional Notes
Landfill	\$402,000 on recording + \$13,000 annually	2030 - 2055	Before 2023, Landfill Closure & Post-Closure amount was recorded as a liability, which reduced available Unrestricted Surplus. On implementation of this new accounting standard, Closure & Post-Closure liability is reversed, and an ARO is set up. See Reserve Report for recommended changes to Purpose & Use of Reserve.
Office	\$27,000	2024	No liability was previously recorded for asbestos abatement. See Reserve Report for recommended changes to Purpose & Use of Reserve.
NEW RESERVE Gravel Pit Reclamation Costs	\$422,000 + \$15,000 annually	2038 (Vega) 2058 (Fort)	No liability was previously recorded for gravel pit reclamation costs. See Reserve Report for proposed new reserve.
TOTAL	\$851,000 \$28,000	2024 Annually	

- If Council chooses to fund reserves for AROs from the 2023 YTD Budget Surplus, the remaining 2023 budget surplus would be approximately \$432K.

Other Reserve Considerations

- The following table shows existing or projected shortfalls in reserves. Council could also consider allocating funds to these reserves:

Reserve	Funding Required	Year Required	Additional Notes
Enforcement Equipment	\$45,000 \$20,000	2024 2025	Capital purchases for setting up CPO program were not completed in 2023. Expenditures were unbudgeted in 2024 Capital Budget and require budget amendment.

			2023 Operating Surplus for Enforcement is ~\$62K as program started later than budgeted.
Utility Vehicle	\$10,000	2024	Included in 2024 Capital Budget is the purchase of a Utility Vehicle; reserve funds do not cover anticipated cost. Also consider including in 2024 budget and future budgets an annual transfer to reserve for vehicle replacement.
Office	\$609,000	2024	Included in 2024 Capital budget is an office renovation with \$609,000 coming from unknown source. In 2015, \$500,000 was transferred from Admin Building reserve to cover \$5M contribution to construction of the pool.
Ag Equipment	\$?	2025	To fully implement Wet Blade program will require an additional tractor and wet blade kit, currently not in Capital Plan.
W&S Future Expansion	\$?	2024 – 2026	Administration is currently working on details of Lac La Nonne Sanitary Project in collaboration with Lac Ste Anne County

- If Council does not want to allocate any funds to Reserves at this time, the 2023 budget surplus will go to Unrestricted Surplus (Accumulated Surplus).
 - Council has opportunity to reallocate funds from Accumulated Surplus at any time, such as when approving the 2024 Capital Plan later in April 2024.
- Any Council approvals for reserve transactions will be reflected in YTD Budget Report and presented to Council at the February 20, 2023 Council meeting.

STRATEGIC ALIGNMENT:

Review of Reserves & Reserve contributions aligns with County 2022 – 2026 Strategic Plan as follows:

PILLAR 2 Municipal Infrastructure & Services

Outcome *2 County has the necessary tools & information to deliver programs and services efficiently.*

Goal 2.1 Infrastructure & services balance County capacity with ratepayer needs.

PILLAR 4 Governance & Leadership

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

Council approves the 2023 reserve transactions as presented in 2023 Reserve Report.

Council considers additional contributions to reserves as it deems appropriate.

New/ Consol/ Close	Name	Classification	Sub-Class	Purpose of Reserve	Source of Funds	Current Yrly Contr. unless as noted	Optimal Balance / MIN / MAX	Use of Funds	Interest Ent?	Balance Dec 31, 2022	Additions	Deletions	2023 Balance	2023 Budgeted Balance	Variance from Budget	Dept	Notes
	Admin - Computer & Equipment Reserve	Restricted - Capital Reserve	General equipment replacement	Provide funds for scheduled replacement of existing equipment tangible capital assets or new equipment tangible capital assets. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	20,000		Capital expenditures for equipment at Admin office and County-wide IT capital expenditures (e.g. accounting, records management or Asset Management software)	no	101,014.47	70,000.00	(50,854.33)	120,160.14	92,208.47	27,951.67	ADMIN	Telephone purchase deferred; projector for Council chambers under budget
	Office	Restricted - Capital Reserve	Building replacement & renovations	Provide funds for scheduled replacement/refurbishment of Admin Building. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	50,000		Capital expenditures for renovations or major R&M of existing Admin building, including asbestos abatement costs, or construction/purchase of new Admin building	no	604,362.59	50,000.00	(9,812.14)	644,550.45	600,944.59	43,605.86	ADMIN	Only completed lights in current year
	ERC Equipment Reserve	Restricted - Capital Reserve	General equipment replacement	Provide funds for scheduled replacement of existing equipment or new equipment tangible capital assets required for ERC. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	-		County's contribution to capital expenditures for equipment at Emergency Response Centre (ERC).	no	51,378.59	-	-	51,378.59	51,378.59	-	FIRE	
	Fire Equipment Reserve	Restricted - Capital Reserve	General equipment replacement	Provide funds for scheduled replacement of existing or new Fire Trucks, Water Trucks, Chief Trucks, Rescue Van, and other tangible capital assets required to operate Regional Fire Department. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	87,000		County's contribution to capital expenditures for Fire Vehicles & Equipment.	no	479,363.88	246,556.25	(69,164.52)	656,755.61	500,863.88	155,891.73	FIRE	Provincial revenue from equipment use during fire season put to reserve.
	Emergency Response Bldg.	Restricted - Capital Reserve	Building replacement & renovations	Provide funds for scheduled replacement/refurbishment of ERC Building or additional buildings required for ERC/Fire Department. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	10,000		County's contribution to capital expenditures for building replacement/refurbishment/expansion at ERC or major R&M, including expansion of training facilities.	no	107,432.40	10,000.00		117,432.40	111,482.40	5,950.00	FIRE	Training facility enhancement project to be carried forward
	Safety Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	To provide for funds to promote safety awareness and to reward team and individual contribution to a safe workplace.	Annual PIR Refund	Est. \$3,500		To fund safety initiatives identified in Policy AD-003 Safety Incentives, including Annual Safety Event & Safety Incentives.	no	10,882.41	9,265.44	(521.25)	19,626.60	10,882.41	8,744.19	SAFETY	PIR rebate higher; Safety event lower. 2023 Safety award to be purchased in 2024.
	Enforcement Equipment (previous name Bylaw Equipment)	Restricted - Capital Reserve	General equipment replacement	Provide for funds for scheduled replacement of existing and new Enforcement Bylaw Equipment, including but not limited to vehicles, wheel weighers, and other equipment to perform Bylaw duties.	Tax Rate	10,000		Capital expenditures for Enforcement Bylaw department.	no	85,000.00	10,000.00	(90,471.43)	4,528.57	10,000.00	- 5,471.43	ENFORC	Vehicle and light kit higher than budgeted.
	P.W. Graders	Restricted - Capital Reserve	General equipment replacement	Provide funds for scheduled replacement of Graders. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate, sale of surplus assets	\$507K increases 2% per annum		Capital expenditure of Graders.	no	211,509.00	507,275.00	-	718,784.00	718,784.00	-	PW	

New/ Consol/ Close	Name	Classification	Sub-Class	Purpose of Reserve	Source of Funds	Current Yrly Contr. unless as noted	Optimal Balance / MIN / MAX	Use of Funds	Interest Ent?	Balance Dec 31, 2022	Additions	Deletions	2023 Balance	2023 Budgeted Balance	Variance from Budget	Dept	Notes
	P.W. Equipment	Restricted - Capital Reserve	General equipment replacement	Provide funds for existing or new equipment tangible capital assets for Public Works department. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate, sale of surplus assets	\$510K, increases 2% per annum		Capital expenditures for PW equipment, including but not limited to trucks, scrapers, dozers, backhoes, tractors, excavators, mowing equipment, and miscellaneous equipment that are tangible capital assets.	no	1,796,311.68	510,451.00	(1,575,959.31)	730,803.37	690,671.87	40,131.50	PW	Favourable trade in prices
	Aggregate Reserve	Restricted - Capital Reserve	Roads	Provide funds for rehabilitating roads Contributions and usage supported by 10 yr Capital Plan.	Gravel Operators (Bylaw)	Est. \$100,000		For paving, overlays, chip seals, gravel crushing. Per MGA (409.1(2)) - used toward payment of infrastructure and other costs in municipality.	no	998,292.08	72,880.02	(391,582.50)	679,589.60	416,607.08	262,982.52	PW	Paving projects underbudget
	P. W. - Local Roads & Bridge Construction	Restricted - Capital Reserve	Roads	Provide funds for scheduled replacement/re-construction of existing roads & bridges. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate (may also draw from Aggregate Reserve)			Bridges that are STIP funded, 25% of costs of bridges, and local roads as per Capital Plan.	no	1,849,779.51		(315,217.98)	1,534,561.53	1,245,995.51	288,566.02	PW	2 bridges were not constructed as STIP was denied
NEW	Gravel Pit Reclamation Costs	Restricted - Capital Reserve	Roads	Provide funds for reclamation of gravel pits	TBD	TBD	TBD	Gravel pit reclamation costs	no	-			-	-	-	PW	
	Public Works Shop	Restricted - Capital Reserve	Building replacement & renovations	Provide funds for scheduled replacement/refurbishment of PW Shop and other Buildings. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	50,000		Capital expenditures for renovation of existing PW buildings or major R&M or construction/purchase of new PW buildings.	no	536,955.18	50,000.00	(55,049.70)	531,905.48	314,455.18	217,450.30	PW	Salt shed deferred
	Land Right of Way Reserve	Restricted - Capital Reserve	Land & Land Improvements	Provide funds for acquisition of Land ROW or for land under roads. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	-		Capital expenditures for Land Right-of-Way or for purchase of land under roads where a road re-alignment is required.	no	2,607.25	10,000.00		12,607.25	6,847.25	5,760.00	PW	County sign to be carried forward
	Airport	Restricted - Capital Reserve	Land & Land Improvements	Provide funds for replacement of Airport infrastructure or to add capacity at Airport, such as new hangar streets. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	18,000		Capital expenditures on land improvements at the Airport.	no	127,173.64	18,000.00		145,173.64	145,173.64	-	AIR	
	Transfer Station Bins	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to replace existing Transfer Station Bins. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	-		Replacement of Transfer Station Bins.	no	5,651.62	5,000.00	(5,651.62)	5,000.00	5,000.00	-	WASTE	
	Landfill Equipment Reserve	Restricted - Capital Reserve	General equipment replacement	Provide funds for scheduled replacement of Landfill Equipment. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	25,000		County's contribution to capital expenditures for Landfill Equipment	no	297,433.48	25,000.00	(304,000.00)	18,433.48	4,933.48	13,500.00	WASTE	Net purchase price of landfill cat lower than budgeted.
	Landfill	Restricted - Capital Reserve	Building replacement & renovations	Provide funds for replacement/refurbishment of Landfill buildings or land improvements Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	15,000		County contribution to capital expenditures of Buildings at the Landfill, or any land improvements, including asset retirement obligations (closure & post closure obligations)	no	305,094.69	15,000.00	(10,687.37)	309,407.32	305,094.69	4,312.63	WASTE	Non-compliance work only partially completed.

New/ Consol/ Close	Name	Classification	Sub-Class	Purpose of Reserve	Source of Funds	Current Yrly Contr. unless as noted	Optimal Balance / MIN / MAX	Use of Funds	Interest Ent?	Balance Dec 31, 2022	Additions	Deletions	2023 Balance	2023 Budgeted Balance	Variance from Budget	Dept	Notes
	Utility Officer Truck	Restricted - Capital Reserve	General equipment replacement	Provide funds for replacement of Utility Officer vehicle. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate, sale of surplus assets	-		Capital expenditure to replace Utility Officer vehicle.	no	47,280.63			47,280.63	47,280.63	-	UTL	
	Offsite Levy Reserve-Neerlandia	Restricted - Capital Reserve	Water & wastewater	Per Bylaw 21-89; A levy will be imposed on a residential off-site levy on undeveloped lands to provide for future expansion of water & sewer facilities that service Hamlet of Neerlandia and adjacent areas	Developer	\$1,850/residential lot for water & sewer \$1,200/water service only, per residence where service is extended outside present Hamlet boundaries		Future expansion of water & sewer facilities to service Hamlet of Neerlandia and adjacent areas.	no	75,885.00			75,885.00	75,885.00	-	UTL	
	Offsite Levy Reserve-Manola	Restricted - Capital Reserve	Water & wastewater	Per Bylaw 20-90 - levy on application for Development Permit, upon application for subdivision of land not previously subject to offsite levies, or on application for service from Hamlet water supply line from Town of Barrhead. Levy charged for facilities requiring expansion - <u>water supply line from Town of Barrhead to Hamlet of Manola including upgrading of Water Treatment Plant at Manola.</u> Exclusions apply: replacement of existing single family dwelling, Bylaws No. 37-78 & 38-78, Lands Under By-Law 43-83 Per Bylaw 19-90 - levy on application for Development Permit, upon application for subdivision of land not previously subject to offsite levies, or on application for service from Hamlet water supply line from Town of Barrhead. Levy for facilities requiring expansion - <u>Water Treatment Plant & Reservoir with Hamlet of Manola, in-line booster pumps on Manola water supply line, upgrade of pumping facilities at Town of Barrhead Reservoir.</u> Exclusions apply: replacement of existing single family dwelling, Bylaws No. 37-78 & 38-78, Lands Under By-Law 43-83	Developer	For EACH Bylaw: \$1,135 for each unit of housing \$1,705 for each duplex \$2,270 for fourplex \$2,000 for new commercial or industrial for 1st 1,000 sq feet; \$400 per 1,000 sq ft thereafter	MAX = \$800,000 (Bylaw 20-90) MAX = \$600,000 (Bylaw 19-90)	Water Supply line from Town of Barrhead to Hamlet of Manola, including upgrading Water Treatment Plant at Manola. Water Treatment Plant & Reservoir within Hamlet of Manola, In-line booster pumps on Manola water supply line, Upgrade of pumping facilities at Town of Barrhead Reservoir.	no	13,620.00			13,620.00	13,620.00	-	UTL	
	Water & Sewer Capital Reserve	Restricted - Capital Reserve	Water & wastewater	For utility holders contribution to upkeep/replacement of water & sewer infrastructure. Contribution is historical contribution.	Utility Rate	67,000		Capital expenditures / major R&M to water & sewer assets. (Does not include capital expenditures related to growth. Growth to be funded out of Reserve with funding source as Tax Rate or through Debt.)	yes	794,066.37	107,111.23		901,177.60	861,066.37	40,111.23	UTL	Did not budget for interest income.
	Regional Water & Sewer Lines / Future W&S Development	Restricted - Capital Reserve	Water & wastewater	Provide funds for future expansion of water & sewer throughout County. Reserve could include bringing line to LaLaNonne or Thunder Lake. Could also include alternative source of water for BRWC (such as Athabasca River)	Tax Rate	50,000		Capital Expenditures related to expansion of water & sewer in County. Augment with Grant Funding & Debt.	no	857,000.00	50,000.00		907,000.00	907,000.00	-	UTL	
	Truck Fill	Restricted - Capital Reserve	Water & wastewater	Provide funds for truck fill replacement/refurbishment. Contributions and usage supported by 10 yr Capital Plan.	Operating Surplus in Truck Fill	Net Op Surplus		Truck Fill replacement /refurbishment, and major R&M for truck fill	no	-	6,126.75	-	6,126.75	3,327.51	2,799.24	UTL	More 'profit' than projected
	Lagoons	Restricted - Capital Reserve	Water & wastewater	Provide funds for lagoons replacement/refurbishment. Contributions and usage supported by 10 yr Capital Plan.	Operating Surplus in Lagoons with Dumping Station	Net Op Surplus		Lagoon replacement /refurbishment, and major R&M for lagoons.	no	238,019.10	60,419.06	(49,933.29)	248,504.87	155,984.16	92,520.71	UTL	More 'profit' than projected; lower cost for lagoon gate & Neerlandia lagoon project completion.
	Future Development - Fire Suppression	Restricted - Capital Reserve	Land & Land Improvements	Provide funds for replacement of fire suppression system project for benefitting landowners that are levied the Local Improvement Tax.	Local Improvement Tax	21,885		Capital expenditures for replacement of fire suppression system.	no	153,196.26	21,885.18		175,081.44	175,081.44	-	UTL	

New/ Consol/ Close	Name	Classification	Sub-Class	Purpose of Reserve	Source of Funds	Current Yrly Contr. unless as noted	Optimal Balance / MIN / MAX	Use of Funds	Interest Ent?	Balance Dec 31, 2022	Additions	Deletions	2023 Balance	2023 Budgeted Balance	Variance from Budget	Dept	Notes
	Future Development	Restricted - Capital Reserve	Land & Land Improvements	Provide funds for development of Kiel Industrial Park	Sale of Land - net proceeds	As land is sold		Phase II of Kiel Industrial Park	no	446,463.74	-		446,463.74	591,729.74	- 145,266.00	P&D	No sales in 2023
	Money in Lieu (of Municipal Reserve)	Restricted - Capital Reserve	Land & Land Improvements	per MGA, money taken in place of reserve land must be accounted for separately, along with any interest accruing on funds. Contributions and usage supported by 10 yr Capital Plan.	Developer	Est. \$20,000 + Interest Income		per MGA 671(2) - a public park, public recreation area	yes	484,779.11	38,786.59		523,565.70	514,379.11	9,186.59	P&D	Higher interest than budgeted; less subdivisions with money-in-lieu in 2023
	Ag Vehicle & Equipment	Restricted - Capital Reserve	General equipment replacement	Provide funds to replace existing or new vehicle and equipment tangible capital assets in Ag department. Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	30,000 / 20,000		Vehicle & equipment capital expenditures for Ag department, including but not limited to trucks, quads, side-by-sides, spray equipment and the equipment used in the Ag Rental Program.	no	111,768.37	46,222.00	-	157,990.37	131,768.37	26,222.00	AG	Transfer Ag Development Reserve to Ag Vehicle & Equipment
	Ag Building	Restricted - Capital Reserve	Building replacement & renovations	Provide funds for scheduled replacement/refurbishment of Ag Buildings or New Ag Buildings Contributions and usage supported by 10 yr Capital Plan.	Tax Rate	10,000		Capital expenditures for replacement / refurbishment of existing Ag Buildings or construction of new Ag Buildings	no	144,968.39	10,000.00	(28,520.00)	126,448.39	119,968.39	6,480.00	AG	Project under budget
	General Tax Stabilization Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to stabilize tax rate from non-recurring, emergent, 1-time expenditures or losses of revenue not built into base operating budget for future year (e.g. large drops in Assessment, increase in Uncollectible Taxes including O&G).	Tax Rate	MAX= 5% of annual operating expenditure budget (~\$800K)		Used to stabilize budgetary impacts from one time or unanticipated events. Examples include, but are not limited to uncollectible O&G or to fund temporary drops in Assessment.	no	853,463.87	83,053.53		1,020,767.32	800,000.00	220,767.32	TAX	Projecting a 2023 operating surplus - transfer not required to balance the budget; consider reallocating funds to other reserves?
	Legislative Computer Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for Councillor device purchase which happens every 4 years and for other IT requirements for Council chambers.	Tax Rate	875	Max = \$3,500	Councillor device purchases to a maximum of \$500 per Councillor, per term and for other IT requirements for Council chambers.	no	3,339.38	160.62		3,500.00	1,833.43	1,666.57	LEG	No submissions for Councillor devices in 2023; reserve has max of \$3,500, full transfer not required.
	Administration County Map Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for printing of County maps that occur on an infrequent basis to minimize impacts of expenditure on tax. <i>(Next print planned - 2021)</i>	Sale of Maps	Est. \$1,428	Max = TBD	Printing of County Maps.	no	10,564.70	4,129.57	(3,339.00)	11,355.27	4,493.27	6,862.00	ADMIN	Lower cost for printing maps, higher map sales than budgeted.
	Admin Operating Contingency	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to stabilize tax rate from non-recurring, emergent, one-time expenditures or losses of revenue that will not be built into Admin base operating budget for future year. Promotes fiscal responsibility in budgeting.	Tax Rate / YE Operating Surplus		1% of operating \$13,654 Consider rounding Max = \$15,000	Any unexpected / unplanned expenditures in Admin department during the year.	no	9,497.30	-	-	9,497.30	9,497.30	-	ADMIN	
	Elections & Plebiscite Reserves	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for future elections or plebiscites to minimize annual impact on tax.	Tax Rate	2,500		Applied against municipal election expenditures; occurs every 4 years & plebiscite expenditures to reduce impact on taxes.	no	5,000.00	2,500.00	-	7,500.00	7,500.00	-	ELEC	

New/ Consol/ Close	Name	Classification	Sub-Class	Purpose of Reserve	Source of Funds	Current Yrly Contr. unless as noted	Optimal Balance / MIN / MAX	Use of Funds	Interest Ent?	Balance Dec 31, 2022	Additions	Deletions	2023 Balance	2023 Budgeted Balance	Variance from Budget	Dept	Notes
	Fire Fighting Stabilization Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to buffer expense of large fire fighting expenditure.	Tax Rate	25,000	Max = \$TBD	Any large fire fighting expenditure where mutual aid or water bombers are required. To be applied against cost overruns for County's fire fighting expenditures.	no	333,000.00	25,000.00	-	358,000.00	358,000.00	-	FIRE	
	Disaster Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to buffer expense of a disaster in the County.	Tax Rate	2,000	Max = \$TBD	On activation of EOC, expenditures related to a Disaster.	no	14,000.00	2,000.00	-	16,000.00	16,000.00	-	DIS	
	PW Operating Contingency	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to stabilize tax rate from non-recurring, emergent, 1-time expenditures or losses of revenue not built into PW base operating budget for future year. Promote fiscal responsibility in budgeting.			1% of operating = \$72,475.95 (Consider rounding to Max = \$75,000	Any unexpected / unplanned expenditures in PW department during the year.	no	2,745.02	-	-	2,745.02	2,745.02	-	PW	
	P.W. Gravel Exploration	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to stabilize tax rate for activities relating to gravel exploration.	Tax Rate			Costs incurred for gravel exploration, including engineering and legal fees	no	30,619.79	25,000.00		55,619.79	25,000.00	30,619.79	PW	Budgeted work not completed
	Dev. - Air Photos Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for purchase of air photos that occur every 7 years to minimize impacts of expenditure on tax base.	Tax Rate	10,000	Max = \$70,000	Acquire digital aerial photography and orthophoto of County of Barrhead, currently every 7 years.	no	11,464.88	10,000.00		21,464.88	21,464.88	-	P&D	
	P&D Operating Contingency	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to stabilize tax rate from non-recurring, emergent, 1-time expenditures or losses of revenue not built into Planning or Development base operating budget for future year. Project carry forwards are also included in reserve so that taxes related to a project are only collected once.	Tax Rate / YE Operating Surplus		1% of operating = \$3,883.25 Consider rounding =Max \$5,000	Any unexpected / unplanned expenditures in Planning department during the year, and for any project carry forwards from one budget year to the next.	no	15,691.72	7,500.00	(18,065.00)	5,126.72	5,126.72	-	P&D	
CLOSE in 2024	Ag- Waters Edge - Lac La Nonne	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for Pond Days at Lac La Nonne	Historical		N/A	Current use - expenditures incurred to operate Pond Days at Lac La Nonne. Through agreement from disbaned Waters Edge group. Not aware of any formal agreement in place. Proposed - Staff to discuss with Lac Ste. Anne use of funds as other projects at Lac La Nonne have been identified.	no	2,789.37	-	(2,753.39)	35.98	1,515.92	- 1,479.94	AG	Additional costs for Pond Days that could be recognized against this reserve.
	Ag-H2C Conservation Operating	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for H2C program activities. H2C is self-sustaining operation. Balance in reserve represents unexpended funds from prior years, as approved in budget. Reserve can run a deficit balance, but must be budgeted to be recovered in next budget year.	Annual surplus operating funds- H2C department (grants & partner contributions)		\$0	Any surplus/deficit in H2C program is automatically balanced against this reserve.	no	9,187.25			9,187.25	9,187.25	-	H2C	

New/ Consol/ Close	Name	Classification	Sub-Class	Purpose of Reserve	Source of Funds	Current Yrly Contr. unless as noted	Optimal Balance / MIN / MAX	Use of Funds	Interest Ent?	Balance Dec 31, 2022	Additions	Deletions	2023 Balance	2023 Budgeted Balance	Variance from Budget	Dept	Notes
	Ag-ALUS Operating	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for Landowner payments for ALUS projects. Landowners will sign multi year agreements for land that is set aside for conservation acres.	Historical H2C surplus			Payment to landowners for conservation acres.	no	83,730.76	16,666.36	(8,369.62)	92,027.50	87,347.16	4,680.34	H2C	Funds for Yrs 2-5 for 2023 projects were able to be put into reserve.
CLOSE; transfer to Ag Equip.	Ag- Agricultural Development	Restricted - Operating Reserve	Tax Rate Stabilization	Close reserve	Tax Rate			Close reserve	no	26,222.00	-	(26,222.00)	-	26,222.00	- 26,222.00	AG	Moved to Ag Equipment Reserve
	Seed Plant	Restricted - Operating Reserve	Tax Rate Stabilization	Historical Reserve for Seed Plant	Historical	\$10,000 (none 2020, 2022, 2023)		Provide funds for operating or capital expenditures at the Seed Plant such as Scale Maintenance, Color Sorter or other assistance requested related to Seed Plant Infrastructure	no	57,924.62		(2,000.00)	55,924.62	57,924.62	- 2,000.00	AG	Scale Maintenance request approved by Agricultural Fieldman.
	Ag Operating Contingency	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds to stabilize tax rate from non-recurring, emergent, one-time expenditures or losses of revenue that will not be built into Ag base operating budget for future year. EXCLUDES H2C.	Tax Rate / YE Operating Surplus		1% of operating expenditures \$6,463 Consider rounding Max = \$7,500	Any unexpected / unplanned expenditures during the year.	no	-	-	-	-	-	-	AG	
	Community Organizational Reserve	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for support of community initiatives (recreational or cultural) that are outside of Community Grant Policy	Tax Rate & Loan Repayments	30,000		For operating or capital expenditures for local boards, agencies, individuals or organizations that Council deems appropriate to support through grants or loans. (Examples: Current yr - Golf Course Debenture; Past - Misty Ridge capital equipment.)	no	92,895.99	9,654.10	(4,350.00)	98,200.09	102,550.09	- 4,350.00	REC	Council approved use of reserve for cost of fire incident at St. Aidans Community Church and Pioneer Memorial Church
	Community Grants Policy	Restricted - Operating Reserve	Tax Rate Stabilization	Provide funds for Community Grant Policy.	Historical - Transfer from Rec Reserves			Community Grants approved through Community Grant Policy	no	88,664.62		(11,250.00)	73,664.62	73,664.62	-	REC/CUL	
	Unrestricted Surplus	Unrestricted		Emergency savings account for unexpected expenses incurred at a later date and for Council flexibility for establishing annual tax levy.	Year end surplus		Max = 5% of annual operating expenditures Consider rounding to max ~ \$800,000	Used to repair or replace assets that fail unexpectedly, for Council flexibility to allocate funds to future projects as needs arise and for flexibility in establishing annual tax levy. May also be used for stabilizing budgetary impacts resulting from one time or unanticipated events. Examples include, but are not limited to, abnormal snow removal, fluctuating interest rates, fluctuating fuel prices, or other items that would result in an overall deficit to municipal operation.	no	2,534,487.31		(7,000.00)	2,527,487.31	802,400.23	1,725,087.08	GEN	Projecting a 2023 operating surplus so reserve transfer not required; \$1.5M debenture not incurred; current year surplus will be added ~ \$1.3M; Council to consider reallocating.
	TOTAL									15,122,578	2,135,643	(3,040,774.45)	14,297,946	11,240,886	3,057,060		

Unrestricted Surplus	2,534,487	-	(7,000)	2,527,487	802,400.23	1,725,087.08
Operating Reserves	1,661,684	194,930	(76,870)	1,860,243	1,620,954.69	239,288.27
Capital Reserves	10,926,407	1,940,713	(2,956,904)	9,910,216	8,817,531.35	1,092,684.57
	15,122,578	2,135,643	(3,040,774)	14,297,946	11,240,886.27	3,057,059.92



REQUEST FOR DECISION

FEBRUARY 6, 2024



TO: COUNCIL

RE: 2023 PROJECT DASHBOARD

ISSUE:

Certain purchases or expenditures were approved but required additional funding allocations.

BACKGROUND:

- Council approved the project priorities for 2023.
- Where a transaction exceeds the approved 2023 budget, Council approval should be obtained.

ANALYSIS:

- Attached Project Dashboard provides a summary of the 2023 Capital and Operational Projects.
 - Dashboard provides a description of the project, start date, estimated completion date, actual completion date, project cost information, and notes/comments.
- Of the 19 Capital projects with total approved spending of \$12,371,358, there are projects that are on budget, under budget and over budget.
- The following 3 Capital projects are overbudget and require Council approval for additional funding allocation, along with Administration's recommendation of additional funding source:

Capital Project	Overbudget	Original Funding Source	Recommended Funding Source for Overbudget
Road Project 2022-440 TWP RD592A 1mile	\$44,895	Local Roads & Bridge Construction Reserve	Local Roads & Bridge Construction Reserve
Road Project 2023-640 RGE R45 2.25 miles	\$201,057	Operations (Current Year Taxes)	Operations (Current Year Taxes)
Road Project 2023-742 TWP RD 621 between RGE RD 41&42	\$35,350	Operations (Current Year Taxes)	Operations (Current Year Taxes)

- Of the 17 Operational Projects with total approved spending of \$3,414,577, there are also projects that are on budget or under budget. There are no projects overbudget.

STRATEGIC ALIGNMENT:

Council's review of the Project Dashboard aligns with the County 2022 – 2026 Strategic Plan as follows:

PILLAR **4 Governance & Leadership**

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

- Council accepts the Capital & Operational Dashboards as at December 31, 2023 for information.
- Council approves the additional funding sources for the 2023 capital projects as presented.

Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets

As at December 31, 2023



						a	b	c = a + b	d	e	f = d - e	d - c	d / c	TBD:Thresholds / Flag for concern:
Project #	Project Name	Dept	Start Date	Est. Completion Date	Actual Completion Date	Total Prior Years Spending	2023 Spending	Total Project Spending	Approved spending (all years)	GRANT FUNDING / OTHER	NET COST TO RATEPAYER	Total \$ Budget Variance	Total % Spent of Budget	Status / Comments
CAPITAL PROJECTS														
	Replace Welcome Sign	DEV/ PW	Jul-19	TBD		-	-	-	5,760				0%	Project pushed to 2024.
BF# 78033	Bridge BF 78033 SW 17-62-3-W5 (STIP approved)	PW	2022	2023	Sep-23	16,300	297,696	313,996	326,300	232,500	93,800	12,305	96%	Complete. Project pre-construction meeting was held Aug 15, 2023.
BF# 70370	Bridge BF 70370 Rge Rd 51 Funding Source - STIP denied	PW	2022	2023				-	150,000	-	150,000	150,000	0%	2022 & 2023 - STIP funding was denied. Recommend to repair bridge in 2024, using reserve funds. Included in 2024 Capital Budget.
BF# 70917	Bridge BF 70917 RGE RD 20 Funding Source - STIP denied	PW	N/A	N/A	N/A			-	385,000	288,750	96,250	385,000	0%	Recommend cancelling project as STIP funding was denied.
2022-340	Autoparts Road reconstruction 2 miles	PW	Jul-22	2023	2023	1,004,961	11,050	1,016,011	1,040,895	740,800	300,095	24,884	98%	Complete.
2022-440	TWP RD592A (D.Mackenzie West) - 1mile	PW	May-23	11-Jun-23	Jun-23	-	231,666	231,666	186,771	-	186,771	(44,895)	124%	Complete.
2023-640	RGE RD 45 (Buruma N) - 2.25 miles	PW	12-Jun-23	15-Sep-23	Sep-23		630,535	630,535	429,478		429,478	(201,057)	147%	Complete.
2021-740	Rge Rd 32 Mast North 1mile	PW	16-Oct-23	01-Jun-24		-	4,831	4,831	191,763		191,763	186,932	3%	Project to be pushed to 2024 season.
2023-742 (NEW)	Twp Rd 621 between RGE RD 41 & 42 - 1 mile	PW	18-Sep-23	15-Oct-23	Oct-23		218,007	218,007	182,657		182,657	(35,350)	119%	Added to 2023 Capital Budget by Council Res. #2023-171. Agreements are in place.
2023-740	RGE RD 32 (Visser North) 1.5- miles	PW	N/A	N/A	N/A			-	272,686		272,686	272,686	0%	Unable to obtain necessary agreements for borrow area, project cancelled by Council Res. #2023-170.
340PAVING	340 Paving - W of 25 & 36-59-4-W5 (Autoparts Road)	PW	05-Jun-23	2023	28-Aug-23	53,035	1,862,633	1,915,668	2,173,994	2,120,959	53,035	258,326	88%	Complete. CCC issued with warranty period to August 28, 2024.
140PAVING	Rge Rd 22 Paving	PW	10-Jun-23	2023	28-Aug-23	53,035	4,126,390	4,179,425	4,666,784	4,364,516	302,268	487,359	90%	Complete. CCC issued with warranty period to August 28, 2024.
2022-440	Thunder Lake Overlay	PW	Jul-23	Aug-23	28-Aug-23	-	391,583	391,583	432,452	432,452	-	40,869	91%	Complete. CCC issued with warranty period to August 28, 2024.
	Fencing at PW Yard	PW	2023	2023	Aug-23	-	25,816	25,816	30,000	-	30,000	4,184	86%	Complete
	Neerlandia Lagoon Funding Source - Gas Tax / AMMW P / Reserves	UTL	Dec-19	15-Jul-22	17-Aug-22	1,670,382	8,558	1,678,940	1,731,900	1,514,600	217,300	52,960	97%	Complete. 1 year inspection took place in Oct 2023. Final 2nd yr warranty inspection will be carried out in Oct 2024
	Neerlandia Lagoon Gate (power & access)	UTL	Jun-23	01-Aug-23	11-Sep-23		24,125	24,125	38,000		38,000	13,875	63%	Complete. Gate openers are installed and operational.
	Admin Building Interior Upgrades	ADM	Jun-23	Dec-23	8/26/2023 (lighting)		9,812	9,812	34,418	-	34,418	24,606	29%	Interior lights to be replaced with LED, completed Aug 2023. Other upgrades to be deferred to 2024.
	Records Management System	ADM	02-Mar-22	Dec-22	30-Mar-23	42,494	10,750	53,244	55,000	-	55,000	1,756	97%	Complete. System went live Mar 30, 2023. Staff are using tool on a go-forward basis, older records being brought in as time permits. May still require consultant time for any issues identified in current year.
	CAMAlot Assessment Software	ADM	07-Mar-23	July 21, 2023 Go Live			37,500	37,500	37,500	-	37,500	-	100%	Complete. Data converted, assessor trained on system. Working with vendor to ensure data converted and loaded correctly.
CAPITAL PROJECTS						2,840,207	7,890,952	10,731,159	12,371,358	9,694,577	2,671,021	1,634,439		

Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets



As at December 31, 2023

						a	b	c = a + b	d	e	f	g = e - f	d - b	d / b	TBD: Thresholds / Flag for concern:
Project #	Project Name	Dept	Start Date	Est. Completion Date	Actual Completion Date	Total Prior Years Spending	2023 Spending	Total Project Spending	Approved spending 2023	Total Approved Spending (All Years)	GRANT FUNDING / OTHER	NET BUDGETED COST TO RATEPAYER	Total \$ CY Budget Variance	Total % CY Spent of Budget	Status / Comments
OPERATIONAL PROJECTS															
	Thunder Lake Lagoon Sounding	UTL	Aug-22	December, 2022	Jan-23	14,850	1,650	16,500	1,650	16,500		16,500	-	100%	Complete. Work plan approved with Associated Engineering, sounding on August 24/22. Final Report issued in January 2023. Taken to Council for review and a max yearly volume of 4,366 m³ was set.
	Sanitary Pre-Treatment - Town of Barrhead Lagoon	UTL	2022	2023		-	-	-		1,500,000		1,500,000	-	0%	Project contingent on development of sold lots (1&6) by developer.
	Lac La Nonne Water Levels/Weir	AG	May-20	Sep-22	Cancelled	-	-	-		1,200		1,200	-	0%	Monitored water levels in 2020. Workplan to be completed in 2021. Compiling required resources during summer 2021. Meeting with government and lake groups in spring 2022. 1st public forum completed (June 2022). Project moving to operations in 2023. Acquiring costs and requirements needed by AEP before proceeding. Full Lake Management Study required by AEP prior to application for weir installation. Communications to stakeholders & Council on project status in 2023.
	Broadband Scoping	DEV	Jul-21	Dec-22		11,500	6,500	18,000	6,500	18,000		18,000	-	100%	DRAFT Strategy complete; Working with TANGO, discovery document complete outlining current ISPs, infrastructure and gaps. COB Policy approved. Engaged ISPs. MCSnet partnership approved by Council. Strategy carried forward in Budget as efforts temporarily redirected to implementation.
	Lake Management Plan	DEV	2020	Dec-22			-	-		3,000		3,000	-	0%	Moving to operations in 2024 to be supported by enforcement services. Enforcement undertaken, 1-on-1 education and compliance efforts. Workplan created. Survey is in draft stage. Engagement of residents at Thunder Lake/LLN re use of MR, placement of docks, etc. Project moving to operations in 2023 with support from new CPO program. Working with AEP on revisions to Mooring Standards.
	Business Licensing	DEV	2020	Dec-24			-	-	-	-		-	-	#DIV/0!	Reviewed with ECDC; draft bylaw to be presented to Council (Committee of the Whole - Nov 2023). Project moving to operations, included in Economic Development Workplan.

Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets



As at December 31, 2023

						a	b	c = a + b	d	e	f	g = e - f	d - b	d / b	TBD: Thresholds / Flag for concern:
	LandUse Bylaw Amendments	DEV	2022	Jun-24		8,435	13,380	21,815	29,565	38,000		38,000	16,185	57%	Mtg with Council Feb 7/24; Mtg with Council Nov 18/22; Project launched with initial meeting with MPS. Joint ECDC & ASB mtg Dec 13/22; LUB Open House May 3/23; Public survey closed July 14; LUB Workshop with Council scheduled for Oct 18/23; What we heard Report tentatively scheduled for Nov 21/23; Biweekly admin mtg with Planner to discuss progress. Currently drafting and mapping based on feedback. Project will continue in 2024.
	Printing of County maps	ADM	May-21	Jul-23	Jun-23	1,522	3,339	4,861	7,500	9,022		9,022	4,161	54%	Wall maps & glovebox maps were received in June 2023.
	Gravel Pit Volume Testing	PW	Fall 2023	Nov-23	N/A	-		-	5,000	5,000		5,000	5,000	0%	Planned for Moosewallow Private pit operated by County; further testing in 2023 was not required.
	Pavement Repairs - TWP Rd 604 & Twp Rd 615A	PW	Summer 2023	Summer 2023	29-Aug-23	-	115,893	115,893	180,000	180,000		180,000	64,107	64%	Complete. Waiting for final invoice.
	Shoulder Pulls - 10.5 miles + 1.5 miles added	PW	Summer 2023	Summer 2023	Sep-23	-	192,000	192,000	195,000	195,000	195,000	-	3,000	98%	Complete. Project awarded with additional 1.5 miles added to fully expend budget.
	Vega Aggregate Crushing (50,000 - 7,525,000 115,000 - 200,000T; \$655,000 - \$1,136,600	PW	Summer 2023	Jan-24		-	569,600	569,600	1,136,600	1,136,600		1,136,600	567,000	50%	Project completion estimated for Jan 2024. Crushing started Dec 2023; Tender opening held June 13/23. Council Res #2023-205: Project awarded to Surmont Sand & Gravel, for a rate of \$5.70/tonne & min. quantity of 115,000 tones; admin monitor volumes and any quantities over 115,000 tones to a max. of 200,000 tonnes be curshed at a rate of \$5.66/tonne and to report to Council any volumes in excess of 200,000 tonnes for consideration of further increasing volumes to be crushed.
Res # 2023-086	Thunder Lake Lagoon Monitoring Wells	UTL	Summer 2023	Oct-23	06-Sep-23	-	15,600	15,600	16,000	16,000		16,000	400	98%	Complete. Monitoring wells installed June 2023; Final Report presented to Council.
	Gravel Exploration Activities	PW	ongoing	Nov-23		-		-	46,000	119,000		119,000	46,000	0%	Council approved providing letter of intent required for 2026 Lease.
	Asset Management activities	ADM	Oct-22	Dec-23	Dec-23	-	576	576	4,000	4,000		4,000	3,424	14%	Council approved AM Policy & endorsed AM Strategy, roadmap, Team TOR on Sept 5/23.
	AB Crime Prevention Activites (BARCC)	ADM	Jun-23	Mar-24		-	7,470	7,470	26,685	26,685	26,685	-	19,215	28%	More workshops (as per grant) in planning stages for delivery in Q1 2024; CPTED workshop scheduled for Oct 2-4/23 Workplan drafted; BARCC to review Jun 22/23
	Feasibility Study to repurpose ADLC Building as joint Civic Centre	ADM	May-23	Dec-23		-	87,558	87,558	146,570	146,570	146,570	-	59,012	60%	DRAFT report complete; DRAFT options complete; Stakeholder mtg held; Consultants have completed site visit; reviewing reports from GOA; initial mtgs with COB & TOB re municipal use; RFP closed June 12/23; Contract awarded to Next Architecture
OPERATIONAL PROJECTS						36,307	1,013,567	1,049,874	1,801,070	3,414,577	368,255	3,046,322	787,503		



presented to Council on February 6, 2024
(items shaded have changed since last meeting)

K

2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2024-010	Approved swoop and crest decal for County Peace Officer vehicle	CAO/CPO	Design submitted	Complete Jan 16/24
2024-006	Write-off uncollectable AR account as recommended for invoice # IVC402525 in the amount of \$1,850	CS/CAO	Journal Entry completed	Complete Jan 16/24
2024-005	Forgave charges to Barrhead & District Historical Society for fire-fighting at Pioneer Church; \$3,000 to be funded from Community Organizational Reserve	CS/CAO	Journal Entry completed	Complete Jan 17/24
2024-004	Forgave charges to St. Aidans Community Church for fire-fighting; \$1,350 to be funded from Community Organizational Reserve	CS/CAO	Journal Entry completed	Complete Jan 17/24
2023-458	Supported grant application up to \$40K for SCOP	DEV/CAO	Grant application submitted	Complete Jan 10/24
2023-456	Approved agreement with Luke's Contract Hauling for the period January 1, 2024 to December 31, 2026	EA/CAO	Contract fully executed	Complete Jan 4/24
2023-372	Set Ag lease rate of \$30/acre in SE 25-61-6-W5 for a 3 year term	CAO/EA	Agreement executed; Agreement sent to tenants for signature	Complete Feb 1/24
2023-297	Execute the CRTC-approved Next Generation 911 Local Government Service Agreement as provided by Telus Communications Inc.	CAO	Service Agreement returned to Telus	*Underway
2023-296	Negotiate Use Agreement with NSC to construct a ball diamond near Neerlandia Lagoon and bring back to Council for final consideration.	CAO/DEV	Draft agreement being prepared to support discussions	Underway
2023-256	Initiate road closure process to close an undeveloped road allowance related to sand and gravel extraction activities.	CAO/DEV	Operator has been notified of the process ahead; waiting for confirmation of interest	*Underway

2023-254	Continue on current path as outlined in County Strategic Plan & Economic Development Plan; PLUS conduct research on other models in Alberta to explore options to promote Regional Tourism.	CAO/DEV	Plans being implemented, new for 2024 is "Know Your Business" - Conference & Trade Show	Underway
2023-238	Contact "Alberta Carbon Grid" to present at a future Council meeting.	CAO/EA		Not Started
2023-210	Authorized to negotiate and refine the scope of the project with Next Architecture Inc., up to a maximum of \$146,570 + GST.	CAO	Discussed w NEXT to confirm capacity	*Underway
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Discussion with owner to confirm specifications, letter drafted; Gravel pit owner was notified verbally of County's intent; letter to follow	Underway
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	Awaiting arrival date of new grader	*Underway
2023-098	Cost share (50:50) with TOB purchase of 2023 John Deere 755K Landfill Track Loader (\$608,000 plus GST) from Brandt Tractor Ltd. as per 2023 Waste Management Capital	FIN/PW	Invoice is being processed; Delivered Sept 25 and awaiting invoice from Town in January; Ordered	Complete Jan 16/24
2023-064	Approved Admin to enter into an agreement with Western Star North to purchase 3 Western Star 47X SB trucks for delivery in 2024 & 2025 as per 10-yr Capital Plan; bring back final pricing to Council for final order approval	PW/CAO	Western notified of intent to purchase	*Underway
2022-448	Draft congratulatory letter for Reeve's signature to new Min of MA and provide info on County of Barrhead strategic initiatives.	CAO/EA	New minister, revising message	Underway
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Awaiting Signatures from LSAC	*Underway
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Consolidating all lagoon reports (T.L. received Dec/22); incorporating asset management principles and discussions with LSAC	Underway
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Met with VSU representative to better understand situation/impact; Rough draft prepared	Underway
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway

2018-029	Service Contract Review	FIN/EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Bylaw is drafted, timeline to be discussed with Council; Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway



AAIP Rural Renewal Stream Monthly Status Report



January 2024 TO DATE
(Nov 7, 2022 - Jan 31, 2024)

EMPLOYERS		
Employers that have expressed interest	2	32
Employers enrolled	0	22 (8 active employers with open vacancies)

CANDIDATES		
Candidates that have expressed interest*	1	167
Candidates endorsed	6	77
(Current temp. foreign worker in Canada)	(6)	(37)
(International applicants)	(0)	(40)

POSITIONS		
Total positions enrolled in RRS (vacant or filled)	8	113 (27 positions currently vacant)
Positions filled through RRS	6	77
(Started working & living in community)	(6)	(37)
(Pending nomination/arrival to community)	(0)	(40)

*Number may not be fully representative of candidate interest, as the County may not hear from every interested candidate who applies to the employer directly.



Barrhead Community Rural Renewal Stream

2023 in Review:
(November 2022 – December 2023)

1

Background

- Rural Renewal Stream is a stream of Alberta's Provincial Nomination Program that nominates eligible newcomers for permanent residency in Canada.
- Intends to address labour needs & skill shortages in rural Alberta through a "community-driven approach"
- Empowers rural communities to attract & retain newcomers, and can be responsive to local economic development needs.
- In November 2022, "Barrhead Community" (County & Town) was designated for 3 years, with the option to extend an additional 2 years.



2

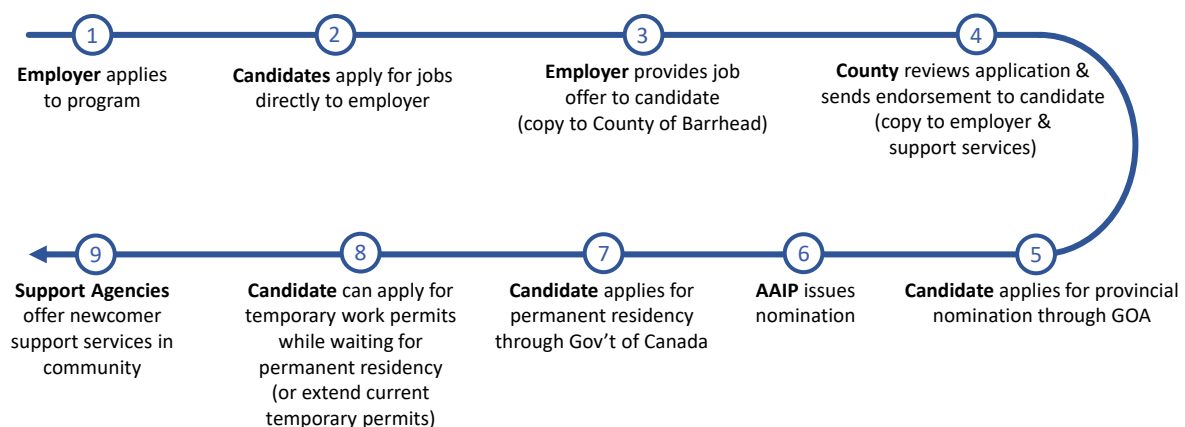
What is the “Community-Driven” Approach?

- County & Town of Barrhead submitted joint application for “community designation” under Rural Renewal Stream.
- Program is administered by the County of Barrhead, but is a collaboration between the 2 municipalities, as well as business support agencies, employers, and newcomer support services.
- Collaborative approach will support 2 key areas:
 - Work with employers to attract & retain newcomers
 - Work with support agencies to welcome & integrate newcomers upon arrival



3

Process Overview



4

Eligibility Criteria

Employer & Vacancy Eligibility:

- If unable to hire qualified Canadians for a position, employers in the County or Town of Barrhead can apply to be approved as an eligible employer.
- Vacancies must be **full-time, continuing, and non-seasonal**.
- Employers are *not* required to complete a Labour Market Impact Assessment (LMIA) for vacancies under the Rural Renewal Stream.

Candidate Eligibility:

- Candidates must meet certain eligibility criteria required by the Province, such as education, language proficiency, financial security, work experience, and more.
- Candidates must intend to live in their designated community if nominated.



5

Focusing on Temporary Foreign Workers

- Province allows municipalities to impose additional restrictions on endorsement letter eligibility, based on the needs of their community.
- From November 2022 to August 2023, the Barrhead Community issued many endorsement letters to candidates outside Canada, as well as temporary foreign workers already in Canada.
- September 2023: Barrhead Community added additional eligibility criteria:
 - **Only candidates already in Canada with a valid temporary work permit are eligible to request an endorsement letter from the Barrhead Community.**
 - This change was in response to increased nomination wait times by the Provincial Government (minimum 6 month estimated wait time for an application to be reviewed).
 - To help our employers fill vacancies sooner and focus on retaining existing workforce, the change was made to only endorse current TFWs (candidates that are already in Canada with a valid work permit can work while their nomination & residency applications are processing.)

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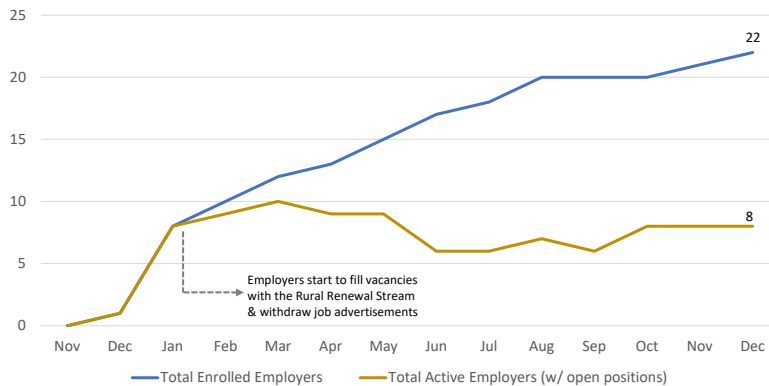
Employer, Candidate, & Vacancy Statistics

Note: information in the following slides represent statistics from **November 7, 2022, to December 31, 2023.**

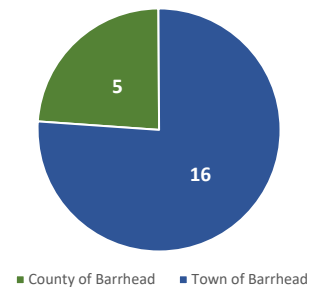
7

Employers

Enrolled vs. Active Employers



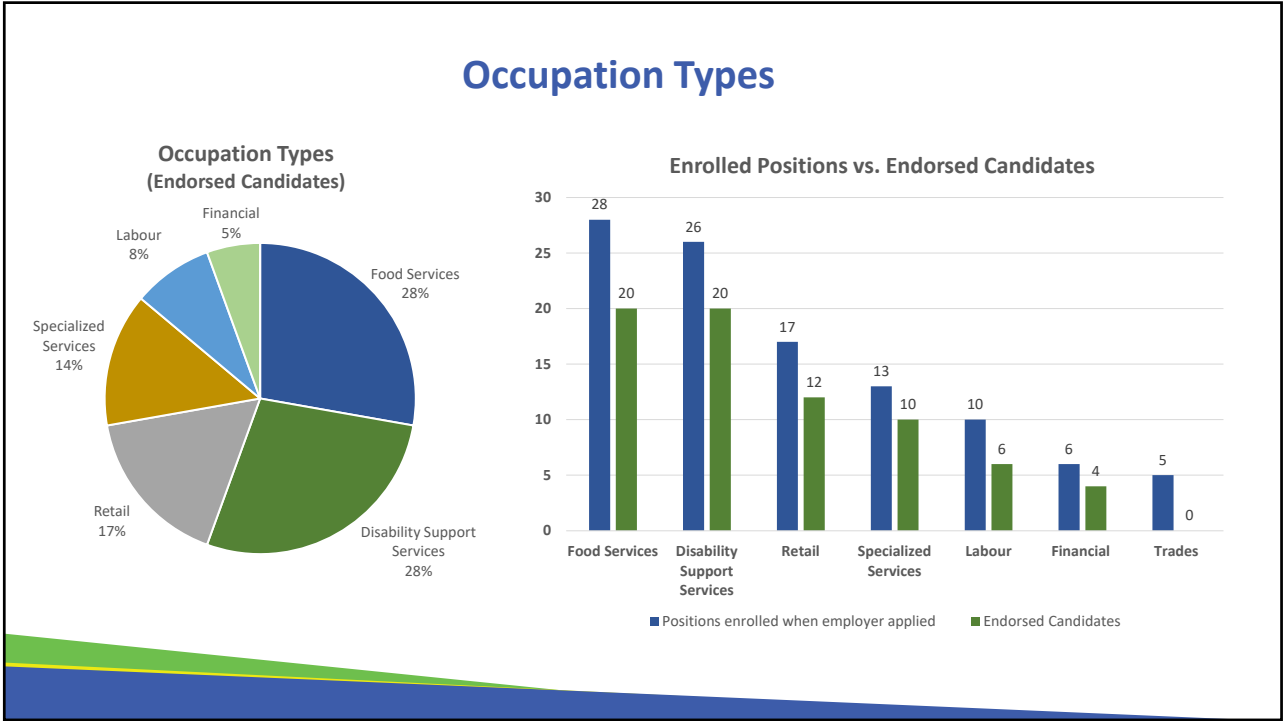
Employer's Primary Location



8

Occupation Types	
The Rural Renewal Stream has provided support to 7 different occupation types in the Barrhead Community:	
Food Services	Food counter attendants, supervisors, cooks, cashiers
Retail	Sales associates, supervisors, merchandisers, cashiers
Disability & Support Services	Mental health & addictions support, physical & mental disability support, employment support, community living support
Labour	Livestock & farm labourers, machine operators
Financial	Bookkeepers, AP/AR clerks, accountants
Specialized Services	IT services, marketers, lab tech, graphic designer
Trades	Automotive mechanics, parts & service technicians, millwright

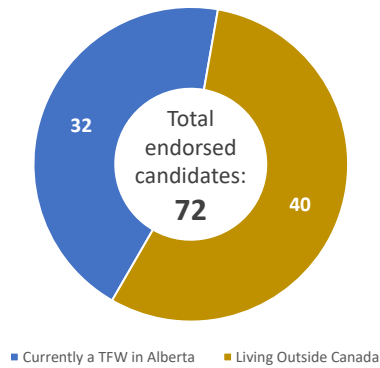
9



10

Candidates

Endorsed Candidates



As of December 31, 2023:

- 72 candidates received Municipal Endorsement
- 11 candidates received Provincial Nomination*
- 0 Candidates received Permanent Residency*



*These numbers may not be accurate, as we are not notified when a candidate receives nomination or applies for residency.

For these numbers, we rely on candidates responding to check-in emails from the County.

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Successes, Challenges & Moving Forward

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Successes

Rural Renewal Stream supports all 3 key pillars of our Economic Development Plan:

1. Marketing & attraction

- Attracts individuals & families to Barrhead

2. Business retention & expansion

- Supports local business with worker attraction & retention
- Especially successful in retaining currently temporary workers

3. Engagements & partnerships

- “Community-driven” approach requires strong collaboration (between municipalities, employers, settlement & business supports)

Challenges

- Minimal communication with Province once candidates are endorsed
- Long wait times – filling positions can be delayed by Provincial/Federal processing times
- Housing concerns in community



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Newcomer & Settlement Support

Candidate Check-ins

- The County emails with endorsed candidates on a quarterly basis. Email check-ins include:
 - Inquiring about the status of their applications & potential immigration timelines
 - Whether additional support is needed
 - Providing additional resources

What support is needed?

- As of most recent candidate check-in:
 - 5 candidates plan to immigrate to Barrhead with family (including 5 spouses & 6 children).
 - No candidates indicated the need for additional English Language courses (for themselves or their family).

What support is available?

- Barrhead FCSS has welcome packages, info to get connected, community supports, etc.
- Newcomer support information is available on County's Rural Renewal Page:
 - Specific “Newcomer Supports” page includes links to additional national, provincial, and local support services
- Settlement support info & contacts (primarily FCSS) also sent to candidates with endorsement letter



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Business & Employer Support

Employer Check-ins

- The County emails with enrolled employers on a quarterly basis. Email check-ins include:
 - Ensuring employers keep in touch with endorsed candidates
 - Whether additional support is needed
 - Providing additional other resources

What support is needed?

- 12 employers indicated interest in additional training on providing a safe & welcoming work environment.

What support is available?

- Information has been shared with participating employers as it becomes available:
 - READI Toolkit (Rural Employer's Awareness on Diversity & Inclusion)
 - Grant opportunities for worker attraction & retention



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Questions?

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Graders

- Snow clearing was carried out on all County roads during the week of January 22, 2024.
- Warm conditions have created some icy areas on road, graders are scratching them as needed.

Brushing

- Burning piles on RGE RD 70 between TWP RD 590 and 602 as well as on TWP RD 602 between RGE RD 65 and 71. Due to warm weather and lack of snow, additional burning has been suspended until conditions are favourable.

Engineering

- WSP is providing a cost estimate to complete and submit the 5-year report for the Moosewallow private gravel pit. 5-year report is due before July 2024.

Shop

- Staff are working on replacing the undercarriage of the D4 dozer.
- Steel wheels on the 815 packer are being built back up, which is typically done every 2 years by County staff.
- Landfill track loader was delivered to Mitchner Allen where it will be sold with a guaranteed price of \$36,900 and an 85%/15% split on proceeds over \$41,000. Sale date is March 15, 2024 and the budgeted trade value was \$25,000.

Utilities

- Alberta Environment & Parks carried out an inspection on the County's water system management on January 25, 2024.
 - Inspections are normally done every 4 years for water system approval holders.
 - Inspection went well with commendations on our good record keeping, organized documentation processes, and modern monitoring system. No major deficiencies were identified during the inspection.
- All other testing and monitoring are being carried out as per normal operations.



COUNTY OF BARRHEAD NO.11
CASH, INVESTMENTS, & TAXES RECEIVABLE
Sunday, December 31, 2023



	December YTD 2023	December YTD 2022
CASH:		
On Hand	\$300	\$300
Deposits	322,395	333,340
Disbursements	20,261	142,722
Savings	5,029,861	1,464,581
Tax Trust	23,282	22,140
Municipal Reserve	523,566	484,779
SHORT TERM DEPOSITS:		
31 day Notice	11,296	3,109,592
60 day Notice	1,390,869	549,897
90 day Notice	7,517,157	14,158,104
Total Cash and Temporary Investments	14,838,987	20,265,455
INVESTMENTS		
Term Deposits	2,187,936	2,064,769
Funds Held In Trust	1,584,742	1,503,551
Other Investments	13,048	10,034
Total Investments	3,785,726	3,578,354
TAXES AND GRANTS IN LIEU RECEIVABLE:		
Current	479,193	592,361
Arrears	232,599	247,486
Forfeited Land	4,719	4,719
	716,511	844,566
Allowance for Uncollectible Taxes	(100,000)	(100,000)
Total Taxes & Grants in Lieu Receivable	616,511	744,566
# of Tax Rolls on TIPP	309	190

Payment Issued
For Month ended December 31, 2023

P

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided
8183001	818301 Alberta Ltd.	2023-12-04	911349	300.00	No
ALUS001	ALUS Canada	2023-12-04	911350	5,000.00	No
ALWS001	ALW Security & Hardware Supply	2023-12-04	911351	1,139.01	No
BARR011	Barrhead Bakery (2008) Ltd.	2023-12-04	911352	42.00	No
BARR045	Barrhead Exhibition Association & Ag Society	2023-12-04	911353	596.00	No
BERT001	Bert's T.V. 2007	2023-12-04	911354	168.00	No
DONW001	Don Wilson Surveys Ltd	2023-12-04	911355	4,599.00	No
FIRS001	First Truck Centre Edmonton Inc.	2023-12-04	911356	290.62	No
FISC001	Fischer, Jennifer	2023-12-04	911357	197.59	No
FRAN001	Francis, Terry	2023-12-04	911358	258.81	No
HAZE001	Hazel Bluff Community Ag Society	2023-12-04	911359	350.00	No
HOOD001	Hood, Clayton	2023-12-04	911360	529.85	No
JESP002	Jesperdale Dairy Farm Ltd.	2023-12-04	911361	1,458.98	No
JSPL001	J's Place Ltd.	2023-12-04	911362	60.90	No
KAWU001	Kawulich, Pamela	2023-12-04	911363	1,775.98	No
LACL002	Lac La Biche County	2023-12-04	911364	2,665.11	No
LAUR001	Laura Rose Catering	2023-12-04	911365	2,205.00	No
MCEW001	McEwen's Fuels and Fertilizers	2023-12-04	911366	575.74	No
MCEW003	McEwan, Mitchell	2023-12-04	911367	1,391.45	No
MIST001	Misty Ridge Ski Club	2023-12-04	911368	2,500.00	No
NEXT001	NEXT ARCHITECTURE INC.	2023-12-04	911369	10,773.00	No
RYPI001	Rypien, Charles	2023-12-04	911370	7,766.15	No
SCHM004	Schmidt Six Land & Cattle Ltd.	2023-12-04	911371	607.06	No
STEI001	Stein, Colleen	2023-12-04	911372	294.36	No
SUMM001	Summerdale Community Assoc.	2023-12-04	911373	355.00	No
TANG001	Tango Networks	2023-12-04	911374	6,825.00	No
TERR001	TerraPro Inc.	2023-12-04	911375	25,888.01	No
TURN001	Turner, Cory	2023-12-04	911376	4,109.25	No
VANL003	Van Leeuwen, John & Barbara	2023-12-04	911377	17,400.00	No
WSPE001	WSP E&I Canada Limited	2023-12-04	911378	3,491.80	No
ATHA004	Athabasca Multiplex	2023-12-04	911379	237.30	No
HOOI001	Hooimeyer, Patrick	2023-12-05	911380	1,365.23	No
GOVE002	Government of Alberta Land Titles	2023-12-05	911381	85.00	No
RECE001	Receiver General For Canada	2023-12-05	911382	60,378.95	No
ALBE022	Alberta Riparian Habitat Management Society	2023-12-18	911383	5,500.00	No
ALBE033	Alberta Conservation Association	2023-12-18	911384	3,663.20	No
ATHA001	Athabasca County	2023-12-18	911385	464.36	No
BARR051	Barrhead Machine & Welding (2023) Ltd.	2023-12-18	911386	825.56	No
BYRT001	Byrtus, Ron	2023-12-18	911387	97.50	No
CARY001	Carylon, Rod & Janet	2023-12-18	911388	115.88	No
CLAR001	Clarke Creative	2023-12-18	911389	4,185.44	No
FISC001	Fischer, Jennifer	2023-12-18	911390	1,974.35	No
FRAN001	Francis, Terry	2023-12-18	911391	237.79	No
GFOA001	GFOA Alberta Chapter	2023-12-18	911392	315.00	No
HOOD001	Hood, Clayton	2023-12-18	911393	492.70	No
HUIS001	Huisman, Grace	2023-12-18	911394	1,653.63	No
JACK001	Jackson, James	2023-12-18	911395	76.50	No
JESP002	Jesperdale Dairy Farm Ltd.	2023-12-18	911396	616.99	No
JOHN001	John Deere Financial	2023-12-18	911397	142.04	No
KAWU001	Kawulich, Pamela	2023-12-18	911398	138.30	No
KRON001	Kronstedt, Gunnar	2023-12-18	911399	346.04	No
LACS001	Lac Ste. Anne County	2023-12-18	911400	3,000.00	No

LAWS001	Lawson Products Inc.	2023-12-18 911401	970.70	No
LETT001	Letts, Neil	2023-12-18 911402	1,533.61	No
MCEW001	McEwen's Fuels and Fertilizers	2023-12-18 911403	140.63	No
MCEW003	McEwan, Mitchell	2023-12-18 911404	1,930.63	No
MCNE001	McNeill, Dana	2023-12-18 911405	754.09	No
NEWP001	New Pine Colony	2023-12-18 911406	233.25	No
NWRE001	NW Region AAFF	2023-12-18 911407	200.00	No
OLSO001	Olson, Kelly	2023-12-18 911408	1,081.85	No
PRAI001	Prairie Battery	2023-12-18 911409	462.40	No
RYPI001	Rypien, Charles	2023-12-18 911410	1,016.51	No
SMIT003	Smith, Gary	2023-12-18 911411	435.85	No
SOUT002	South Region Provincial ASB Conference	2023-12-18 911412	4,725.00	No
SURM001	Surmont Sand & Gravel Ltd.	2023-12-18 911413	299,250.00	No
TURN001	Turner, Cory	2023-12-18 911414	147.38	No
WEST011	Westlock County	2023-12-18 911415	477.96	No
VASS001	Vass IT Professional Services Inc.	2023-12-18 911416	2,910.07	No
RECE001	Receiver General For Canada	2023-12-29 911417	51,487.86	No
MYHS100	MYHSA	2023-12-01 EFT0000000001365	1,668.99	No
5969001	596947 Alberta Ltd.	2023-12-05 EFT0000000001366	84.00	No
ALTO001	Altogether Shredding Services	2023-12-05 EFT0000000001367	84.00	No
BARR024	Barrhead Home Hardware Building Centre	2023-12-05 EFT0000000001368	12.21	No
BRAV001	Brave Nose Septic Service Inc.	2023-12-05 EFT0000000001369	1,354.50	No
CENT002	Central Square Canada Software Inc	2023-12-05 EFT0000000001370	16,404.53	No
CERT002	Certified Tracking Solutions	2023-12-05 EFT0000000001371	452.34	No
COUN004	Country Comfort Consulting Ltd.	2023-12-05 EFT0000000001372	3,453.45	No
DOWN001	Downing, Michael	2023-12-05 EFT0000000001373	175.00	No
DROZ001	Drozdz, Doug	2023-12-05 EFT0000000001374	217.47	No
EAGL001	Eagle Alloys Ltd.	2023-12-05 EFT0000000001375	3,189.58	No
ENER001	Enercon Water Treatment Ltd.	2023-12-05 EFT0000000001376	1,636.49	No
GREAO01	Great West Newspapers LP	2023-12-05 EFT0000000001377	178.50	No
KLEI002	Kleinfeldt, Ronald	2023-12-05 EFT0000000001378	214.75	No
LANE001	Lane, William	2023-12-05 EFT0000000001379	57.12	No
LOND001	London Life	2023-12-05 EFT0000000001380	250.00	No
LUKE001	Luke's Contract Hauling	2023-12-05 EFT0000000001381	4,102.12	No
PEMB002	Pembina Hills School Division	2023-12-05 EFT0000000001382	1,099.41	No
PREU001	Preugschas, Walter	2023-12-05 EFT0000000001383	224.40	No
PROP002	Properzi, Paul	2023-12-05 EFT0000000001384	246.03	No
REDL002	Red Lion Express Inc.	2023-12-05 EFT0000000001385	338.86	No
REID001	Reid's Kitchen	2023-12-05 EFT0000000001386	104.71	No

SCHA001	Schatz, Marvin	2023-12-05 EFT000000001387	243.31	No
SHAZ001	Shazel Cleaning	2023-12-05 EFT000000001388	567.00	No
SMAL001	Small Power Ltd.	2023-12-05 EFT000000001389	300.63	No
TOOL002	Tool Solutions Ltd.	2023-12-05 EFT000000001390	422.78	No
TOWN001	Town of Barrhead	2023-12-05 EFT000000001391	13,394.20	No
VECT001	Vector Electric and Controls	2023-12-05 EFT000000001392	231.00	No
GREG001	Gregg Distributors Ltd.	2023-12-05 EFT000000001393	1,290.69	No
LOCA001	Local Authorities Pension Plan	2023-12-05 EFT000000001395	40,750.88	No
WORK001	Workers Compensation Board	2023-12-04 EFT000000001398	8,724.10	No
MYHS100	MYHSA	2023-12-06 EFT000000001399	4.59	No
DIRE001	Direct Energy Business	2023-12-04 EFT000000001400	1,339.90	No
NEER003	Neerlandia Co-op Association	2023-12-11 EFT000000001401	3,372.27	No
PEMB004	Pembina West Co-op	2023-12-11 EFT000000001402	4,707.32	No
TRAN004	TransAlta Energy Marketing	2023-12-06 EFT000000001403	9,149.46	No
VICT001	Victor Insurance Managers Inc.	2023-12-01 EFT000000001404	19,157.46	No
AMSC002	AMSC (BMO PCARD)	2023-12-15 EFT000000001405	8,706.66	No
CANO001	Canoe Procurement Group of Canada	2023-12-15 EFT000000001406	100,434.71	No
GOVE007	Government of Alberta - Loans to Local Authorities	2023-12-15 EFT000000001407	140,987.05	No
1737001	1737069 Alberta Ltd.	2023-12-18 EFT000000001408	3,017.70	No
ALTO001	Altogether Shredding Services	2023-12-18 EFT000000001409	84.00	No
BARR019	Barrhead Electric Ltd.	2023-12-18 EFT000000001410	110.25	No
BARR032	Barrhead Regional Water Commission	2023-12-18 EFT000000001411	7,638.10	No
CARO001	CARO Analytical Services	2023-12-18 EFT000000001412	234.15	No
ENER001	Enercon Water Treatment Ltd.	2023-12-18 EFT000000001413	234.03	No
EVER001	Evergreen Catholic SRD No. 2	2023-12-18 EFT000000001414	7,682.96	No
FEDE001	Federation of Canadian Municipalities	2023-12-18 EFT000000001415	1,926.45	No
GREAO01	Great West Newspapers LP	2023-12-18 EFT000000001416	1,001.81	No
GREG001	Gregg Distributors Ltd.	2023-12-18 EFT000000001417	792.21	No
GRIZ001	Grizzly Trail Motors Ltd.	2023-12-18 EFT000000001418	795.88	No
JAEG002	Jaeger, Chelsea	2023-12-18 EFT000000001419	170.00	No
JESP001	Jespersen, Lorrie	2023-12-18 EFT000000001420	362.36	No
LOND001	London Life	2023-12-18 EFT000000001421	250.00	No
MCLE001	McClean's Auto Parts LTD.	2023-12-18 EFT000000001422	241.44	No
MPAE001	MPA Engineering Ltd	2023-12-18 EFT000000001423	12,495.00	No
PEMB004	Pembina West Co-op	2023-12-18 EFT000000001424	25,397.72	No
PURE001	Pure Glass	2023-12-18 EFT000000001425	2,041.20	No
QUED002	Quedenbaum, Uwe and Nadine	2023-12-18 EFT000000001426	321.56	No
QUES001	Questica Software Inc.	2023-12-18 EFT000000001427	3,572.73	No
REID001	Reid's Kitchen	2023-12-18 EFT000000001428	112.46	No
RMAI001	RMA Insurance	2023-12-18 EFT000000001429	1,355.48	No
ROAD001	Roadata Services Ltd.	2023-12-18 EFT000000001430	739.20	No
STEP001	Stephani Motors Ltd.	2023-12-18 EFT000000001431	770.09	No
TOWN001	Town of Barrhead	2023-12-18 EFT000000001432	17,400.00	No
XERO100	Xerox Canada Ltd.	2023-12-18 EFT000000001433	178.91	No
COUN004	Country Comfort Consulting Ltd.	2023-12-18 EFT000000001434	4,250.40	No
ASFF001	ASFF	2023-12-29 EFT000000001435	605,758.55	No
MYHS100	MYHSA	2023-12-13 EFT000000001436	431.71	No
MYHS100	MYHSA	2023-12-20 EFT000000001437	219.63	No
LOCA001	Local Authorities Pension Plan	2023-12-29 EFT000000001438	38,535.07	No
LOCA001	Local Authorities Pension Plan	2023-12-31 EFT000000001440	1,000.00	No
MYHS100	MYHSA	2023-12-29 EFT000000001441	529.96	No
MYHS100	MYHSA	2023-12-27 EFT000000001442	2,292.67	No
VOIDED Payments			-	
Payments Issued			1,688,559.37	

County of Barrhead
December 2023 YTD Capital Report



	Admin & General	Enforce.	Fire & ERC	Public Works	Airport	Waste Mgmt	Utilities	Planning & Dev.	Subdiv & Land Dev.	Ag Services	Rec & Culture	December 2023 YTD	2023 BUDGET
1 CAPITAL APPLIED													
2 Land & Land Improvements				25,816		10,687		42,186				78,689	50,760
3 Buildings	9,812		-	29,234						28,520		67,566	336,868
4 Machinery & Equipment	50,854		9,751	2,699,704		304,000						3,064,309	3,118,342
5 Engineered Structures												-	
6 Sidewalks												-	
7 Road Construction				1,096,090								1,096,090	1,094,698
8 Paving & Overlays				6,380,605								6,380,605	7,167,160
9 Bridges				297,696								297,696	845,000
10 Neerlandia Lagoon							32,683					32,683	85,018
11 Vehicles		90,471	61,539	57,781								209,791	205,255
Subtotal: Capital Assets													
13 Purchased/Constructed	60,666	90,471	71,290	10,586,925	-	314,687	32,683	42,186		28,520	-	11,227,429	12,903,101
14 Transfer to Individuals												-	-
15 Transfer to Local Governments												-	-
16 Transfer to Operating	-	-	-	-	-	5,652	17,250	-	-	-	-	22,902	23,302
17 Transfer to Capital Reserves	120,000	10,000	256,556	1,150,606	18,000	45,000	245,542	38,786	-	30,000	-	1,914,490	1,835,438
18 TOTAL CAPITAL APPLIED	180,666	100,471	327,846	11,737,531	18,000	365,339	295,475	80,972	-	58,520	-	13,164,821	
20 BUDGETED CAPITAL APPLIED:	252,224	95,000	175,450	13,320,135	18,000	395,652	265,514	29,600	145,266	65,000	-	14,761,841	14,761,841
21 CAPITAL ACQUIRED													
22 Sale of Land												-	-
23 Sale of Buildings												-	-
24 Sale of Machinery & Equipment				1,178,557		-						1,178,557	1,139,200
25 Sale of Vehicles			2,125	2,969								5,094	21,500
26 Contributions from Individuals -Develop. Agree.												-	-
27 Contributions from individuals to Other Reserves												-	-
28 Contributions from Individuals for Capital Assets								42,186				42,186	-
29 Federal Grants				2,249,236								2,249,236	2,735,939
30 Provincial Grants Capital-Bridges				220,275								220,275	633,750
31 Provincial Grants Capital-MSI				3,749,536								3,749,536	3,749,536
32 Local Governments Contributions												-	-
33 Contributions from Operating				848,542								848,542	702,164
34 Contributions from Operating to Capital Reserves	120,000	10,000	256,556	1,150,606	18,000	45,000	245,542	38,786	-	30,000	-	1,914,490	1,835,438
35 Contributions from Reserves to Operating	-	-	-	-	-	5,652	17,250	-	-	-	-	22,902	23,302
36 Contributions from Reserves for Capital	60,666	90,471	69,165	2,337,810	-	314,687	32,683	-		28,520		2,934,002	3,921,012
37 TOTAL CAPITAL ACQUIRED	180,666	100,471	327,846	11,737,531	18,000	365,339	295,475	80,972	-	58,520	-	13,164,820	
BUDGETED CAPITAL ACQUIRED:	252,224	95,000	175,450	13,320,135	18,000	395,652	265,514	29,600	145,266	65,000	-	14,761,841	14,761,841

Capital Report
2023 Capital Expenditures

CF - denotes carry forward

	EXPENDITURE YTD December 2023	FUNDING SOURCE						2023 BUDGET
		GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
ADMINISTRATION								
Projector for Council Chambers	2,604		2,604					8,800
Interior Upgrades	9,812		9,812					34,418
Carpet (CF)								19,000
Telephone System (CF)								20,000
CAMAlot Assessment Software	37,500		37,500					37,500
Records Management Software	10,750		10,750					12,506
ARO Asset - Asbestos Abatement	26,559							-
ARO Liability - Asbestos Abatement	(26,559)							-
	60,666	-	60,666	-	-	-	-	132,224
FIRE								
Command 2 (50%)	61,539		59,414			2,125		62,500
Radios (50%)	9,751		9,751					10,000
OnSite Training Facility (50%) (CF)								5,950
	71,290	-	69,165	-	-	2,125	-	78,450
ENFORCEMENT								
New Peace Officer vehicle	90,471		90,471					85,000
	90,471	-	90,471	-	-	-	-	85,000

Capital Report
2023 Capital Expenditures

CF - denotes carry forward

		EXPENDITURE YTD December 2023	FUNDING SOURCE						2023 BUDGET
			GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
CF - denotes carry forward									
TRANSPORTATION	# miles								
Bridges									
BF 78033 SW 17-62-3-W5 (STIP approved) (CF)		297,696		77,421		220,275			310,000
BF 70370 RGE RD 51 (STIP Denied) (CF)		-							150,000
BF 70917 RGE RD 20 (STIP Denied)		-							385,000
Road Construction									
22-340 Completion (CF)		11,050		1,300	9,750				14,000
23-640 WofNW5,8,17-61-4-W5 (Buruma North)	2.25	630,535	630,535						429,478
23-440 NE&NW 16-59-4-W5 (D.Mackenzie West) (CF)	1	231,666		231,666					186,771
23-740 - RGE RD 32 (Mast North) (CF)	1	4,831		4,831					191,763
23-742 - Rge Rd 41 (New) <small>Res#2023-171</small>	1	218,007	218,007						182,657
23-741 - RGE RD 32 (Visser North)		-							272,686
Paving									
2022/3-340 W of 25 & 36 59-4-W5 (Autoparts Road)									
- 2 miles	2	1,862,633			1,862,633				2,120,959
Rge Rd 22 - 4 miles	4	4,126,390			376,854	3,749,536			4,613,749
Thunder Lake Overlay		391,583		391,583					432,452
Equipment Replacement									
2 x 2022 Scrapers (CF)		2,604,000		1,818,000			786,000		2,604,000
2023 Dozer (purchased in 2022, sell old in 2023)		-		(375,000)			375,000		
2023 Pintle Hitch Tri-Axle Trailer		56,158		50,398			5,760		55,990
2023 Post Pounder		21,300		9,605			11,695		21,300
2023 Steamer Pressure Washer		18,246		18,144			102		18,246
2023 Pick Up Truck		57,781		54,812			2,969		57,755
Buildings, Land, & Land Improvements									
Concrete pad & foundation & eavestroughes		29,234		29,234					42,500
Salt shed		-							200,000
County welcome sign (CF)		-							5,760
Fencing PW Yard		25,816		25,816					30,000
Asset Retirement Obligations									
ARO Asset - Gravel Pit Reclamation Costs		408,957							-
ARO Liabilty - Gravel Pit Reclamation Costs		(408,957)							-
	11.25	10,586,925	848,542	2,337,810	2,249,236	3,969,811	1,181,526	-	12,325,066

Capital Report
2023 Capital Expenditures

CF - denotes carry forward

	EXPENDITURE YTD December 2023	FUNDING SOURCE						2023 BUDGET
		GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
AIRPORT								
	-	-	-	-		-	-	-
WASTE MANAGEMENT								
Track Loader Waste Handler (50%)	304,000		304,000					330,000
Non-Compliance Rehab Work (50%) (CF)	10,687		10,687					15,000
ARO Asset - Landfill Closure/PostClosure Costs	389,033							-
ARO Liability - Landfill Closure/PostClosure Costs	(389,033)							-
	314,687	-	314,687	-		-	-	345,000
UTILITIES								
Neerlandia lagoon power & access	24,125		24,125					38,000
Neerlandia lagoon CF	8,558		8,558					47,018
	32,683	-	32,683	-	-	-	-	85,018
AGRICULTURAL SERVICES								
Building repairs	-							20,000
Concrete pad repairs	28,520		28,520					15,000
	28,520	-	28,520	-	-	-	-	35,000
PLANNING & DEVELOPMENT								
Plan 232 0212; Environmental Reserve	5,144						5,144	-
Plan 232 1158; Municipal Reserve	93						93	-
Plan 232 1158; Environmental Reserve	26,375						26,375	-
Plan 223 1158; Internal Road	10,575						10,575	-
	42,186	-	-	-	-	-	42,186	-
RECREATION								

Capital Report
2023 Capital Expenditures

CF - denotes carry forward

	EXPENDITURE YTD December 2023	FUNDING SOURCE						2023 BUDGET
		GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
	-	-	-	-	-	-	-	-
TOTAL	11,227,429	848,542	2,934,002	2,249,236	3,969,811	1,183,651	42,186	12,813,072

Original	12,903,101
Removed 23-741	(272,686)
Add 23-742	182,657
	<u>12,813,072</u>

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 December	2023 BUDGET	YTD 2023 December	2023 BUDGET	YTD 2023 December	2023 BUDGET
ADMINISTRATION & GENERAL						
Computer & Equipment Reserve	70,000	70,000			(50,854)	(78,806)
Office	50,000	50,000			(9,812)	(53,418)
	120,000	120,000	-	-	(60,666)	(132,224)
FIRE						
ERC Equipment Reserve		-				
Fire Equipment Reserve	246,556	87,000			(69,165)	(65,500)
Emergency Response Bldg.	10,000	10,000			-	(5,950)
	256,556	97,000	-	-	(69,165)	(71,450)
ENFORCEMENT						
Enforcement Equipment	10,000	10,000			(90,471)	(85,000)
	10,000	10,000	-	-	(90,471)	(85,000)
TRANSPORTATION						
P.W. Graders	507,275	507,275			(1,575,959)	(1,616,091)
P.W. Equipment	510,451	510,451			(391,582)	(681,685)
Aggregate Reserve	72,880	100,000			(315,219)	(603,784)
P.W. - Local Roads & Bridge Construction		-			(55,050)	(272,500)
Public Works Shop	50,000	50,000				(5,760)
Land Right of Way Reserve	10,000	10,000				
	1,150,606	1,177,726	-	-	(2,337,810)	(3,179,820)

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 December	2023 BUDGET	YTD 2023 December	2023 BUDGET	YTD 2023 December	2023 BUDGET
AIRPORT						
Airport	18,000	18,000				
	18,000	18,000	-	-	-	-
WASTE MANAGEMENT						
Transfer Station Bins	5,000	5,000	(5,652)	(5,652)		-
Landfill Equipment Reserve	25,000	25,000			(304,000)	(317,500)
Landfill	15,000	15,000			(10,687)	(15,000)
	45,000	45,000	(5,652)	(5,652)	(314,687)	(332,500)
UTILITIES						
Utility Officer Truck		-				
Offsite Levy Reserve - Neerlandia		-				
Offsite Levy Reserve - Manola		-				
Water & Sewer Capital Reserve	107,111	67,000				
Regional Water & Sewer Lines / Future W&S Development	50,000	50,000				
Truck Fill	6,127	3,328				
Lagoons	60,419	20,633	(17,250)	(17,650)	(32,683)	(85,018)
Future Development - Fire Suppression	21,885	21,885				
	245,542	162,846	(17,250)	(17,650)	(32,683)	(85,018)
PLANNING & DEVELOPMENT						
Money in Lieu (of Municipal Reserve)	38,786	29,600				
	38,786	29,600	-	-	-	-

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 December	2023 BUDGET	YTD 2023 December	2023 BUDGET	YTD 2023 December	2023 BUDGET
SUBDIVISION & LAND DEVELOPMENT						
Future Development		145,266				
	-	145,266	-	-	-	-
AGRICULTURAL SERVICES						
Ag Vehicle & Equipment	20,000	20,000				
Ag Building	10,000	10,000			(28,520)	(35,000)
	30,000	30,000	-	-	(28,520)	(35,000)
RECREATION						
		-	-	-	-	-
TOTAL	1,914,490	1,835,438	(22,902)	(23,302)	(2,934,002)	(3,921,012)



COUNTY OF BARRHEAD NO.11
Elected Official Remuneration Report
For the Twelve Months Ending Sunday, December 31, 2023

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	December 2023 YTD	2023 Budget	Budget Variance	% Variance
Division 1 - Doug Drozd (Reeve)				
# of per diems	40.50	56.50	16.00	0.28
Base salary	29,138.16	29,138.18	0.02	0.00%
Per diems	11,370.78	15,862.70	4,491.92	28.32%
Taxable mileage	1,252.56	1,700.00	447.44	26.32%
Benefits	7,646.50	8,912.74	1,266.24	14.21%
Salary and benefits	49,408.00	55,613.62	6,205.62	11.16%
Other mileage	262.80	680.00	417.20	61.35%
Training and conventions	2,643.51	4,000.00	1,356.49	33.91%
	52,314.31	60,293.62	7,979.31	13.23%
Division 2 - Marvin Schatz (Deputy Reeve)				
# of per diems	54.00	67.50	13.50	0.20
Base salary	22,400.04	22,400.06	0.02	0.00%
Per diems	15,161.04	18,951.01	3,789.97	20.00%
Taxable mileage	818.04	1,088.00	269.96	24.81%
Benefits	7,484.95	8,607.60	1,122.65	13.04%
Salary and benefits	45,864.07	51,046.67	5,182.60	10.15%
Other mileage	1,769.29	1,360.00	(409.29)	(30.09%)
Training and conventions	3,304.54	4,000.00	695.46	17.39%
	50,937.90	56,406.67	5,468.77	9.70%
Division 3 - Ron Kleinfeldt				
# of per diems	51.50	62.00	10.50	0.17
Base salary	15,661.80	15,661.82	0.02	0.00%
Per diems	14,459.14	17,406.85	2,947.71	16.93%
Taxable mileage	1,226.72	952.00	(274.72)	(28.86%)
Benefits	6,616.18	7,950.51	1,334.33	16.78%
Salary and benefits	37,963.84	41,971.18	4,007.34	9.55%
Other mileage	1,157.81	544.00	(613.81)	(112.83%)
Training and conventions	2,181.07	4,000.00	1,818.93	45.47%
	41,302.72	46,515.18	5,212.46	11.21%
Division 4 - Bill Lane				
# of per diems	60.00	65.50	5.50	0.08
Base salary	15,661.80	15,661.82	0.02	0.00%
Per diems	16,845.60	18,389.50	1,543.90	8.40%
Taxable mileage	1,992.40	2,720.00	727.60	26.75%
Benefits	5,959.26	5,980.97	21.71	0.36%
Salary and benefits	40,459.06	42,752.29	2,293.23	5.36%
Other mileage	1,446.78	680.00	(766.78)	(112.76%)
Training and conventions	1,249.84	2,557.23	1,307.39	51.13%
	43,155.68	45,989.52	2,833.84	6.16%
Division 5 - Paul Properzi				
# of per diems	37.00	49.50	12.50	0.25
Base salary	15,661.80	15,661.82	0.02	0.00%
Per diems	10,388.12	13,897.41	3,509.29	25.25%
Taxable mileage	1,411.68	1,632.00	220.32	13.50%
Benefits	7,247.56	7,802.25	554.69	7.11%
Salary and benefits	34,709.16	38,993.48	4,284.32	10.99%
Other mileage	295.32	408.00	112.68	27.62%
Training and conventions	2,484.02	4,000.00	1,515.98	37.90%
	37,488.50	43,401.48	5,912.98	13.62%
Division 6 - Walter Preugschas				
# of per diems	58.00	72.00	14.00	0.19
Base salary	15,661.80	15,661.82	0.02	0.00%
Per diems	16,284.08	20,214.40	3,930.32	19.44%
Taxable mileage	1,181.84	1,632.00	450.16	27.58%
Benefits	5,942.64	5,989.89	47.25	0.79%
Salary and benefits	39,070.36	43,498.11	4,427.75	10.18%
Other mileage	719.50	816.00	96.50	11.83%
Training and conventions	2,857.92	4,000.00	1,142.08	28.55%
	42,647.78	48,314.11	5,666.33	11.73%
Division 7 - Jared Stoik				
# of per diems	18.00	55.50	37.50	0.68
Base salary	15,661.80	15,661.82	0.02	0.00%
Per diems	5,053.68	15,581.94	10,528.26	67.57%
Taxable mileage	1,610.24	2,652.00	1,041.76	39.28%
Benefits	6,879.88	7,995.89	1,116.01	13.96%
Salary and benefits	29,205.60	41,891.65	12,686.05	30.28%
Other mileage		340.00	340.00	100.00%
Training and conventions		4,000.00	4,000.00	100.00%
	29,205.60	46,231.65	17,026.05	36.83%



From: gebaron@telusplanet.net <gebaron@telusplanet.net>

Sent: Thursday, January 18, 2024 12:47 PM

To: doyarzun@countybarrhead.ab.ca

Cc: Edie Strawson <edieshondashop@hotmail.com>

Subject: THANK YOU

Hello Debbie,

On behalf of St. Aidan's Community Church of Glenreagh and Bloomsbury, we would like to convey our thanks to you and to County Council for your support of and in cancelling the fee for the "Fire Fighting Services" that were provided on December 7th, 2023.

We would also like to pass along a sincere thank you to the members of the Barrhead Fire Service for their timeliness and exceptional efforts in saving this historic building. Although the fire caused a lot of damage, we are so very grateful that the basic structure remains standing. We have unconfirmed reports that the crew made a very focused effort to save the cross that sits atop the church – mission accomplished. The team did a great job!

Restoring the church to its former beauty is going to be a challenge, however we are confident that with community support and with the spirit of the pioneers that built this church, we will "rise again".

Again, please pass along our thanks to the County Council and to all members of the Barrhead Fire Service.

Regards,

Brenda Harris-Baron & Edie Strawson

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday, December 21, 2023

In Attendance	NICK GELICH, DARYL WEBER, MARVIN SCHATZ, LIZ KRAWIEC, ANNA GREENWOOD, DAVE KUSCH, JIM HAILES, TY ASSAF, SERENA LAPOINTE, ROBIN MURRAY, MATTHEW HARTNEY, MICHELLE JONES	
1) CALL TO ORDER:	Meeting Called to Order at 1:12 PM	
2) ADOPTION OF AGENDA:	<u>Motion# 36 Moved by Dave Kusch</u> <i>That the Agenda be accepted as presented</i>	CARRIED
3) MINUTES OF PREVIOUS MEETING:	<u>Motion # 37 Moved by Robin Murray</u> <i>That the minutes of the October 19, 2023, regular board meeting be accepted as attached.</i>	CARRIED
4) TREASURERS REPORT:	As Attached <u>Motion# 38 Moved by: Liz Krawiec</u> <i>Treasurers Report be adopted as presented.</i>	CARRIED
5) IRC REPORT:	5.1 Business Analyst Update Loan Client Review Information attached for board review. 5.2 IRC Chair: Dec 21, 2023 Meeting Update <u>Motion # 39 Moved by Daryl Weber</u> <i>Motion made recommending the CFYE board of directors approve the loan client requests and other recommendations coming forward from the Thursday Dec 31, IRC Committee Meeting.</i> DENIED <u>Motion # 40 Moved By: Dave Kusch</u> <i>CFYE Board made motion to approve IRC Committee loan client requests and recommendations, with the exception of restaurant client request for additional loan funding, which is being denied by the board, due to the existing contract agreement between client and landlord.</i> CARRIED	
6) CHAIR REPORT	6.1 Board Chair Update – CFNA Board Update – As Discussed. 6.2 RRRF Amendment Agreement – Attached - Signature Obtained, to be forwarded back to CFNA 6.3 Pan West Conference Kelowna <u>Motion # 41 Moved by Jim Hailes</u> <i>Motion approving the ED be able to attend the Pan West Conference in Kelowna, if it fits within the remaining budget available. For the year.</i> CARRIED	

7) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS

7.1 Executive Director Verbal Update

NRED Grant Application:

ROF: Succession Planning Partnership Project
EDA conference

CF Partnership Project - DSS Extension

7.2 CED Report – Attached For Information

7.3 DSS Report – Attached For Information

7.4 Letter to MP Follow Up – Letter Attached.

Motion # 42 Moved by: Robin Murray

Motion to accept staff reports as information.

CARRIED

8) NEW BUSINESS

8.1 2023-2024 Operations Plan Due – January 31, 2024

Draft Review For Approval January Board Meeting.

- Discussion held.

9) CORRESPONDENCE

Attached for Information:

CFNA – ED Notice of Leave

2023-2024 CFNA Wage & Compensation Survey

10) ADJOURNMENT

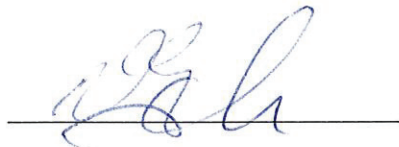
Motion 43 Moved by Jim Hailes

Motion to adjourn meeting. At 3:47 pm

NEXT MEETING:

January 18, 2023


Approval of Minutes:



Board Chair, Nick Gelych

January 18, 2024

Date

	<h1>Misty Ridge Ski Hill</h1>	
		Date Dec 14, 2023
<h2>Meeting Minutes</h2>		

Attendance: Jim, Louise, Greg, Brad, Mike, Danny, Bill, Shelley (arrived on time), Matthew, Daniella

Call to Order: Matthew called meeting to order at 7:32 pm

Approval of Agenda: Bill approved. All in favor.

Approval of Minutes: Mike approved. All in favor.

Secretary Report: Nothing to report.

Treasurer Report: Regular account: \$73, 866. This includes the \$2500 we received from the county for snow making. We Still have to pay for insurance out of this account. Casino: \$25, 066.00.

Operator's report: Cable inspection passed. Gear bx is making noise, the guy who did the inspection on cable will look around and see if we can buy a spare. Otherwise, C5 is aware of noise, and wants us to run it. Louise called Tawatinaw and they have her the name John Gibson who is familiar with bow wheels, Greg will get his info and follow up. Weather not conducive to snow making yet.

Old Business:

-funds: \$2500 from county. Louise and Jim brought pop bottles in: \$132. 35. We are able to apply for CFEP grant now. Louise will do so. Pembina Pipeline is willing to give us \$5000 to go towards lift tickets for a night ski.

-signs: Just Jeff Parsons hasn't got one yet, Shelley sent info. Rocky doesn't have a sign yet either. N7 will not be continuing sponsorship.

-generator: for snow making, ready for whenever we can make snow.

-snowmaking: 3" pipe: Gary will remind Cassidy.

-Night ski: New Years not looking likely. Will wait to pick a date, hopefully get some snow. We will pull something together last minute if we happen to get some snow.

-kitchen hood: Daniel Vanderveen has a deep fryer that he will clean up and donate to us. Danny will pick up. We will have to look for a fire suppression hood, if fryer fits in our space. Bloomsbury also has a cooler that they would donate to us. Danny/Gary will see if it will work for us.

New Business:

-bow wheel making noise: see operators report. C5 charged us about \$5400, which is 25% off and didn't charge for several services.

-quad/skidoo service: done last year

-school bookings: Erna had another one book


-employees: Greg has not contacted anyone yet...

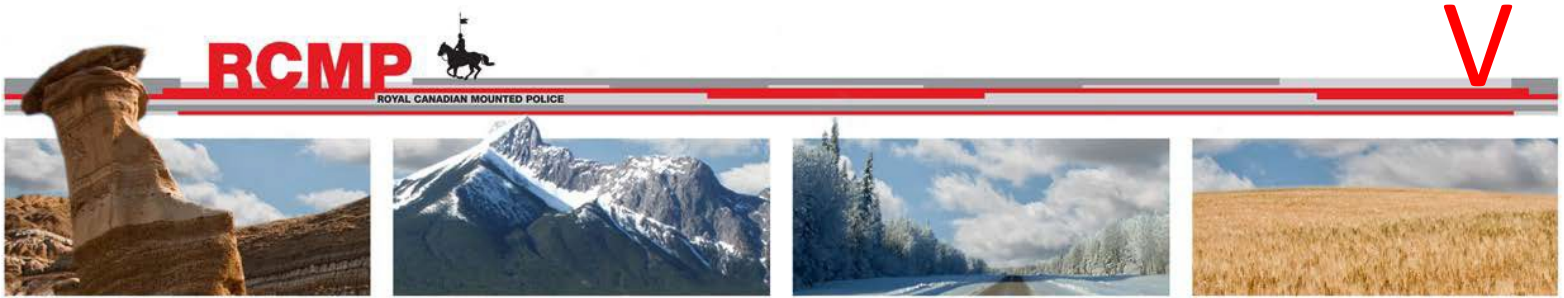
-talk to county about keeping Greg on full time: Matthew hasn't been there yet.

-trail behind bunny hill: Greg remembers it being included in the lease after amendment to zoning. Greg will follow up with Travis at the county to make sure.

Next Meeting Date: Jan 17, 2024 @ 7:30pm

Adjournment: Shelley adjourned at 8:30 pm. All in favor.

	Misty Ridge Ski Hill	
		Date Dec 14, 2023
Meeting Minutes		



Monday, January 29, 2024

Cpl. Filipe Vicente
Barrhead Detachment

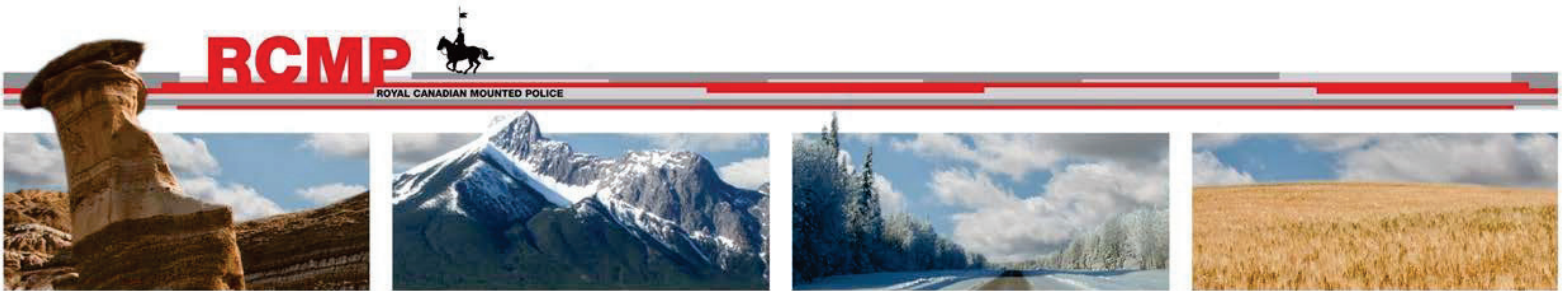
Dear Reeve Drozd,

Please find the quarterly Community Policing Report attached that covers the October 1st to December 31st, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Barrhead Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Cpl. Filipe Vicente
Barrhead RCMP-GRC



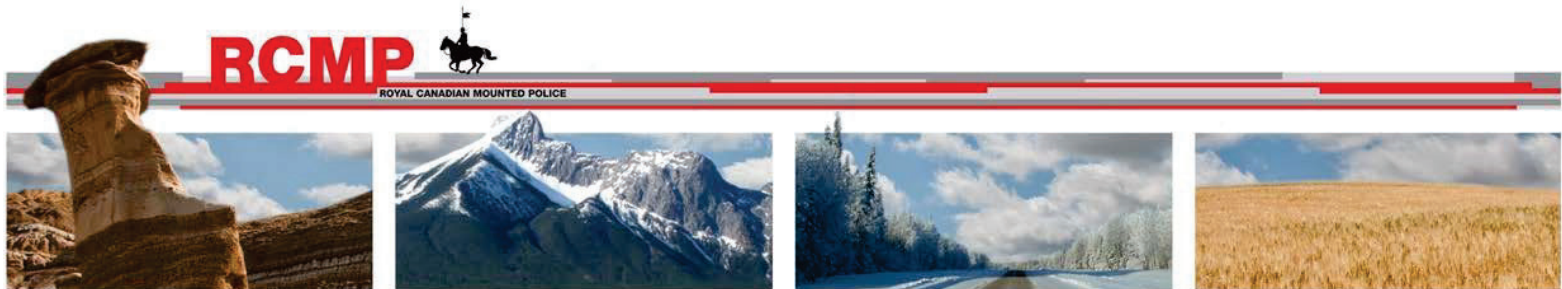
RCMP Provincial Policing Report

Detachment	Barrhead
Detachment Commander	Cpl. Filipe Vicente
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	2024-01-29

Community Consultations

Date	2023-10-16
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Member attended the Puzzle Show at the Hillcrest Lodge.

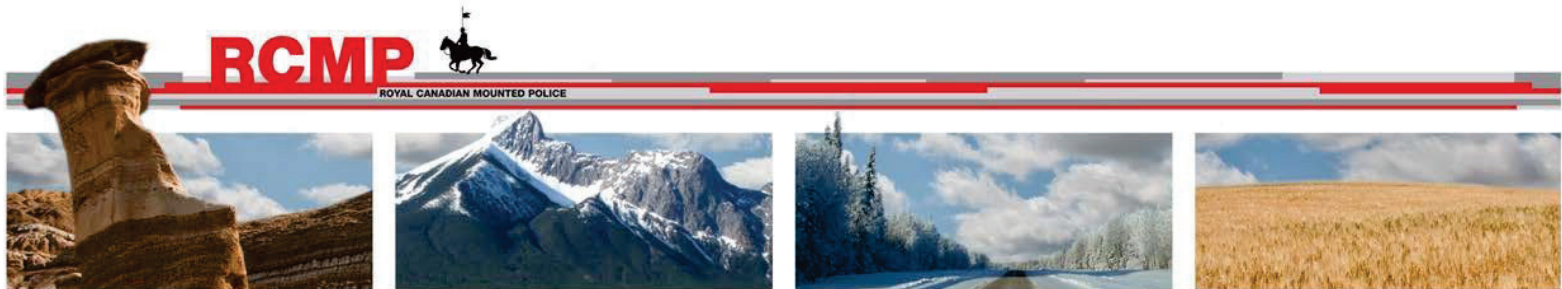
Date	2023-10-19
Meeting Type	Meeting with Elected Officials
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Member participated in the BARCC Meeting.



Date	2023-11-11
Meeting Type	Community Connection
Topics Discussed	Traffic
Notes/Comments	Remembrance Day Ceremony - Members attended Fort Assiniboine to lay wreath and lead the parade in Red Surge.

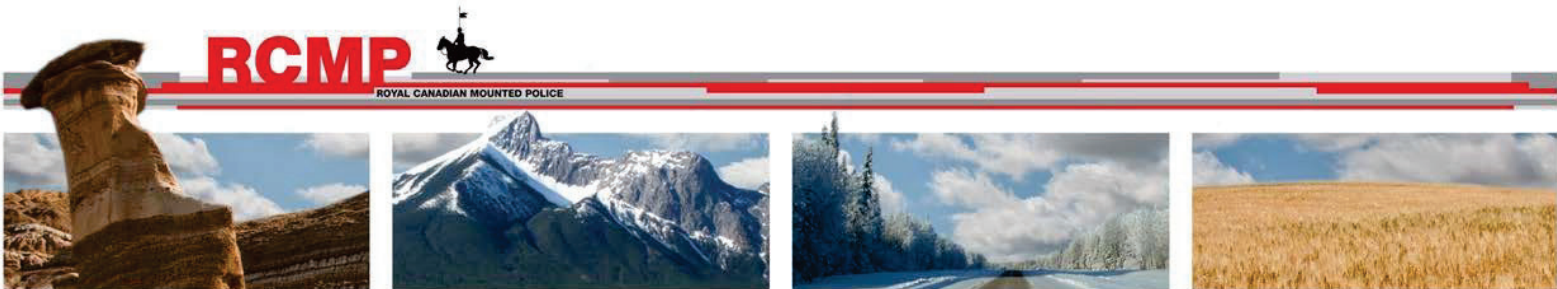
Date	2023-11-21
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Members met with the County of Barrhead Councillors.

Date	2023-11-23
Meeting Type	Town Hall
Topics Discussed	Regular reporting information sharing
Notes/Comments	Members attended a Virtual Town Hall meeting.



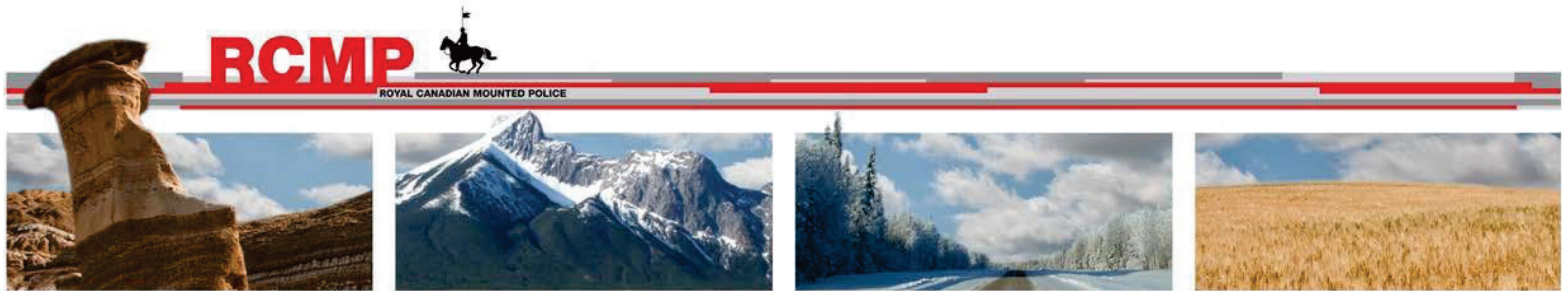
Date	2023-12-09
Meeting Type	Community Connection
Topics Discussed	Youth
Notes/Comments	Member attended the Toy Drive at Red Apple. Provided vehicle for "Fill The Cruiser" and spent time interacting with the community.

Date	2023-12-21
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime reduction Initiatives
Notes/Comments	BARCC Meeting



Community Priorities

Priority 1	Reduce substances abuse
Current Status & Results	Nothing new to report. Drug activity appears to continue to be slower than in previous quarters. Intelligence gathering efforts continuing.
Priority 2	Enhance Awareness and Education
Current Status & Results	2023-11-22 Virtual Town Hall meeting conducted. Attendance was rather low, just like in previous in person Town Hall meetings.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October – December			January – December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Total Criminal Code	164	189	15%	834	982	18%
<i>Persons Crime</i>	48	45	-6%	192	207	8%
<i>Property Crime</i>	84	115	37%	473	573	21%
<i>Other Criminal Code</i>	32	29	-9%	169	202	20%
Traffic Offences						
<i>Criminal Code Traffic</i>	7	6	-14%	51	19	-63%
<i>Provincial Code Traffic</i>	407	456	12%	1,981	2,010	1%
<i>Other Traffic</i>	1	1	0%	2	3	50%
CDSA Offences	7	2	-71%	42	17	-60%
Other Federal Acts	8	7	-13%	50	31	-38%
Other Provincial Acts	72	81	13%	293	342	17%
Municipal By-Laws	7	11	57%	54	51	-6%
Motor Vehicle Collisions	131	114	-13%	364	376	3%

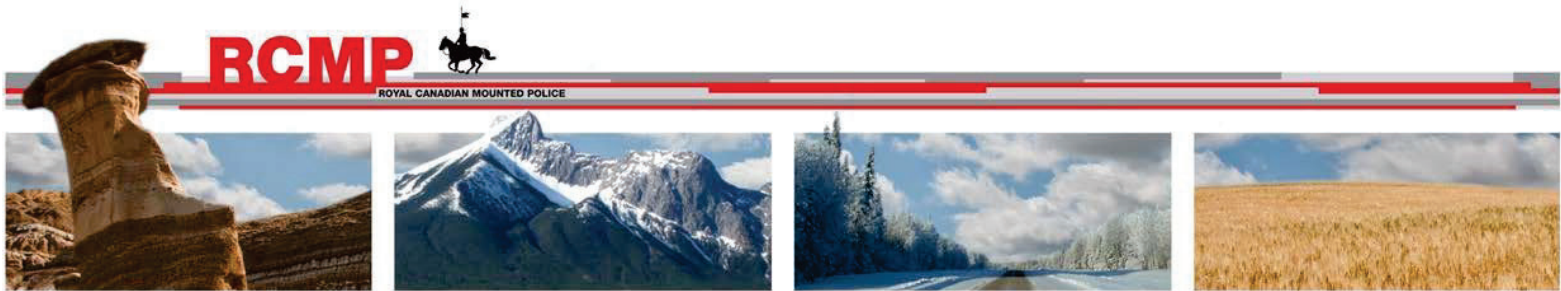
1. Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

We saw an increase in Property Crime during this past quarter, a deeper dive into those numbers shows an increase in oil and gas industry reports of thefts which fall both into Theft under and Theft over categories, where we saw two of the higher increases. The category within property crime with highest increase were Fraud files, which was a mixed bag of marketplace scams, I-Tunes Cards and Online investment scams.

Overall calls for service have been down.

Special mention to the two church arsons, which hit national news and at this time, the investigations are ongoing.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	10	7	0	3
Detachment Support	3	3	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 10 established positions, seven officers are currently working. There are three hard vacancies as of February 2nd. The new detachment commander has been identified, his arrival is pending sale of his current home. We also have a constable identified to fill one of the vacant constable spots, he is an experienced member coming from Hanna, AB, his transfer is expected to happen sometime in March. It is expected that at least for February and most of March, Barrhead detachment will be running with the 3 vacant spots.

Detachment Support: Of the three established positions, three resources are currently working. There are no hard vacancies.

Quarterly Financial Drivers



Barrhead Provincial Detachment Crime Statistics (Actual) Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	3	0	1	0	-100%	-100%	-0.4
Sexual Assaults		2	0	1	5	4	100%	-20%	0.9
Other Sexual Offences		1	3	0	5	2	100%	-60%	0.4
Assault		10	15	22	23	18	80%	-22%	2.4
Kidnapping/Hostage/Abduction		0	2	2	2	1	N/A	-50%	0.2
Extortion		4	0	2	0	1	-75%	N/A	-0.6
Criminal Harassment		6	5	2	8	12	100%	50%	1.5
Uttering Threats		6	4	5	4	7	17%	75%	0.2
TOTAL PERSONS		30	32	34	48	45	50%	-6%	4.6
Break & Enter		28	44	28	18	10	-64%	-44%	-6.2
Theft of Motor Vehicle		23	26	23	6	11	-52%	83%	-4.4
Theft Over \$5,000		5	3	4	2	7	40%	250%	0.3
Theft Under \$5,000		45	45	49	28	38	-16%	36%	-3.1
Possn Stn Goods		21	16	9	0	5	-76%	N/A	-4.8
Fraud		8	9	15	8	20	150%	150%	2.3
Arson		3	2	3	3	5	67%	67%	0.5
Mischief - Damage To Property		15	8	16	17	17	13%	0%	1.3
Mischief - Other		1	0	3	2	2	100%	0%	0.4
TOTAL PROPERTY		149	153	150	84	115	-23%	37%	-13.7
Offensive Weapons		4	3	6	3	4	0%	33%	0.0
Disturbing the peace		7	3	3	5	7	0%	40%	0.2
Fail to Comply & Breaches		38	23	23	17	7	-82%	-59%	-6.8
OTHER CRIMINAL CODE		11	9	10	7	11	0%	57%	-0.2
TOTAL OTHER CRIMINAL CODE		60	38	42	32	29	-52%	-9%	-6.8
TOTAL CRIMINAL CODE		239	223	226	164	189	-21%	15%	-15.9



Barrhead Provincial Detachment

Crime Statistics (Actual)

Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	4	4	5	1	-83%	-80%	-0.9
Drug Enforcement - Trafficking		1	0	0	2	1	0%	-50%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		7	4	4	7	2	-71%	-71%	-0.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	2	2	1	5	150%	400%	0.5
TOTAL FEDERAL		9	6	6	8	7	-22%	-13%	-0.2
Liquor Act		9	12	1	12	5	-44%	-58%	-0.8
Cannabis Act		2	3	0	1	0	-100%	-100%	-0.6
Mental Health Act		20	32	11	22	27	35%	23%	0.4
Other Provincial Stats		29	30	34	37	49	69%	32%	4.7
Total Provincial Stats		60	77	46	72	81	35%	13%	3.7
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		3	9	9	7	10	233%	43%	1.2
Total Municipal		3	9	9	7	11	267%	57%	1.4
Fatals		0	0	0	1	1	N/A	0%	0.3
Injury MVC		5	4	5	3	6	20%	100%	0.1
Property Damage MVC (Reportable)		140	108	95	123	102	-27%	-17%	-6.1
Property Damage MVC (Non Reportable)		12	4	14	4	5	-58%	25%	-1.4
TOTAL MVC		157	116	114	131	114	-27%	-13%	-7.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		256	302	599	407	456	78%	12%	50.5
Other Traffic		4	2	2	1	1	-75%	0%	-0.7
Criminal Code Traffic		26	18	8	7	6	-77%	-14%	-5.1
Common Police Activities									
False Alarms		17	12	11	16	17	0%	6%	0.4
False/Abandoned 911 Call and 911 Act		38	20	18	33	15	-61%	-55%	-3.3
Suspicious Person/Vehicle/Property		114	69	48	49	56	-51%	14%	-13.6
Persons Reported Missing		6	4	5	5	6	0%	20%	0.1
Search Warrants		0	1	2	1	1	N/A	0%	0.2
Spousal Abuse - Survey Code (Reported)		10	8	16	17	19	90%	12%	2.7
Form 10 (MHA) (Reported)		0	2	3	2	4	N/A	100%	0.8