

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 MINUTES**

**3.1 REGULAR MEETING HELD FEBRUARY 21, 2023**

[Schedule A](#)

**4.0 ACTION ITEMS:**

**4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-639  
SW 33-56-1-W5 (SLECZKA)**

Administration recommends that Council approve subdivision application 2-R-639 proposing to create a farmstead separation of 4.05 ha (10.0 ac) and an 80-acre split out of SW 33-56-1-W5 with the conditions as presented.

[Schedule B](#)

**4.2 COMMUNITY GARDEN SOCIETY - COMMUNITY GRANT REQUEST**

Administration recommends that Council approves the application from the Barrhead Community Garden Society for \$2,500 in-kind support under the Community Grants Policy to assist with the development of the new community gardens.

[Schedule C](#)

**4.3 APPOINTMENT OF FIRE GUARDIANS – APRIL 1, 2023 TO MARCH 31, 2024**

Administration recommends that Council appoints the following individuals as Fire Guardians to serve the County of Barrhead under the *Forest and Prairie Protection Act* effective April 1, 2023 to March 31, 2024:

- Gary Hove, Fire Chief
- Ted Amos, Deputy Fire Chief
- Ken Hove, Director of Infrastructure
- Travis Wierenga, Public Works Manager
- Roy Batdorf, public member
- Norman Semler, public member
- Bert Denning, public member
- Stephen Lyons, public member

[Schedule D](#)

**4.4 MISTY RIDGE LEASE**

Administration recommends that Council authorizes the Reeve and County Manager to renew the Lease Agreement for a 10-acre parcel within SW 16-62-4-W5 with Misty Ridge Ski Club for the term March 16, 2023 until March 15, 2033 as presented.

[Schedule E](#)

**4.5 RECORDS MANAGEMENT BYLAW (BYLAW NO. 2-2023)**

Administration recommends that Council consider 3 readings of the Records Management Bylaw No. 2-2023 as presented.

[Schedule F](#)

#### 4.6 THUNDER LAKE LAGOON CAPACITY MANAGEMENT & ASSESSMENT

Administration recommends that:

- Council directs Administration to set the maximum yearly incoming volume of the Thunder Lake Lagoon to 4,366 m<sup>3</sup> to all customers other than Lightning Bay and utilize a first come first serve program to control this volume.
- Council directs Administration to replace Lightning Bay's gate opener with an access card, at no cost to Lightning Bay residents, and further that the Lightning Bay residents are informed that access to the lagoon would be cut off if volumes reach 5,821 m<sup>3</sup> per year or if the lagoon level freeboard reaches 0.6 m in order to ensure environmental compliance.
- Council directs Administration to add \$16,000 to the 2023 budget for the installation of four groundwater monitoring wells at the Thunder Lake lagoon with funds to come from lagoon reserves.
- Council directs Administration to bring the results of 2023 Thunder Lake Lagoon groundwater monitoring back to Council for review when the information is available in order to develop an informed management and/or upgrade plan for the facility.

[Schedule G](#)

#### 4.7 IN-CAMERA

##### 4.7.1 GROWTH MEMBERSHIP – FOIPP Sec. 24 Advice from Officials

#### 5.0 REPORTS

##### 5.1 COUNTY MANAGER REPORT

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

[Schedule H](#)

##### 5.2 PUBLIC WORKS REPORT

(11:00 a.m.)

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

[Schedule I](#)

##### 5.3 COUNCILLOR REPORTS

#### 6.0 INFORMATION ITEMS:

##### 6.1 Letter from County of Barrhead to AGLC Re: Camrose Casino Relocation Appeal to AGLC – dated March 2, 2023

[Schedule J](#)

##### 6.2 Email from AGLC response to COB letter Re: Camrose Casino Relocation Appeal to AGLC – dated March 3, 2023

[Schedule K](#)

##### 6.3 Letter from Minister of Municipal Affairs Rebecca Schulz Re: Budget 2023 – dated March 1, 2023

[Schedule L](#)

##### 6.4 Letter from Minister Schulz Re: LGFF and MSI Grant Funding – dated March 2, 2023

[Schedule M](#)

**6.5 Minutes**

**6.5.1 Pembina River District Minutes – January 23, 2023**

[Schedule N](#)

**6.5.2 CFYE Minutes – December 15, 2022**

[Schedule O](#)

**6.5.3 FCSS Minutes – December 15, 2022**

[Schedule P](#)

**6.5.4 BDSHA Minutes – January 24, 2023**

[Schedule Q](#)

**7.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD FEBRUARY 21, 2023**

Regular Meeting of the Council of the County of Barrhead No. 11 held February 21, 2023 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  
Councillor Jared Stoik

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

**STAFF**

Debbie Oyarzun, County Manager  
Pam Dodds, Executive Assistant  
Tamara Molzahn, Director of  
Corporate Services

Travis Wierenga, Public Works Manager  
Lisa Card, ALUS Coordinator

**ATTENDEES**

Fire Chief Hove – Barrhead Regional Fire Services  
Barry Kerton - Town and Country Newspaper

**RECESS**

Reeve Drozd recessed the meeting at 9:00 a.m.  
Reeve Drozd reconvened the meeting at 9:20 a.m.

**APPROVAL OF AGENDA**

2023-050 Moved by Councillor Kleinfeldt that the agenda be approved as presented.  
Carried Unanimously.

**MINUTES OF REGULAR MEETING HELD FEBRUARY 7, 2023**

2023-051 Moved by Councillor Properzi that the minutes of the Regular Meeting of Council held February 7, 2023 be approved as circulated.  
Carried Unanimously.

**MINUTES OF SPECIAL MEETING HELD FEBRUARY 13, 2023**

2023-052 Moved by Councillor Lane that the minutes of the Special Meeting of Council held February 13, 2023 be approved as circulated.  
Carried Unanimously.

**VOLUNTEER APPRECIATION - COMMUNITY GRANT REQUEST**

2023-053 Moved by Councillor Lane that Council approves the application from the Volunteer Appreciation committee for \$1,250 under the Community Grants Policy to assist with the Volunteer Appreciation event.  
Carried Unanimously.

**PUMPKIN WALK - COMMUNITY GRANT FINAL REPORT**

2023-054 Moved by Councillor Properzi that Council receive for information the final report from Barrhead Community Pumpkin Walk as a grant recipient of \$1,500 under the Community Grant Policy.  
Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD FEBRUARY 21, 2023**

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**ASSESSMENT REVIEW BOARD (ARB) OFFICIALS APPOINTMENT – CAPITAL REGION  
ASSESSMENT SERVICES COMMISSION (CRASC)**

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- 2023-055 Moved by Deputy Reeve Schatz that Council appoint Raymond Ralph as ARB Chairman of the County of Barrhead Local Assessment Review Board and Composite Assessment Review Board for a 1-year term to expire December 31, 2023 with remuneration to be paid as specified by CRASC.

Carried Unanimously.

- 2023-056 Moved by Councillor Preugschas that Council appoint Gerryl Amorin as ARB Clerk of the County of Barrhead Local Assessment Review Board and Composite Assessment Review Board for a 1-year term to expire December 31, 2023 with remuneration to be paid as specified by CRASC.

Carried Unanimously.

- 2023-057 Moved by Councillor Kleinfeldt that Council appoint the following Certified Panelists as Members of the County of Barrhead Local Assessment Review Board and Composite Assessment Review Board for a 1-year term to expire December 31, 2023 with remuneration to be paid as specified by CRASC:

- Darlene Chartrand
- Tina Groszko
- Stewart Hennig
- Richard Knowles
- Raymond Ralph

Carried Unanimously.

**RESCIND POLICIES**

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- 2023-058 Moved by Councillor Preugschas that Council rescind:

- Policy 11.02 - Meetings & Notice of Meetings
- Policy 11.03 - Agenda Format
- Policy 11.04 - Distribution of Minutes
- Policy 11.05 - Rules of Order
- Policy 12.11 - Council Organizational Meeting
- Policy 12.21 - Photocopier – Use & Charges
- Policy 12.22 - Fax Machine – Use & Charges

Carried Unanimously.

Lisa Card joined the meeting at 9:38 a.m.

**ALUS PROGRAM - TERMS OF REFERENCE (TOR) FOR PARTNERSHIP ADVISORY  
COMMITTEE**

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- 2023-059 Moved by Deputy Reeve Schatz that Council approve the recommended ALUS PAC Terms of Reference as presented.

Carried Unanimously.

Lisa Card departed the meeting at 9:57 a.m.

**RECESS**

Reeve Drozd recessed the meeting at 9:57 a.m.

Reeve Drozd reconvened the meeting at 10:08 a.m.

Councillor Stoik departed the meeting at 10:08 a.m.

Tamara Molzahn joined the meeting at 10:08 a.m.

Councillor Stoik rejoined the meeting at 10:37 a.m.

**REGULAR MEETING OF COUNCIL - HELD FEBRUARY 21, 2023**

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**2022 YEAR END OPERATING SURPLUS**

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- 2023-060 Moved by Councillor Kleinfeldt that Council accepts the 2022 year-end financial reports as presented and subject to audit adjustments and year end finalizations.
- Carried Unanimously.

**2022 RESERVE TRANSACTIONS REQUIRING APPROVAL**

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- 2023-061 Moved by Councillor Lane that Council approves the 2022 reserve transactions as presented in 2022 Reserve Report.
- Carried Unanimously.

Travis Wierenga joined the meeting at 10:56 a.m.

**DIRECTOR OF CORPORATE SERVICES REPORT**

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- 2023-062 Moved by Councillor Properzi that Council accept the following Director of Corporate Services reports for information:
- YTD Elected Officials Remuneration Report as at December 31, 2022
- Carried Unanimously.

Tamara Molzahn departed the meeting at 11:00 a.m.

**PUBLIC WORKS REPORT**

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Travis Wierenga, Public Works Manager, reviewed the written report for Public Works and Utilities and answered questions from Council.

- 2023-063 Moved by Councillor Properzi that the report from the Public Works Manager be received for information.
- Carried Unanimously.

**2024 CAPITAL PURCHASE - QUOTATION FOR TANDEM AXLE PLOW TRUCK**

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- 2023-064 Moved by Councillor Stoik that Council direct Administration to enter into an agreement with Western Star North to purchase 3 Western Star 47X SB trucks for delivery in 2024 and 2025 as per the 10-yr Capital Plan, and further, that Administration brings back final pricing to Council for final order approval once it becomes available.
- Carried Unanimously.

Travis Wierenga departed the meeting at 11:22 a.m.

**REPORT – COUNTY MANAGER**

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Debbie Oyarzun, County Manager, reviewed the 2023 Council Resolution Tracking List and provided further updates to Council on the following:

- Articles on Land Use Planning & Land Use Bylaw Reviews
- Reminder February 23, 2023, Committee of the Whole – CPO program
- Reminder February 27, 2023, ICF committee meeting with Town of Barrhead

**DELEGATION – BARRHEAD REGIONAL FIRE SERVICES**

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Fire Chief Gary Hove of Barrhead Regional Fire Services, met with Council at this time being 11:31 a.m. to discuss the quarterly statistics for emergency responses.

- 2023-065 Moved by Deputy Reeve Schatz that Council accept the report from Fire Chief Gary Hove as information.
- Carried Unanimously.

Council thanked Fire Chief Hove for the presentation, and he left the meeting at this time being 11:40 a.m.

**REGULAR MEETING OF COUNCIL - HELD FEBRUARY 21, 2023**

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**COUNCILLOR REPORTS**

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Councillor Lane reported on his attendance at the Ag Society Provincial AGM, Misty Ridge meeting, fundraiser at the skateboard park, and at the Brownlee – Emerging Trends in Municipal Law seminar.

Councillor Stoik reported on his attendance at the ASB meeting and a Seed Cleaning Plant meeting.

Deputy Reeve Schatz reported on his attendance at CFYE training (completed 4/6), a CFYE meeting, CFNA Strategic Planning Session, ASB meeting, and Seed Cleaning Plant meeting.

Councillor Kleinfeldt reported on his attendance at the Ag Society Volunteer Appreciation Event, and a BARCC meeting.

Councillor Preugschas reported on his attendance at the ASB meeting, WILD Alberta meeting, Ft. Assiniboine 200<sup>th</sup> Anniversary planning meeting, FCSS Black History presentation, fundraiser at the skateboard park, and an Athabasca Watershed Committee meeting.

Councillor Properzi reported on his attendance at a FCSS meeting, and the FCSS Black History presentation.

Reeve Drozd reported on his attendance at the ASB meeting, a virtual meeting hosted by RMA on the Camrose Casino relocation proposal to AGLC, a BARCC meeting, and time spent on County office duties.

**IN-CAMERA**

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2023-066 Moved by Councillor Lane that the meeting move in-camera at this time being 12:13 p.m. for discussion on:

Complaint regarding brushing in right-of-way – *FOIPP s. 27 – Privileged information*  
Carried Unanimously.

Pam Dodds and Barry Kerton departed the meeting at 12:13 a.m.

2023-067 Moved by Councillor Properzi that the meeting move out of in-camera at this time being 12:23 p.m.  
Carried Unanimously.

**COUNTY MANAGER REPORT (CONTINUED)**

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2023-068 Moved by Councillor Lane that Council accept the County Manager report for information.  
Carried Unanimously.

**ADJOURNMENT**

2023-069 Moved by Councillor Stoik that the meeting adjourn at 12:23 p.m.  
Carried Unanimously.





## REQUEST FOR DECISION

MARCH 7, 2023

B

**TO: COUNCIL**

**RE: SUBDIVISION APPLICATION – SW 33-56-1-W5  
SLECZKA, MUNICIPAL PLANNING FILE NO 22-R-639**

**ISSUE:**

An application has been received for a farmstead separation of 4.05 ha (10.0 ac) and an 80-acre split out of the SW 33-56-1-W5.

**BACKGROUND:**

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land was previously subdivided with a 5-acre vacant parcel on the southwest corner.
- Proposed farmstead site contains a residence and farm buildings.
- Remainder 80-acre split is undeveloped.

**ANALYSIS:**

- Municipal Development Plan (MDP) requires a maximum of 15 ac out for residential purposes per quarter. Agriculture parcels are to be a minimum of 80 acres in size, less any country residential parcels.
  - This would create the maximum allowable acres out for residential purposes.
  - Planner recommends that Lot 3 be revised to be 28.3 ha (70 ac) in area and the remainder of SW 33-56-1-W5 be revised to be 30.4 ha (75 ac) in area in order that both agricultural parcels will be 32.4 ha (80 ac), less the approved and proposed country residential parcels.
- Size of the proposed parcel meets the requirements of the Land Use Bylaw and MDP.
- Access to proposed and remainder parcels will be from Range Road 14.
  - Approaches to be built to County standards, proposed parcels require work in the amount of \$3,046.32 +GST.
- Road widening is not required as it was previously taken.
- Municipal Reserves are required, as this will create the 2<sup>nd</sup> residential parcel out of the quarter, in the amount of \$1,700.00.
- Private septic inspection is required.
- Wetlands affect the remainder parcels; however suitable building sites still exist.

**RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):**

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

1. That the Tentative Plan of Subdivision be revised to increase the area of Lot 3 to 28.3 (70 ac.) in area, with dimensions to the satisfaction of the Subdivision Authority Officer, in order to conform to Section 8.2(3)(a)(i) of the County of Barrhead No. 11's Land Use Bylaw 5-2010.



2. 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.
3. 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.
4. 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.
5. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed parcel area =	4.05 ha	(10.0 ac.)
10% of the area of the proposed parcel area =	0.405 ha	(1.00 ac.)
Estimated market value per acre =		\$1,700.00
Money-in-place of reserve = 10% area x market value =		\$1,700.00

This sum of money shall be forwarded to the County of Barrhead No. 11 and accounted for by them in accordance with Section 671(4) of the *Municipal Government Act*.

*NOTE: The above amount is calculated based on the tentative plan of subdivision submitted to, and conditionally approved by, the Subdivision Authority. All areas are to be verified based on the instrument prepared by an Alberta Land Surveyor prior to paying the amount to the County of Barrhead No. 11. If the amount calculated above is incorrect due to a miscalculation in the area of the parcel, and if the wrong amount is paid, final approval of the plan of subdivision may be delayed pending resolution of the outstanding amount.*

6. That prior to endorsement the registered owner and/or developer pay the County of Barrhead the outstanding appraisal fee of \$100.00.
7. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

#### **ADMINISTRATION RECOMMENDS THAT:**

Council approve subdivision application 22-R-639 proposing to create a farmstead separation of 4.05 ha (10.0 ac) and an 80-acre split out of SW 33-56-1-W5 with the conditions as presented.

DATE RECEIVED: JAN 16 2023DEEMED COMPLETE: Jan 24, 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

BRANDON SLECZKA

Address, Phone Number, and Fax Number

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

Address, Phone Number, and Fax Number

## 3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☐ PART ☒ of the SW ¼ SEC. 33 TWP. 56 RANGE 1 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☐ of LOT        BLOCK        REG. PLAN NO. 10 C.O.T. NO. 212 138 357Area of the above parcel of land to be subdivided 4.05 hectares (       acres)Municipal address (if applicable) 56515 Range Road 14

## 4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrheadb. 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 ☐ 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 LandProposed Use  
of the LandLand Use District Designation  
(as identified in the Land Use Bylaw)AgAg + County ResidenceAg + County Residence

## 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)Rolling, MixedTreedGrey Wood

## 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.

House, Detached Garage  
+ Barn all remainPump Out, Well

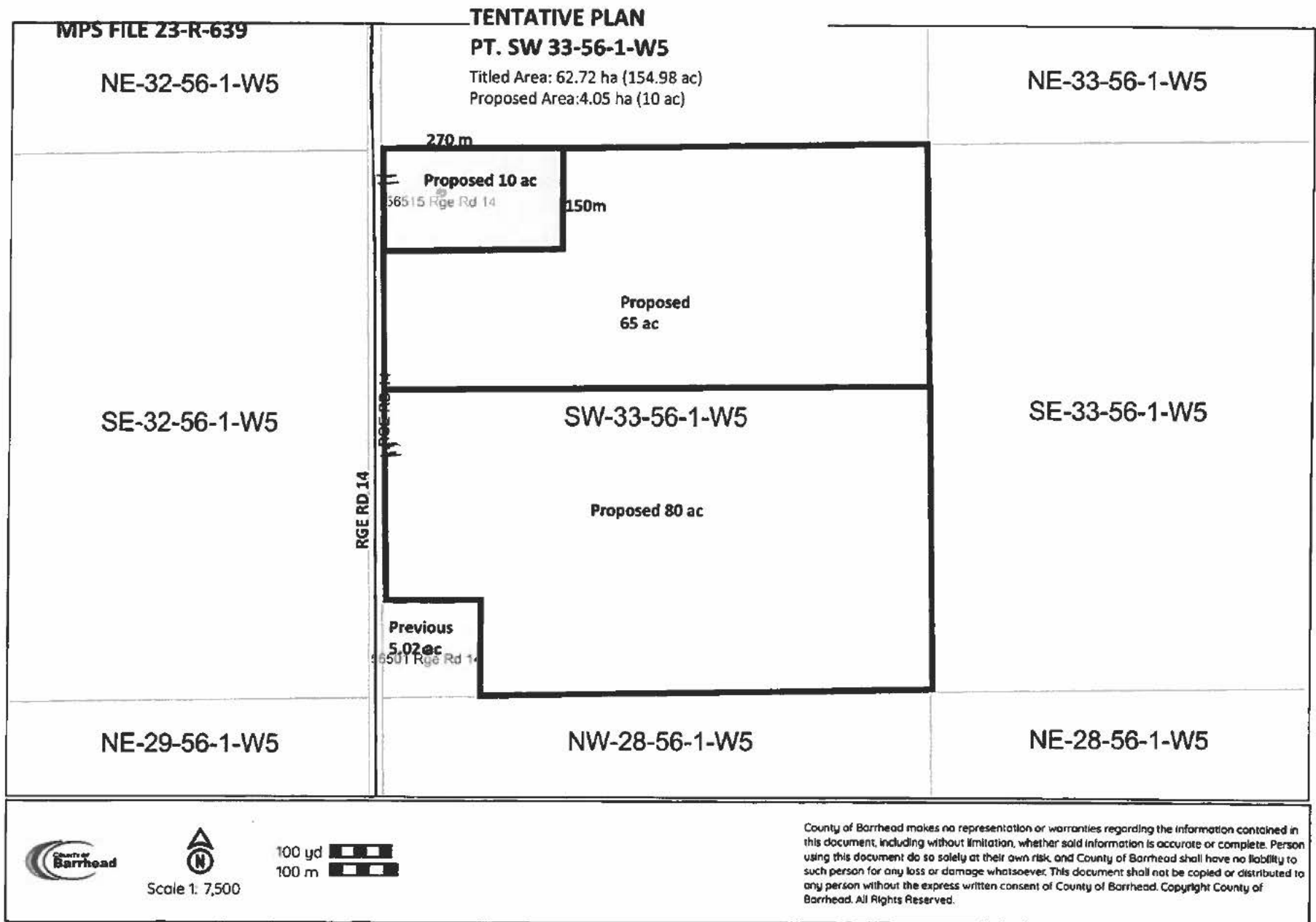
## 8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

Brandon Slecckahereby 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

Jan 11 / 2023





## Subdivision Report FILE INFORMATION

**File Number:** 22-R-639  
**Municipality:** County of Barrhead No. 11  
**Legal:** Pt. SW 33-56-1-W5  
**Applicants:** Brandon Slecza  
**Owners:** Same as above

**Date Acknowledged:** January 24, 2023  
**Referral Date:** January 24, 2023  
**Decision Due Date:** March 25, 2023  
**Revised Decision Date:** n/a  
**Date of Report:** February 27, 2023

**Existing Use:** Agriculture  
**Proposed Use:** Country Residential  
**District:** Agriculture (A)  
**Soil Rating:** 7%, 16%, & 41%

**Gross Area of Parcel:** 62.72 ha (154.98 ac.)  
**Area of Lot 2:** 4.05 ha (10.0 ac.)  
**Area of Lot 3:** 26.3 ha (65.0 ac.)  
**Area of Remainder:** 32.4 ha (80.0 ac.)  
**Reserve Status:** Required – Lot 2  
\$1,700/acre

## 1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 4.05 ha (10.0 ac.) country residential parcel from a subdivided quarter section (SW 33-56-1-W5), and subdivide the balance of the quarter section into two agricultural parcels. The planner recommends that the area of the proposed agricultural parcels be revised in order that they will be approximately equal, less the approved and proposed country residential parcels, creating a 28.3 ha (70 ac.) Lot 3 and a 30.4 ha (75 ac.) remainder, in the County of Barrhead No. 11.

The site is in the southern portion of the County of Barrhead, approximately 2.4 km (1.5 miles) north of Lac Ste. Anne County and 2.4 km (1.5 km) west of Sturgeon County.

The site is adjacent to Range Road 14 (western boundary) and 0.8 km (0.5 miles) south of Township Road 570. Access to the proposed parcel and remainder is from Range Road 14. 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;
- an identified historic resource;
- flood hazards lands;

The site may be affected by:

- active oil/gas facilities;
- pipeline right of way;
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas is responsible (Document 00380764-00-00 Geoffrey Lake Pipeline Project);
- wetlands identified on the Merged Wetland Inventory;

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

Proposed Lot 2 is rectangular, developed and is 4.05 ha (10.0 ac.). Lot 2 contains a dwelling and accessory structures (detached garage and a barn). The planner recommends that a Real Property Report be provided in order to ensure that the structure near the southeast corner of the proposed parcel satisfies the required setbacks in the County’s Land Use Bylaw and 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.

Proposed Lot 3 is undeveloped and contains treed areas, low lying areas which may hold water seasonally, and a pipeline. The application form initially proposed an area of 26.3 ha (65 ac.) for Lot 3, however in order to be consistent with the County's planning documents, the planner recommends that the area of Lot 3 be revised to be 28.3 (70 ac.) in area, which is 32.4 ha (80.0 ac.) less the proposed country residential Lot 2. The remainder appears suitable for agricultural use.

The remainder is undeveloped and contains treed areas, low lying areas which may hold water seasonally, and a pipeline. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 118.980 acres at 7%, 7 acres at 16%, and 26 acres at 41%. The proposed parcel is developed and does not appear to include cultivated lands.

In the opinion of the planner, the proposed subdivision of the existing yard site should not significantly impact the agricultural capability of the balance of the quarter section. Proposed Lot 3 may be undersized and she be increased to 28.3 ha (70 ac.) to comply with the minimum lot area for an extensive agricultural parcel in the County's Land Use Bylaw, as discussed below. 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"> <li>Development Agreement is <b>not</b> required for road widening. <i>Road widening has already been provided adjacent to Range Road 14 with the subdivision of Plan 172-1866.</i></li> <li>Reserves <b>are</b> required for Lot 2. The County has requested money in lieu of land and identified that Reserves due will be calculated based on a value of \$1,700/acre.</li> <li>Property taxes are not outstanding.</li> <li>The proposal conforms to the County's LUB and MDP.</li> <li>Site is <b>not</b> within 1.5 km of sour gas facility.</li> <li>Site is <b>not</b> within 2 miles of a CFO.</li> <li>Private sewage inspection required.</li> </ul>
2. Alberta Energy Regulator	<ul style="list-style-type: none"> <li>No response.</li> <li>The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells.</li> <li>No facilities with AER licences are located within the site.</li> </ul>
3. Alberta Environment & Protected Areas	<ul style="list-style-type: none"> <li>No objections.</li> </ul>
4. Alberta Environment & Protected Areas (EPEA – Capital Region)	<ul style="list-style-type: none"> <li>No response.</li> </ul>
5. Canada Post	<ul style="list-style-type: none"> <li>No response.</li> </ul>
6. Lac Ste Anne County	<ul style="list-style-type: none"> <li>No objections.</li> </ul>
7. Sturgeon County	<ul style="list-style-type: none"> <li>No response.</li> </ul>
8. EQUUS REA	<ul style="list-style-type: none"> <li>No objections.</li> <li>EQUUS has an existing URW registered against the Title.</li> </ul>
9. Pembina Pipeline Corporation	<ul style="list-style-type: none"> <li>No objections.</li> <li><i>The planner requested that Pembina Pipeline Corporation confirm the following information:</i> <ul style="list-style-type: none"> <li><i>Does Pembina own the pipeline? Pembina confirmed that they own the two pipelines within this quarter section.</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Is the pipeline within the proposed country residential lot within the northwest corner of the quarter section? From the information provided, the ROW is outside of the proposed subdivision boundary.</li> <li>○ Is the pipeline a high pressure pipeline? Yes.</li> </ul>
10. FortisAlberta	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• No easement is required.</li> <li>• 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.</li> </ul>
11. Telus Communications	<ul style="list-style-type: none"> <li>• No objections.</li> </ul>
12. Ste. Anne Gas Co-op	<ul style="list-style-type: none"> <li>• No response.</li> </ul>
13. Pembina Hills School Division	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• No Reserves requested.</li> </ul>
14. Alberta Health Services	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• 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.</li> </ul>

Adjacent landowners were notified on 24 January 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 second country parcel within the quarter section. It will subdivide an additional 4.05 ha (10.0 ac.) from the quarter section. Plan 172-1866 subdivided 2.03 ha (5.1 ac.) The total area of country residential parcels within the quarter section will be 6.07 ha (15.01 ac.). The area of country residential parcels exceeds 6.06 ha (15.0 ac.). The Subdivision Authority may vary the maximum parcel size, of a parcel for Country residential use, to allow for a maximum 17 acres within the quarter section **if** the building site certificate or real property report submitted by the applicant with the subdivision application demonstrates, to the satisfaction of the Subdivision Authority, that that the additional area is required to ensure the integrity of the farm site. The aerial photograph appears to show a dwelling in the southeast corner of the proposed lot, and the variance of 0.01 ha (0.01 ac.) will likely not impact the agricultural capability of the quarter section. Policy 3.2.3(16) states that “a maximum of two (2) parcels, excluding fragments, may be subdivided from a quarter section for agricultural use.” The proposed subdivision is consistent with this policy. The application will create a second agricultural parcel within the quarter section. **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 6.07 ha (15.0 ac.). The proposed Lot 2 is 4.05 ha (10.0 ac.) and less than the maximum area. For agricultural use, the minimum parcel area shall be 32.4 hectares (80.0 acres) except where a parcel has been, or

may be, subdivided in accordance with this Bylaw or applicable statutory plan(s). Lot 3 is 26.3 ha (65 ac.) and the planner recommends that Lot 3 be revised to be 28.3 ha (70 ac.) in area and the remainder of Pt. SW 33-56-1-W5 be revised to be 30.4 ha (75 ac.) in area in order that both agricultural parcels will be 32.4 ha (80 ac.), less the approved and proposed country residential parcels, to conform to this requirement. **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 second country residential use parcel within the quarter section. In the opinion of the planner, no part of section 663 of the *Municipal Government Act* applies to proposed Lot 2 and Reserves are due. The County has requested that Reserves be provided as money in lieu of land, with the value of the Reserves required based on a value of \$1,700.00/acre. Section 663(b) of the *Act* applies to Lot 3 and the remainder of Pt. SW 33-56-1-W5, and Reserves are not due for these parcels of land.

The subject site is affected by wetlands, contains a facility with an AER licences, and may be subject to a an authorization issued under the *Environmental Protection and Enhancement Act*, appeal of the decision is to the Land and Property Rights Tribunal.

### Reserves

The ability to take Reserves is noted above.



#### 4. SUMMARY

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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. Revised Plan
2. Accesses and approaches
3. Private Sewage Inspection
4. Real Property Report, including PSDS location
5. Municipal Reserves
6. Appraisal fee
7. Taxes up to date

#### 5. RECOMMENDATION

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

1. That the Tentative Plan of Subdivision be revised to increase the area of Lot 3 to 28.3 (70 ac.) in area, with dimensions to the satisfaction of the Subdivision Authority Officer, in order to conform to Section 8.2(3)(a)(i) of the County of Barrhead No. 11's *Land Use Bylaw 5-2010*.
2. 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.
3. 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.
4. 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.
5. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed parcel area =	4.05 ha	(10.0 ac.)
10% of the area of the proposed parcel area =	0.405 ha	(1.00 ac.)
Estimated market value per acre =		\$1,700.00
Money-in-place of reserve = 10% area x market value =		\$1,700.00

This sum of money shall be forwarded to the County of Barrhead No. 11 and accounted for by them in accordance with Section 671(4) of the *Municipal Government Act*.

*NOTE: The above amount is calculated based on the tentative plan of subdivision submitted to, and conditionally approved by, the Subdivision Authority. All areas are to be verified based on the instrument prepared by an Alberta Land Surveyor prior to paying the amount to the County of Barrhead No. 11. If the amount calculated above is incorrect due to a miscalculation in the area of the parcel, and if the wrong amount is paid, final approval of the plan of subdivision may be delayed pending resolution of the outstanding amount.*

6. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
7. 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

MARCH 7, 2023



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**TO: COUNCIL**

**RE: COMMUNITY GARDEN SOCIETY - COMMUNITY GRANT REQUEST**

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**ISSUE:**

Barrhead Community Garden Society is applying for a Community Grant to assist with the costs of preparing the new site for the community gardens (application attached).

**BACKGROUND:**

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- Society is requesting in-kind assistance from the County up to a value of \$2,500 in the form of topsoil, equipment and labour to prepare the garden plots and install posts and gates
- County of Barrhead contributed in-kind support in the form of expertise, manpower and equipment when the Barrhead Community Garden was originally established at its former location.

**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
  - ✓ Demonstrates value or benefit to the community
  - ✓ Need in-kind support to complete the project
- Application was considered under section 5.1 as a project (vs event)
- Application was assessed based on the criteria outlined in section 5.2 as follows:
  - Benefit to community – provides general access to an event enjoyed by the community
  - Other sources of funding, financial viability and community involvement – applicant is providing 50% of the total project cost in volunteer labour and fundraising for a total project cost of \$5,000
  - Community Involvement – Community working together to provide garden options to support those who can not grow where they live and to encourage the appreciation of the value of agriculture and food to plate
- Project is eligible under section 5.3 and 5.4 as follows:
  - Matching requirement has been met
  - Project is planned to be completed before the May long weekend

- Creates a community project aimed at increasing community connectedness, particularly between rural and urban
- Supports a project that promotes the community
- This is the 2<sup>nd</sup> application for the 2023 budget year
- Financial implications:

2023 Community Grant Budget	<b>\$15,000</b>
Dispersed in 2023	(\$1,250)
Current Balance	\$13,750
Application (Feb 21, 2023)	(\$2,500)
Balance Remaining for 2023	<b>\$11,250</b>

#### **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 3: RURAL LIFESTYLE**

GOAL 2 County promotes & celebrates success/achievements

#### **PILLAR 4: GOVERNANCE & LEADERSHIP**

GOAL 2 County demonstrates open & accountable government

#### **ADMINISTRATION RECOMMENDS THAT:**

Council approves the application from the Barrhead Community Garden Society for \$2,500 in-kind support under the Community Grants Policy to assist with the development of the new community gardens.



## 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](mailto:info@countybarrhead.ab.ca)

For assistance completing your application, contact 780-674-3331 or [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)

Incomplete applications will not be accepted.

### Applicant Information

Name of Organization: Barrhead Community Garden Society

Mailing Address: Marilyn Flock

Street Address

4901-58 Street Barrhead AB T7N 1N8

City

Province

Postal Code

Phone Number: 780-305-4317

Email: [marilyn.flock@gmail.com](mailto:marilyn.flock@gmail.com)

Contact Name: Marilyn Flock

Position or Title: Treasurer

Phone Number: 780-305-4317

Email: [marilyn.flock@gmail.com](mailto:marilyn.flock@gmail.com)

Is your organization a registered charity or non-profit?

☒ Yes ☐ No

If yes: Alberta Registry Number: 5019378743

Date of Incorporation: Dec 09, 2015

### Project Information

Name of Project or Event: Barrhead Community Garden Site Improvement

Start Date: April 17, 2023 Completion Date: May 20, 2023

Location of Project or Event: East of Barrhead Coop - North Pt of 5038NY BLK 5





## Community Grant Application Form

### Describe Your Project or Event:

**Goals:** Our goal is to prepare the new garden site for this by improving the soil as best as possible as well as installing the fence posts and gates so as to keep deer out of the garden area. We hope to have useable plots for the spring of 2023 by the long weekend this May.

**Anticipated number of County participants, or number directly affected by event, program, or services offered:**  
We have a number of retired farmers and grand children using the garden as well they sign up for the courses we run.  
We do not require people to have a plot to be part of the gardens activities. For this reason difficult to give a number approx 25

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

**Describe how this project will benefit the community:** This project was started to promote rural and urban interaction.  
This was to give a better understanding of each life style, learn from each other, teach each other and expose kids to potential career choices in agriculture. It touches on nutrition and physical activity. It has met these goals.

### Financial Information

#### Project Funding:

##### Funds Requested from the County of Barrhead:

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

##### Funds from Other Sources:

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

Own Funds:	\$ 300.00
Fundraising:	\$ 920.00
Volunteer Hours \$ 20/ Hr x 64 Hours =	\$ 1280.00
Other:	\$
Other: Please Specify	\$
Other: Please Specify	\$
<b>Total From Other Sources:</b>	<b>\$</b>

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

<b>Total Project Funding:</b> (Total Requested Funding + Total from Other Sources)	<b>\$5000.00</b>
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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.

Project Costs were discussed with Ken Hove	\$
at the County of Barrhead shop	\$
Top Soil	\$
350 yards of top soil from Kiel Industrial Park	\$ 350.00
Trucking o f 350 yards of soil	\$ 1225.00
Cost of loading soil labor and equipment	\$ 525.00
	\$
Fencing	\$
Labor and Equipment to install (by County)	\$ 400.00
38-4in x 9 ft steel posts and 3gates	\$ 300.00
	\$
Fence Netting \$280Wire Fence additional \$640	\$ 920.00
Volunteer Labor to install wire and netting 32 hrs	\$ 640.00
Volunteer Labor to spread top soil to plots 32 hrs	\$ 640.00

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:** **\$ 5000.00**

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 colleciton 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

Sue Rees Barrhead Community Garden President

Print Name and Title

February 21, 2023

Date



Signature

Jay Byer Barrhead Community Garden Vice President

Print Name and Title

February 21, 2023

Date





## Community Grant Application Form

### For Office Use Only

☐ Application Reviewed and Approved

Grant Number: 2023-02

☐ 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):

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\_\_\_\_\_  
Signature of Authorized County Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized County Representative



Grant Application #: 2023-02  
Resolution #: \_\_\_\_\_

## Community Grant Declaration

Name of Organization: Barrhead Community Garden Society ("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.**

Susan L. Rees  
Signature

Sue Rees President

Print Name

Feb 21, 2023

Date

Jay Byer  
Signature

Jay Byer Vice President

Print Name

Feb 21, 2023

Date









Barrhead Community Garden Society  
%Marilyn Flock marilyn.flock@gmail.com 780-305-4317  
4901-58 St., Barrhead, AB T7N 1N8

November 10, 2022

Debbie Oyarzun, County Manager  
5306-49 St.  
Barrhead, AB T7N 1N5

Dear Debbie:

The County of Barrhead has been most generous in aiding the Barrhead Community Garden Society in the establishment of the Community Garden. The Garden originated with the County of Barrhead to:

- Encourage discussions between Barrhead rural and urban residents to improve an understanding of each other's lifestyles in a friendly setting with generally retired farmers.
- Increase an understanding the importance of Agriculture in the growing of food and a better appreciation for the industry.
- Motivate a healthy form of activity for all ages.
- Educate our youth on food production
- Run an educational program for all ages in food production, preservation, weed, insect and disease identification, integrated pest management, soil management and much more.

This has proven very successful in these categories and as a result, we received a special Provincial award from Communities in Bloom for being a True Community Garden. This is because this garden is not just for those that have plots but is used as a learning and recreational tool for the entire community.

For this, we wish to express our gratitude to the County of Barrhead. It would have never happened with out them.

We believe you have heard that we must relocate from our current location as the land was sold but we are in the final stages of securing a location just east of the Barrhead Coop Grocery store. We are just waiting for signatures on a 20 year lease for a \$1.00 rent. One of the owners is in Phoenix until the end of November but has agreed in a phone conversation. This is for a 1.88 acre parcel.



Although this was a field of corn last year, it will take some work to get it to garden soil quality. This means that we will require additional top soil for proper growth depth for the root crops. It is my understanding that the County of Barrhead may have a supply of some good top soil. The Garden Society is requesting that we might be able to obtain some top soil from you as a donation or reduced rate. We request the same for trucking it.

We are working toward a self-sufficient operation. We have worked a Casino and with the securement of along term agreement, this will give us opportunity to stay on the rotation and a far better chance of successful grant applications. We will do more fun raising events if Covid subsides. We are encouraged by the positive response we have received from the community and groups such as the Elks.

Although the location is not as good as where it was, we are planning for areas where the seniors will be able to come and enjoy, sit and relax. We have many plans for improvement over the coming years to make this a place for the whole community to enjoy and look forward to a possible chance to update you on those ideas.

Yours truly,

A handwritten signature in dark ink, appearing to read "Marilyn Flock". The script is cursive and somewhat informal.

Marilyn Flock  
Barrhead Community Garden Manager



## REQUEST FOR DECISION

MARCH 7, 2023

D

**TO: COUNCIL**

**RE: APPOINTMENT OF FIRE GUARDIANS – APRIL 1, 2023 TO MARCH 31, 2024**

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**ISSUE:**

The *Forest and Prairie Protection Act* requires that each year before April 1 the Council of a municipal district appoint, for a 1-year term starting at the beginning of April, a sufficient number of Fire Guardians to enforce the *Act* within the boundaries of the County.

**BACKGROUND:**

- Fire permits issued
  - 2022 – 374 permits issued (36% decrease from previous year)
  - 2021 – 587 permits issued (3% decrease from previous year)
  - 2020 – approximately 600 permits issued (20% increase)
    - Many phone-in permits due to Covid-19
  - 2019 – approximately 500 permits issued (13% increase from previous year)
  - 2018 - 442 permits (13% decrease from previous year)
- County generally appoints 3 to 5 public members as Fire Guardians in addition to appointing the Fire Chief, Deputy Fire Chief, Director of Infrastructure, and Public Works Manager
- 2022 - Council appointed 5 Fire Guardians - Roy Batdorf, Norman Semler, Bert Denning, Stephen Lyons and Dean Roy as fire guardians with a term set to expire April 1, 2023.
- 4 of the current Fire Guardians have indicated their willingness to continue in their positions for another fire season.
- Dean Roy will resign as of March 31, 2023.

**ANALYSIS:**

- Although Administration is exploring options for online permitting, streamlining and modernizing the permitting process, the County is not in a position to implement changes at this time.
- Due to the number of permits and the size of the County an appropriate service level may be achieved with four (4) public members as Fire Guardians.
- Administration recommends appointing the current Fire Guardians including the 4 public members at this time so that appointments are active for April 1, 2023.
- Fire Guardian appointments are made by resolution of Council.
- Once appointments are approved an updated Fire Guardian listing for the April 1, 2023 to March 31, 2024 will be made available to the public.
  - Fire Guardian listing identifies the Division(s) that a Fire Guardian covers and the order of priority.



- Attached is the Fire Guardian listing that is currently in place (set to expire March 31, 2023)

**ADMINISTRATION RECOMMENDS THAT:**

Council appoints the following individuals as Fire Guardians to serve the County of Barrhead under the *Forest and Prairie Protection Act* effective April 1, 2023, to March 31, 2024:

- Gary Hove, Fire Chief
- Ted Amos, Deputy Fire Chief
- Ken Hove, Director of Infrastructure
- Travis Wierenga, Public Works Manager
- Roy Batdorf, public member
- Norman Semler, public member
- Bert Denning, public member
- Stephen Lyons, public member



5306-49 STREET, BARRHEAD, ALBERTA T7N 1N5  
 Phone: 780-674-3331; Fax: 780-674-2777  
 Email: info@countybarrhead.ab.ca  
 www.countybarrhead.ab.ca

## **FIRE GUARDIANS - 2022/2023 Fire Season**

(Expiry March 31, 2023)

### **FIRE PERMITS ARE REQUIRED YEAR ROUND**

<b>DIVISION</b>	<b>FIRE GUARDIANS</b>	<b>PHONE NUMBER(S)</b>
<b>1</b> Lac La Nonne, Dunstable, Moonlight Bay	1 <sup>st</sup> Contact Stephen Lyons..... 2 <sup>nd</sup> Contact Roy Batdorf..... 3 <sup>rd</sup> Contact Dean Roy.....	780-843-5694 780-305-6310 780-721-4305 780-284-2724 (cell)
<b>2</b> Cherhill, Gardenview, Meadowview, Belvedere, Peanut Lake	1 <sup>st</sup> Contact Roy Batdorf..... 2 <sup>nd</sup> Contact Stephen Lyons..... 3 <sup>rd</sup> Contact Norman Semler.....	780-305-6310 780-843-5694 780-349-0732 780-284-2724 (cell)
<b>3</b> Manola, Airport, Highridge, Lunnford, Magill Est, Golf Course	1 <sup>st</sup> Contact Dean Roy..... 2 <sup>nd</sup> Contact Stephen Lyons..... 3 <sup>rd</sup> Contact Norman Semler.....	780-721-4305 780-843-5694 780-349-0732
<b>4</b> Cambarr Est, Campsie, Thunder Lake, Summerdale, Summerlea, Mossdale	1 <sup>st</sup> Contact Roy Batdorf..... 2 <sup>nd</sup> Contact Dean Roy..... 3 <sup>rd</sup> Contact Norman Semler.....	780-305-6310 780-721-4305 780-349-0732 780-284-2724 (cell)
<b>5</b> Mellowdale, Naples, Linaria, Glenreagh Hall	1 <sup>st</sup> Contact Dean Roy..... 2 <sup>nd</sup> Contact Norman Semler..... 3 <sup>rd</sup> Contact Roy Batdorf.....	780-721-4305 780-349-0732 780-305-6310 780-284-2724 (cell)
<b>6</b> Camp Creek, Tiger Lily, Clear Lake, Dolberg Lake, Mystery Lake, Tiger Lake, Goose Lake	1 <sup>st</sup> Contact Norman Semler..... 2 <sup>nd</sup> Contact Roy Batdorf..... 3 <sup>rd</sup> Contact Bert Denning.....	780-349-0732 780-305-6310 780-674-2952 780-284-2724 (cell) 780-305-1863 (cell)
<b>7</b> Neerlandia, Vega, Baird Lake	1 <sup>st</sup> Contact Bert Denning..... 2 <sup>nd</sup> Contact Norman Semler..... 3 <sup>rd</sup> Contact Dean Roy.....	780-674-2952 780-349-0732 780-721-4305 780-305-1863 (cell)

<b>ALL DIVISIONS</b>	<b>PHONE NUMBER</b>
Gary Hove, Fire Chief	780-674-2087
Ted Amos, Deputy Fire Chief	780-674-2087

<b>FOR EMERGENCIES DIAL 911</b>	
<b>Vega Tower: 780-674-4581</b>	
<b>Whitecourt Forestry Office</b> (Call through AB Gov't RITE Number - 310-0000)	<b>Daytime: 780-778-7275</b> <b>After Hours: 780-778-7272</b>

NOTE: Effective the 2003 Fire Season, County Councillors and the County Manager will no longer exercise the authority they have as fire guardians pursuant to the Forest and Prairie Protection Act which service is now provided for by agreement as Barrhead Regional Fire Services.



# REQUEST FOR DECISION

MARCH 7, 2023

E

**TO: COUNCIL**

**RE: MISTY RIDGE SKI CLUB - LEASE AGREEMENT – PT. SW 16-62-4-W5**

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**ISSUE:**

Misty Ridge Ski Club lease agreement for a 10-acre parcel in the NE corner of SW 16-62-4-W5 will expire on March 15, 2023 and requires renewal.

**BACKGROUND:**

- September 15, 1998 – Council passed resolution 98-483 to “enter into an Agreement with the Misty Ridge Ski Club, a non-profit organization, for operations of the ski club on County owned/leased property within parts of Section 16-62-4-W5.”
- March 16, 2013 – Misty Ridge Ski Club enters into a 10-year lease with the County of Barrhead to use 10-acre parcel within SW 16-62-4-W5 which contains the Ski Chalet, Shop, and parking area.
  - Term of the lease is from March 16, 2013 to March 15, 2023.
- Lease Agreement sets the annual rent of \$1.00 and land is tax exempt.
- Property taxes may be assessed on any improvements placed on the lands.
  - Historically, Council made the decision to not apply any assessment taxes to the Misty Ridge Ski Club

**ANALYSIS:**

- Misty Ridge Ski Club confirmed their intent to continue operating the ski hill.
- Administration has drafted an updated lease agreement (attached) which clarifies the following:
  - Term of lease extended to March 31, 2033
  - Use of property being a public skiing facility
  - Identify when prior written consent by the County is required, such as other use of property, breaking ground, removal of trees, etc.
  - Requirements to comply with municipal, provincial, federal legislation and standards
  - Ownership of buildings and equipment being the Operator, except for upon dissolution
  - Responsibility of the Operator regarding costs of operation, development, etc.
  - County right of access
  - County indemnification
  - Renewal with 6 months’ notice
  - Termination by either party with 120 days written notice

**STRATEGIC ALIGNMENT:**

Entering into lease agreements with community organizations aligns with the 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

**ADMINISTRATION RECOMMENDS THAT:**

Council authorizes the Reeve and County Manager to renew the Lease Agreement for a 10-acre parcel within SW 16-62-4-W5 with Misty Ridge Ski Club for the term March 16, 2023 until March 15, 2033 as presented.

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

**BETWEEN:**

**THE COUNTY OF BARRHEAD NO. 11**

A Municipal Corporation

(hereinafter referred to as the "**County**")

by the authorized signatures attached to this document **hereby agree to lease to:**

and

**MISTY RIDGE SKI CLUB**

A Not For Profit Organization Registered under The Societies Act of Alberta,

of Box 4727, BARRHEAD, in the Province of Alberta, Canada T7N 1A6

(hereinafter referred to as the "**Operator**")

by the authorized signatures attached to this document **hereby agree to lease from the County the lands described as:**

Part SW 16-62-4-W5 of 10.0 acres, more or less described as;

ALL THAT PORTION OF THE SOUTH WEST QUARTER OF SECTION 16, TOWNSHIP 62, RANGE 4, WEST OF THE FIFTH MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT A POINT ON THE EAST BOUNDARY THEREOF 660 FEET SOUTHERLY FROM THE NORTH EAST CORNER THEREOF; THENCE NORTHERLY ALONG THE SAID EAST BOUNDARY TO THE SAID NORTH EAST CORNER, THENCE WESTERLY ALONG THE NORTH BOUNDARY THEREOF 660 FEET; THENCE SOUTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY 660 FEET, THENCE EASTERLY IN A STRAIGHT LINE TO THE POINT OF COMMENCEMENT, CONTAINING 4.05 HECTARES (10 ACRES) MORE OR LESS, EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME.

and hereinafter referred to as the "**Property**"

**1. LEASE TERMS**

- 1.1 This lease shall be for a 10-year term commencing on the 16<sup>th</sup> day of March, 2023, and shall end on March 15, 2033, unless otherwise terminated, extended or renewed in accordance with the lease.
- 1.2 Lease Price shall be \$1.00 for the term of the lease, sum of which is hereby acknowledged by the County.
- 1.3 In addition to the lease price, the Operator shall make property tax payments if assessed against the leased property (land and improvements) in each and every year during the term of this Lease.

- 1.4 Operator shall use the property solely for the purpose of a public skiing facility.
  - i. The property and the building or buildings now or hereafter to be erected shall be used by the Operator solely for the purpose for which this lease has been granted and the Operator will not use or cause to be used the said property for any other purpose or purposes whatsoever without having obtained prior written consent from the County.
  - ii. Consent for use of the property for any purpose other than a public skiing facility is at the sole discretion of the County.
- 1.5 Operator shall ensure public accessibility, deemed reasonable to the County, to all common recreational facilities operated by the Operator on the property.
- 1.6 Operator is not permitted to break ground with any equipment without prior written consent from the County.
- 1.7 Operator will not change the natural course of any waterways on the lands, or cut down trees growing upon the lands, nor will they permit any other person to do so, without prior written consent from the County.
- 1.8 Any buildings or other structures placed or constructed on the property shall be in accordance and with compliance to, all Municipal, Provincial and Federal Legislation and Standards.
- 1.9 County and Operator acknowledge and agree that all existing buildings and equipment on the property are the sole property of the Operator with the exception of, and in the event of, dissolution of the Operator, after which time all assets, after payment of liabilities, shall be transferred to the County.
- 1.10 Any buildings and equipment left on the property by the Operator, including any utility servicing and landscaping, shall remain as improvements on the property following the expiry of this lease or any renewal thereof, at no cost or expense to the County and the Operator shall not be entitled to receive any payment from the County for any costs incurred by the Operator for such improvements.
- 1.11 All costs for any development of, or on, the property, including any survey, development permit and safety code permit costs, shall be the sole responsibility of the Operator.
- 1.12 Operator agrees to be responsible for all capital improvements or assets on, or to be placed on, the property.
- 1.13 All costs to maintain the parcel of land, including the maintenance of any improvements on, or made to, the parcel of land, shall be the sole responsibility of the Operator.
- 1.14 County or a representative or agent of the County will have the right at all reasonable times to attend upon and inspect the leased property. County shall have the right of entry and exit over and upon the property.
- 1.15 When the Operator does not make payments of the annual lease price or property taxes in accordance with the terms and conditions of this Agreement,

the current year's lease amount and any further lease payment owing for that year shall become due and payable immediately, and the County may re-enter and repossess the leased property, and enjoy the same, as if this Agreement had not been executed.

## **2. OTHER INCOME & EXPENSES**

- 2.1 County and Operator acknowledge that this lease agreement is for the lease of land for the Operator's purpose of operating a public skiing facility on the property.
- 2.2 County, as landowner, is entitled to any and all other sources of revenue generated by the land including but not limited to seismic activity, oil well lease, rights of way, government land use subsidies and insurance payments.

## **3. COUNTY INDEMNIFICATION**

- 3.1 Operator agrees that they have inspected the property and to their satisfaction, the property is suitable for their intended purpose.
- 3.2 Operator agrees to compensate the County for any damages, losses, costs or expenses to the County's property caused by the Operator, or any persons entering upon the property with or on behalf of the Operator.
- 3.3 Operator shall be solely responsible to maintain liability insurance and to maintain property insurance on any improvements or assets on the property, and on any improvements or assets placed on the property by the Operator, and the County shall be listed as an additional named insured on all insurance policies.
- 3.4 Operator is responsible for the payment of all deductible amounts and/or additional premiums under such insurance policy as described in section 3.3 of this lease agreement.
- 3.5 Operator shall indemnify and hold harmless the County, its employees and agents from any and all third-party claims, demands, actions and costs whatsoever that may arise directly or indirectly out of an act or omission of the Operator, its contractors, sub-contractors, invitees, employees, volunteers, or agents in the performance by the Operator of this lease agreement.

## **4. GENERAL**

Operator agrees that this lease agreement does not permit the development of any building on, or to be placed on, the property, and that a valid development permit must be obtained before commencing development.

## **5. RENEWAL**

- 5.1 If at the expiration of the term of this Lease, the Operator desires to renew this Lease for a further term of ten (10) years, or any lesser term the Operator shall at least six (6) months before the expiration give notice in writing to the County of their desire to renew.

5.2 County will consider a request for renewal and reserves the right to re-negotiate the terms and price; approval of requests will not be unreasonably withheld.

**6. ASSIGNMENT**

Operator shall not make any assignment of this Lease, nor any transfer or sublease of the whole or any portion of the said land demised or leased hereunder, without obtaining the prior written consent of the County, with consent to be given at the sole discretion of the County.

**7. TERMINATION**

Notwithstanding anything else contained herein, this lease agreement may be terminated by either the Operator or the County, for any reason, upon the provision of 120 days written notice.

**8. SEVERABILITY**

Should any provision of this agreement be invalid then such invalid provision shall be severed, and the remaining agreement shall be maintained.

**IN WITNESS** whereof, the parties have executed this Agreement with full force and binding effect as of the day and year first above written.

**COUNTY OF BARRHEAD NO. 11**

\_\_\_\_\_  
Reeve

SEAL

\_\_\_\_\_  
County Manager

**MISTY RIDGE SKI CLUB**

**SIGNED** in the presence of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
SEAL





## REQUEST FOR DECISION

MARCH 7, 2023

F

**TO: COUNCIL**

**RE: RECORDS MANAGEMENT BYLAW (BYLAW NO. 2-2023)**

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**ISSUE:**

County of Barrhead does not have a current Records Management Bylaw.

**BACKGROUND:**

- *MGA s.208(1)(b)* provides that the CAO must ensure that all records and documents of the County are kept safe.
- *MGA s. 214* allows Council to pass a bylaw respecting the retention and destruction of records and documents.
- April 5, 2022 – Council approved the 2022 – 2026 Strategic Plan which included a priority project to “Develop & Implement a Records & Information Management System.”
- 2022 - County engaged Indixio as the contractor to develop and implement an Electronic Document & Records Management Solution (EDRMS) on the M-Files platform.
  - EDRMS are automated systems used to manage, protect and preserve information resources from creation to disposal.
  - These solutions maintain appropriate contextual information (metadata) and enable organizations to access, use and dispose of records (i.e., their retention, destruction or transfer) in a managed and systematic way in order to ensure accountability, transparency and meet business objectives.
  - Implementation of M-Files is expected to be completed in 2023.

**ANALYSIS:**

- MGA outlines the CAO’s responsibility for the safe-keeping of all records and documents in the control and custody of the County.
- Records Management Bylaw requires Council to authorize the CAO to establish and maintain a Records & Information Management System that guides the management, retention, access, security and destruction of records and information of the County in accordance with the Bylaw, *FOIPP Act* and other applicable provincial or federal laws.
- Records Management Bylaw (attached) was prepared based on:
  - Existing practices at the County of Barrhead,
  - Best practice for municipalities using Alberta Municipal Affairs guidelines, and
  - Provincial & Federal legislation.
- As direct under the Records Management Bylaw and as part of the Records & Information Management System, the CAO will establish a Record Retention & Destruction Policy for Council approval which will include a Records Retention Schedule that describes the types of records under

the custody and control of the County and specifies how long records are to be retained based on type of use and legislative requirements.

- Implementation of the Records Management Bylaw will also require extensive staff training not only in the use of the M-Files platform, but understanding all of the nuances of official and transitory records and their roles and responsibilities under the Bylaw.

**STRATEGIC ALIGNMENT:**

**PILLAR 4: GOVERNANCE & LEADERSHIP**

**GOAL 1** County improves risk management

Strategy 1: Develop and implement a Records & Information Management System.

**ADMINISTRATION RECOMMENDS THAT:**

Council consider 3 readings of the Records Management Bylaw No. 2-2023.



## COUNTY OF BARRHEAD NO. 11

Province of Alberta

BYLAW NO. 2-2023

### RECORDS MANAGEMENT BYLAW

Page 1 of 3

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**A BYLAW OF THE COUNTY OF BARRHEAD NO. 11, in the Province of Alberta, to provide for the management, retention and destruction of County of Barrhead records and documents.**

**WHEREAS** Section 208(1)(b) of the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time, provides that the Chief Administrative Officer must ensure all records and documents of the municipality are kept safe; and

**WHEREAS** Section 214(2) of the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time, provides that Council may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

**AND WHEREAS** Council acknowledges the benefit to the County to implement a records and information management system; where record retention, disclosure and destruction supports the commitment to privacy, transparency and public information access, and where recorded information regardless of form is managed as a resource and asset of the County as a whole and not the property of individuals or departments within the County.

**NOW THEREFORE**, the Council of the County of Barrhead No. 11 in the Province of Alberta, and under the authority of the *Municipal Government Act*, as amended, enacts as follows:

#### **1.0 TITLE**

1.1 This Bylaw may be cited as the Records Management Bylaw.

#### **2.0 DEFINITIONS**

2.1 “County” means the County of Barrhead No. 11

2.2 “Confidential” means any record that contains personal information about individuals; third-party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence; or any other sensitive information as described in *FOIPP Act* s. 15-28

2.3 “Control” means having the authority for the management, access, use, disclosure and protection of a record

2.4 “Custody” means the physical possession of the record stored in any manner

2.5 “Destruction” means all copies of a Record, regardless of form shall be destroyed.

2.6 “FOIPP” means the *Freedom of Information & Protection of Privacy Act*, RSA 2000, as amended from time to time)

2.7 “Official Record” means any record created, received, and maintained as evidence and information in any form, in pursuance of legal obligations or in the transaction of business which have administrative, operational, financial, legal, research or historical value to the County.

2.8 “Permanent” means such records shall be preserved and never destroyed

2.9 “Personal Information” shall have the same meaning as defined in the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended from time to time.

2.10 “Record” means any information however recorded, regardless of its form or characteristics. Records may be in paper or electronic format or a combination of both and may include, but not be limited to, notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner.



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2.11 “Retention” means the period of time that an official record is kept before it may be destroyed.

2.12 “Transitory” means a record that has only short-term, immediate, or no value to the County and will not be required in the future. Transitory records are required only for a limited period of time for the completion of routine actions or preparation of a record.

### 3.0 AUTHORITY & RESPONSIBILITY

3.1 In accordance with the *Municipal Government Act* s. 208(1)(b) the CAO must ensure that all records and documents in the control and custody of the County are kept safe. In order to achieve this, Council delegates the authority and responsibility to the CAO to:

- a) establish and maintain a Records & Information Management System that guides the management, retention, access, security and destruction of records and information of the County regardless of their format and in accordance with this Bylaw, *FOIPP Act* and any other applicable provincial or federal laws
- b) as part of the Records & Information Management System, develop and maintain a Record Retention & Destruction Policy
- c) take steps as required to implement, administer, apply or enforce the provisions of this Bylaw

### 4.0 RECORD RETENTION & DESTRUCTION

4.1 CAO shall ensure that all records are retained in accordance with the Records Management Bylaw and the Records Retention & Destruction Policy

- a) All official records may be disposed of in accordance with the retention schedule established by the CAO.
- b) All transitory records will be disposed of at any time when they no longer serve a valid purpose
- c) Any document or record that is not transitory in nature and not referenced in the Record Retention & Destruction Policy may only be destroyed with direction and approval of the CAO.
- d) CAO may authorize the destruction of original records prior to the time outlined in the retention schedule if those originals have been converted to electronic format that will enable copies of the original to be made. The electronic record will be retained in accordance with the retention schedule for the class of record.
- e) Destruction of records shall occur upon expiration of the time period established in the retention schedule, and if no reason exists for further retention of a given class of records, the records may be destroyed
- f) CAO shall have discretion to retain records longer than the period required in the retention schedule when deemed appropriate to provide future business, historical or legal value to the County.
  - i. Decisions to retain records longer than the retention period shall be recorded in the Records & Information Management System.



## COUNTY OF BARRHEAD NO. 11

Province of Alberta

BYLAW NO. 2-2023

### RECORDS MANAGEMENT BYLAW

Page 3 of 3

g) When official records have been destroyed under the authority of this bylaw, a written certificate of the destruction shall be kept permanently.

i. Written certificate shall include the time, location, list of records destroyed and the names of individuals present.

4.2 Where there is a conflict between this Bylaw, the Record Retention & Destruction Policy and Provincial and Federal legislation, the Provincial or Federal legislation shall apply and shall supersede this Bylaw.

#### 5.0 PERSONAL INFORMATION

5.1 All personal information collected or used for decision making by the County shall be retained for a period of at least 1 year after the information is used to make a decision and in accordance with *FOIPP s.35*.

#### 6.0 ENFORCEMENT

6.1 All employees are responsible to report suspected violations of this Bylaw and the Record Retention & Destruction Policy to the CAO

6.2 All employees are responsible for handling records in accordance with this Bylaw, the Record Retention & Destruction Policy and the *FOIPP Act*.

6.3 Failure to act in accordance with this Bylaw may constitute a reason for disciplinary action including but not limited to a verbal warning, a written warning, suspension or dismissal or be subject to penalties under the *FOIPP Act*.

6.4 An employee shall not be penalized for making a complaint or giving evidence in an investigation in relation to this Bylaw unless the complaint or evidence is made with malicious intent.

#### 7.0 FORCE & EFFECT

7.1 This Bylaw shall come into force upon third and final reading.

FIRST READING GIVEN THE \_\_\_\_ DAY OF \_\_\_\_ 2023.

SECOND READING GIVEN THE \_\_\_\_ DAY OF \_\_\_\_ 2023.

THIRD READING GIVEN THE \_\_\_\_ DAY OF \_\_\_\_ 2023.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
County Manager



## REQUEST FOR DECISION

MARCH 7, 2022



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**TO: COUNCIL**

**RE: THUNDER LAKE LAGOON CAPACITY MANAGEMENT & ASSESSMENT**

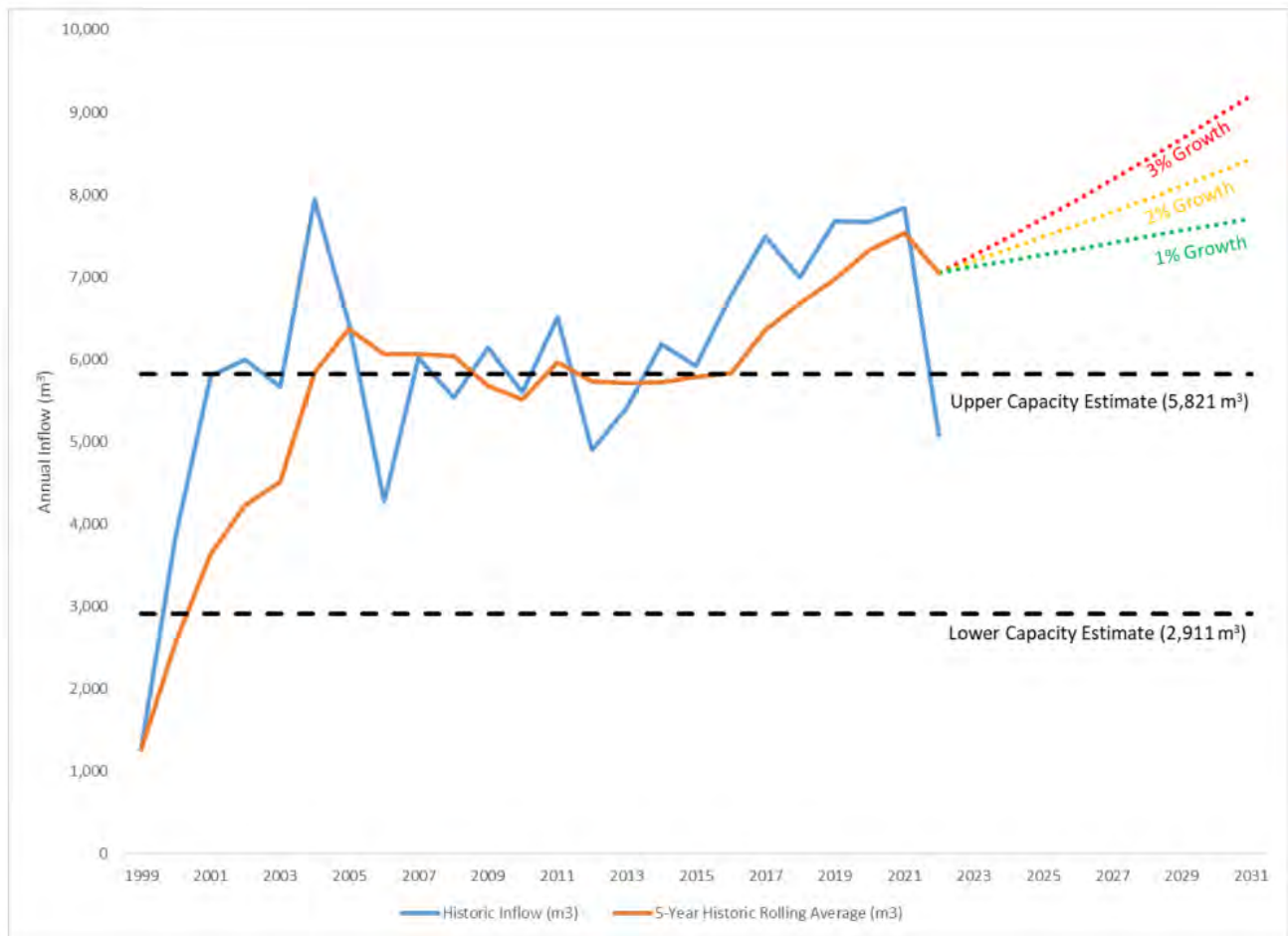
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### **ISSUE:**

Due to the operating challenges the County has experienced with the Thunder Lake Lagoon as a result of overuse and excessive rainfall, a consultant was engaged to conduct a general facility assessment on the Thunder Lake Lagoon including determining the current operating capacity.

### **BACKGROUND:**

- County engaged Associated Engineering to undertake a capacity assessment of the lagoon and received the final report in January 2023. Report included the results of a sounding, analysis and the determination of the annual capacity based on expected evaporation performance, and a condition assessment of the facility.
- According to our Code of Practice approval for the Thunder Lake lagoon, only the following communities are eligible to utilize this facility:
  - Hamlet of Thunder Lake
  - Summerlea
  - Lightning Bay
  - Campsie Trailer Park
  - Tiger Lake Estates
  - Cambarr Estates
  - Campsie Cove
- As the community of Lightning Bay constructed the facility, an agreement to grant them unrestricted access to the facility has been in place since the County took over the lagoon operations in 1987
  - Lightning Bay has their own small vacuum truck and an automatic gate opener, so their loads are reported on the honor system.
- The chart below shows the historical incoming volumes for the lagoon from 1999-2022 along with projections for potential future growth.



### ANALYSIS:

- Sounding analysis of the lagoon indicated that the capacity was reduced by approximately 30% due to sludge build up. Majority of the sludge is concentrated around the dump structure on the south side of the lagoon.
- Lagoon is located next to a wetland and there are no monitoring wells at the facility to ensure the integrity of the cell liner.
- Brush was also noted to be encroaching on the lagoon's berms which could pose future issues due to roots penetrating the liner.
- Evaporation analysis indicated that the lagoon can potentially handle 2,911 – 5,821 m³ of wastewater per year with an average of 4,366 m³ per year. Range indicates fluctuations in weather and temperature during the summer months.
- Lagoon has clearly been operating at or above its maximum capacity for the last 20 years. Some control was instituted in 2022 to reduce the eligible customers that could use this facility, which is the reason for the drop in incoming volume. This continued stricter control measure must be kept in place to manage incoming wastewater volumes as well as meet our permitting requirements.

- Incoming wastewater volume for the facility should be capped at 4,366 m<sup>3</sup> per year, based on a 1<sup>st</sup>-come 1<sup>st</sup>-served system similar to what is in place at the Dunstable Lagoon. This should give enough buffer capacity in wet years to keep the wastewater levels below the acceptable freeboard limit.
- Community of Lightning Bay should keep continued access to the lagoon, as per the original handover agreement, however they should be using an access card like all the other haulers.
  - This will allow the County to accurately track their loads into the facility.
  - Lagoon could remain open for their use unless the volume reached the upper limit of 5,821 m<sup>3</sup> at which time it would be closed to all customers to ensure environmental compliance can be achieved.
- Visual monitoring and actual measurements of the wastewater level would always take precedence over the volume limits.
  - If lagoon level reaches 0.6 m from the top of the berm, it must be closed as per Alberta Environment Construction guidelines.
- Desludging will increase the capacity of the lagoon and should be carried out within the next 3-5 years. However, the need for an upgraded facility should be analyzed prior to carrying out this work.
- Installation of groundwater monitoring wells are recommended in the report, as a means to monitor and mitigate potential impact to the surrounding environment.
  - Cost of installing 4 wells, which is the minimum amount that would be required, is estimated to be \$16,000
- County forces have carried out mulching along the facility berms during the winter of 2023, which will help to protect the integrity of the cell liner.

## **STRATEGIC ALIGNMENT:**

### **PILLAR 2: MUNICIPAL INFRASTRUCTURE & SERVICES**

GOAL 1 - Infrastructure & services balance County capacity with ratepayers needs

## **ADMINISTRATION RECOMMEND THAT:**

Council directs Administration to set the maximum yearly incoming volume of the Thunder Lake Lagoon to 4,366 m<sup>3</sup> to all customers other than Lightning Bay and utilize a first come first serve program to control this volume.

Council directs Administration to replace Lightning Bay's gate opener with an access card, at no cost to Lightning Bay residents, and further that the Lightning Bay residents are informed that access to the lagoon would be cut off if volumes reach 5,821 m<sup>3</sup> per year or if the lagoon level freeboard reaches 0.6 m in order to ensure environmental compliance.



Council directs Administration to add \$16,000 to the 2023 budget for the installation of four groundwater monitoring wells at the Thunder Lake lagoon with funds to come from lagoon reserves.

Council directs Administration to bring the results of 2023 Thunder Lake Lagoon groundwater monitoring back to Council for review when the information is available in order to develop an informed management and/or upgrade plan for the facility.

DAO/tw



Issue Date:	January 27, 2023	File No.:	AERIS
To:	Travis Wierenga, P.Eng.	Previous Issue Date:	January 5, 2023
From:	Petro Lytviak, E.I.T.; Keith Ogletree, P.Eng.	Project No.:	2022-3453-00
Client:	County of Barrhead		
Project Name:	Thunder Lake Lagoon Assessment		
Subject:	Thunder Lake Lagoon Assessment Memorandum		

## 1 BACKGROUND AND PURPOSE

The Thunder Lake Lagoon is located in NW-19-059-05-W5 within the County of Barrhead (the County). The lagoon consists of a single evaporative cell and was constructed by the Summer Village of Lightning Bay to provide sanitary service for their area. The lagoon was privately constructed in approximately 1979 to 1980; the County has held the license to operate the lagoon since 1987. No as-builts or records of construction are known to be available. The County currently maintains and operates the lagoon and would like to continue utilize the facility to receive septage as part of the Septage Treatment Plan for the area.

Based on our understanding, the lagoon has not been desludged since it was constructed. It is expected that over time solids have settled to the bottom of the lagoon and formed a sludge layer, which has reduced the storage capacity of the cell. The purpose of this technical memorandum is to assess the existing condition of the lagoon, estimate the volume of accumulated sludge, analyze the capacity of the lagoon, and make recommendations on any required upgrades or improvements.

A desktop review of the lagoon shows that it is registered under the Environmental Protection and Enhancement (EPEA) Act Code of Practice for Wastewater Lagoons (EPEA No. 1224-02-00).

## 2 CELL CONDITION

A site visit was conducted by Associated Engineering on August 24, 2022 to assess the overall condition of the lagoon. The following key observations were made during the site visit:

- The lagoon is an irregular 5-sided shape that is approximately 173 m long and 106 m wide.
- The lagoon is surround by a wetland on the west, north and north-east side, and the water level in the lagoon is higher than the water level in the surrounding wetland.
- The berms surrounding the lagoon are in adequate condition visually; however, the lagoon does not have a uniform cross-section through the perimeter; backslopes are noted to vary.
- Large overgrown vegetation is present along the berms of the lagoon.
- Debris, such as tires and floating rags, are present within the lagoon.
- No evidence of a liner system was observed.
- The truck dumping area is in poor condition.
- A sludge beach is present at the dumping structure and extends out into the lagoon.
- No ground water monitoring wells were observed at the site.

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Memo To: Travis Wierenga, County of Barrhead  
January 27, 2023  
Page 2

Figures 2-1 to 2-4 below illustrate the condition of the lagoon at the time of the site visit.



Figure 2-1  
Lagoon Overview



Figure 2-2  
Overgrown Vegetation Along Berm



Figure 2-3  
Sludge/Debris Accumulation at Dumping Area



Figure 2-4  
Lagoon Dumping Area

The following was noted based on the above observations:

- The potential lack of liner and difference in hydraulic head between the wetland and lagoon may result in leakage from the lagoon into the wetland depending on the presence / condition of an existing liner.
- Larger root systems from plants allowed to continue to grow can impact the integrity of clay liner systems.
- Information regarding sewage lagoon inflow can be compared against the expected evaporative capacity of the lagoon to help determine if leakage may be occurring.

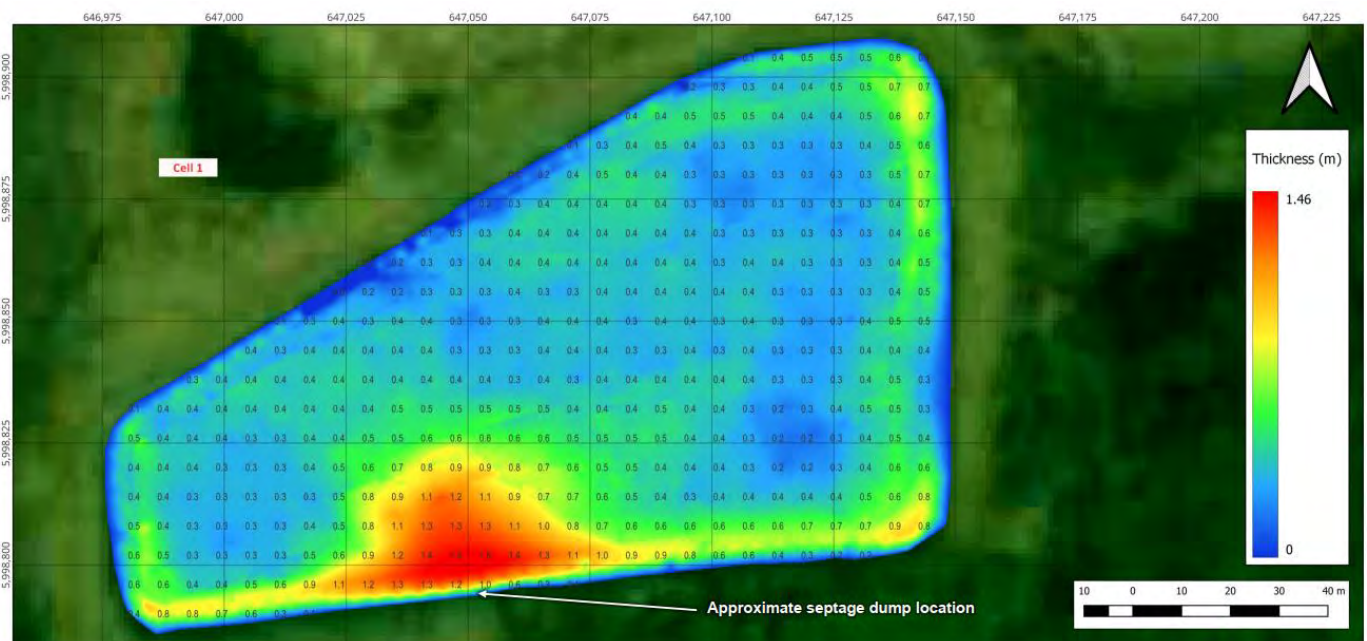
Memo To: Travis Wierenga, County of Barrhead  
January 27, 2023  
Page 3

### 3 SLUDGE MANAGEMENT

To evaluate the current sludge volume, composition, and distribution within the cell, AE retained the services of Hydrasurvey Ltd. to perform a hydrographic sludge survey. The results of the survey are appended to this report and reviewed in this section.

#### 3.1 Sludge Volume

6,543 m<sup>3</sup> of sludge was estimated to be present in the cell, which represents approximately 30% of the cells current estimated total volume of 21,865 m<sup>3</sup>. The sludge is unevenly distributed within the cell as the majority is accumulated at the septage dumping location, which is located at the south-west side of the cell (Hydrasurvey, 2022). **Figure 3-1** below illustrates the distribution of sludge within the cell.



**Figure 3-1**  
Sludge Thickness and Distribution (Taken from Hydrasurvey, 2022)

#### 3.2 Sludge Composition

Samples of sludge were taken and tested for composition as part of the hydrographic survey. The full biosolids quality report and test results are appended for information. The sludge composition meets the minimum acceptable ratios of nitrogen and phosphorus to metals for land application as specified in the *Alberta Guidelines for the Application of Municipal Wastewater Sludges to Agricultural Lands, 2001*. However, if land application is planned, additional testing and evaluation should be completed for other contaminants that may limit the land application of the lagoon's sludge. This is discussed further [Section 5](#) of this memo.



Memo To: Travis Wierenga, County of Barrhead  
January 27, 2023  
Page 4

### 3.3 Desludging

Desludging involves the removal, dewatering (if required), and disposal of sludge from the lagoon. Typical methods for desludging lagoons are summarized below in **Table 3-1**.

**Table 3-1**  
**Typical Desludging Methods**

Method	Description
Direct Land Application	Sludge is pumped in its liquid form directly into trucks, where it is land applied to agricultural land as fertilizer. The material is disked to incorporate it into the soil. This removal method requires a large area to spread upon, typically multiple ¼ sections of land, and the material must be incorporated immediately upon application.
Geotubes	The sludge is pumped into textile containment tubes that are stored on a containment pad. The pressure of the sludges self weight passively dewater the material until it is suitably dry, which typically takes one to two years. The dried material can then be mixed into topsoil either on or off site or disposed of at a landfill.
Centrifuge	Mechanical centrifuges are used to dewater sludge pumped from the lagoon. After being centrifuged the dewatered sludge is immediately available for mixing into on or off site topsoil or landfilling.

At this time, it is not known if the cell can be drained as the lagoon does not have an established release pathway. Discussion with the regulator would be necessary to determine a strategy for release of the fluid within the lagoon.

In light of this, there are two practical options for removing the sludge from the cell:

1. **Agitation Pumping** – A pump with a mixing attachment is used to mix water into the sludge and make it pumpable. This method is typically used with direct land application as no dewatering is required.
2. **Dredging** – A mechanical dredge is used to scrape sludge from the bottom of the cell. This method is not typically used with direct land application as agitation pumping is generally cheaper.

Direct land application is typically the lowest cost option if enough agricultural land is available near the project site where the material can be applied. However, if the composition of the sludge is not suitable for agriculture use or if there is not enough area to land apply the sludge other options must be utilized. Typically dewatering of the sludge is required for other disposal methods such as landfilling or mixing with topsoil on site. Centrifuging is generally the most expensive option to dewater the sludge as it involves a large amount of energy intensive mechanical equipment to dewater the sludge within a very short time. In contrast, geotubes are typically cheaper than centrifuging; however, the long time frames required to adequately dewater the geotubes can make this option less attractive.

The Thunder Lake lagoon is located in a rural area with surrounding agricultural land, and as such direct land application is the preferred method for desludging the lagoon. It should also be noted that as debris was visually observed in the

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lagoon, this may hinder desludging work if the debris is not easily separated as it can foul or plug the equipment. Screening may be required to ensure the waste is pumpable, and to avoid debris placement to agricultural land.

### 3.4 Land Requirements

Should the County want to dispose of the sludge using direct land application, a sufficient area of land will be required to spread the sludge. The area needed is governed by the application rate of the sludge (dry tonnes per hectare), which is established in *the Guidelines for the Application of Municipal Wastewater Sludges to Agricultural Lands March 2001* by the Government of Alberta. The application rate is based on a variety of factors, which include the following:

- Site classification
- Biosolids type
- Amount of metals in the sludge

There are four different site classifications based on the pH, “texture”, slope, and the depth to potable aquifer of the land. Class 1, 2, and 3 sites can be used for land spreading with decreasing application rates for higher classes (ie. more land is required to spread the sludge). Class 4 sites cannot be used for land spreading. The site classification is determined by the desludging contractor via field assessment and soil sampling.

Based on the analysis completed by Hydrasurvey, site classification is the limiting parameter for determining the application rate. AE engaged Lambourne Environmental, a desludging contractor, who noted that approximately 490 dry tonnes of sludge can be removed. **Table 3-2** below summarizes the application rate and approximate area of land required depending on site classification:

Table 3-2 Area Required for Direct Land Application		
Site Classification	Application Rate (Dry tonnes / Hectare)	Land Required (Hectares)
Class 1	10	49.0
Class 2	8	61.3
Class 3	5	98.0

Not all of the land utilized for direct land application needs to be the same classification; therefore, the amount of land actually required may vary between a minimum of 49.0 hectares and a maximum of 98.0 hectares.

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## 4 EVAPORATIVE CAPACITY

### 4.1 Evaporative Capacity Assessment

An analysis was completed to estimate the evaporative capacity of the lagoon based on utilizing the site's maximum potential evaporation and zero discharge from the lagoon.

To estimate the evaporation capacity of the lagoon, AE reviewed *Evaporation and Evapotranspiration in Alberta (Alberta Environment and Sustainable Resource Development, 2013)*. This report provides data and estimates of potential evaporation, shallow lake evaporation, potential evapotranspiration, and actual evapotranspiration, for various locations through Alberta. Factors that affect evaporation from an area or region, include (Alberta Environment and Sustainable Resource Development, 2013).

- Solar Energy;
- Altitude;
- Humidity; and
- Wind Velocity.

The available potential evaporation data was reviewed for the Edmonton International Airport (EIA) and the City of Edson. These locations were chosen because they are the closest sites with available information. Potential evaporation is defined as "the hypothetical evaporation over a land environment" Potential evaporation data was available for the EIA and City of Edson from 1961 to 2009 with mean values of 872 and 870 mm respectively (Environment and Sustainable Resource Development, 2013). Therefore, the average evaporation that the site will experience annually was conservatively estimated to be 870 mm. This yields an estimated total volume of **12,410 m<sup>3</sup>** evaporated per year (0.870 m x 14,264 m<sup>2</sup>). Note that this does not account for decreasing surface area as the water level lowers and is based on the surface area of the lagoon at the time of the sludge survey.

To determine the volume of precipitation (rain and snow) to be expected to fall into the lagoon per year, annual precipitation data from the Meteorological Service of Canada's Canadian Climate Normals (CCN) 2010 online database was reviewed. From the CCN database, precipitation data was extracted from the station closest to the lagoon site, which is CAMPSIE (Climate ID: 3061200). The average annual precipitation for this station is 461.9 mm, which yields an estimated precipitation volume of **6,589 m<sup>3</sup>** (0.4619 m x 14,264 m<sup>2</sup>). Note that this does not account for decreasing surface area as the water level lowers and is based on the surface area of the lagoon at the time of the sludge survey.

Therefore, the theoretical maximum annual potential evaporation from the lagoon is **5,821 m<sup>3</sup>** (12,410 m<sup>3</sup> – 6,589 m<sup>3</sup>). Note that this does not account for year-to-year variability, such as wetter or drier years of precipitation. It is also important to note that the Morton method, which is used to estimate evaporation, requires detailed and localized environmental data. The closest data available for the Thunder Lake Lagoon is a significant distance away. The Morton method also does not consider the impact of the surrounding site-specific topography (presence of windbreaks, etc.) or the effect of sub-surface heat storage. In combination these factors introduce significant uncertainty to the results. AE recommends utilizing a conservative factor of safety when relying upon this data for planning purposes. A 50% reduction

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factor is typically appropriate. This equates to a range of **2,911 to 5,821 m<sup>3</sup>** per year of evaporative capacity, with corresponding daily inflows of **7.97 to 15.95 m<sup>3</sup>** per day.

## 4.2 Existing and Future Usage

The County provided historic inflows to the lagoon from 1999 to 2022, which are appended to this report. The following was noted regarding the historic inflows to the lagoon:

- From 1999 to 2001 the inflow to the lagoon substantially increased from 1,266 m<sup>3</sup> to 5,798.8 m<sup>3</sup> per year.
- Between 2001 and 2015 the inflow to the lagoon fluctuated but remained steady year over year with an average inflow of 5,888 m<sup>3</sup>.
- From 2015 to 2021 the inflow to the lagoon began to trend upwards year over year with an inflow of 7,838 m<sup>3</sup> in 2021.
- In 2022 the inflow to the lagoon decreased significantly to 5,083 m<sup>3</sup>.

When compared to the previously completed capacity assessment, the inflows to the lagoon historically have been approximately equal or lower to the upper estimated capacity of 5,821 m<sup>3</sup>, which may explain why the County has not had capacity issues with the lagoon in the past. As of 2016, the inflows to the lagoon have begun to consistently be greater than the estimated upper capacity based on the 5-year historic rolling average of the inflows.

Furthermore, it was noted during the sludge survey that the sewage in the lagoon was 5 cm below its high-water level assuming a design freeboard of 0.6 m, which is typical for lagoons. The combination of the increasing historic inflows and the high-water level of the lagoon suggests the lagoon may be starting to experience capacity issues. However, the large reduction in inflows in 2022 may suggest a change in usage of lagoon; however, there is not sufficient data or information to confirm if this true.

AE projected the inflow to the lagoon based on the 5-year historic rolling average over a ten-year period for three different growth levels and calculated the capacity deficit based on the upper evaporative capacity estimate for the lagoon as shown below in **Table 4-1**.

**Table 4-1**  
**Future Projected Inflows to the Lagoon (m<sup>3</sup>)**

Year	Lagoon Upper Capacity	1% Growth		2% Growth		3% Growth	
		Inflow	Deficit	Inflow	Deficit	Inflow	Deficit
2022*	5,821	7,053	1,232	7,053	1,232	7,053	1,232
2027		7,413	1,592	7,787	1,966	8,177	2,356
2032		7,791	1,970	8,598	2,777	9,479	3,658

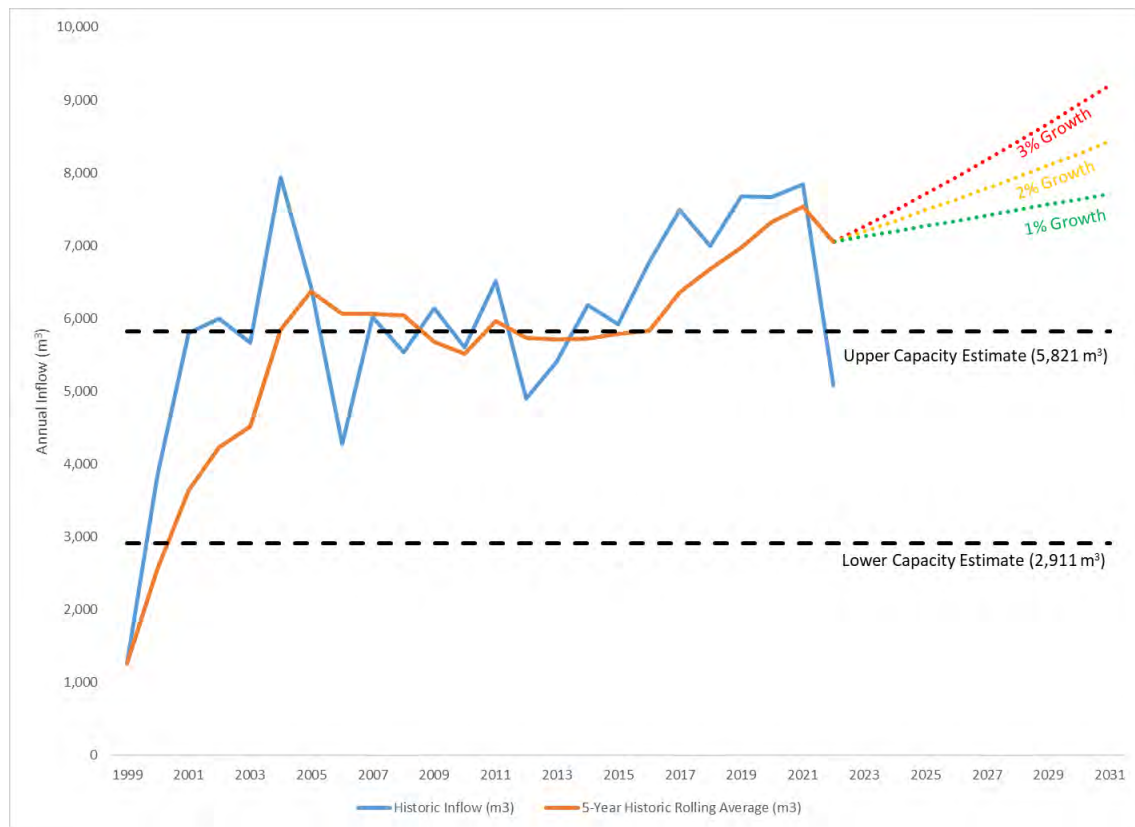
\*2022 is historic inflow





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**Figure 4-1** below illustrates the historic and projected inflows to the lagoon as well as the historic 5-year rolling average, and upper and lower capacity estimates for the lagoon.



**Figure 4-1**  
**Historic and Future Inflows to the Lagoon**

## 5 RECOMMENDATIONS

### 5.1 Monitoring and Environmental Review

Currently there are no groundwater monitoring wells installed at the lagoon and no groundwater monitoring program. AE recommends the County install one groundwater monitoring well for each side of the lagoon. Additionally, a groundwater monitoring program should be developed to formalize testing frequency and the evaluation of results. This will allow the County to monitor for leakage, especially considering the adjacent wetlands and lake. Monitoring wells and a groundwater monitoring plan are required under the code of Practice for Wastewater Lagoons.

A desktop review of the lagoon shows that it is registered under the Environmental Protection and Enhancement Act (EPEA) Code of Practice for Wastewater Lagoons (EPEA No. 1224-02-00). The lagoon appears to overlap with the



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boundary of the existing wetland to the north, which indicates it may have a historic approval under the water act. Additionally, there is no historical resource values flagged for the area.

The greatest environmental concern for this area is the presence of the existing wetland to the north, especially considering the unaccounted-for inflow. AE recommends a formal environmental review be conducted for this site to further identify and characterise any environmental risks or concerns relating to the existing lagoon.

## 5.2 Sludge Characterisation

Recent feedback received by AE from AEP when representing other clients in the Edmonton region has clarified the requirements of the Guidelines for the Application of Municipal Wastewater Sludges to Agricultural Lands (Government of Alberta, 2001). The clarifications provided are as follows:

- Generators of waste of any kind are responsible to characterise that waste, and understand the potentially environmentally harmful constituents that may be present.
- Any waste that is to be land applied must first be reasonably confirmed to not contain contaminants that would adversely impact the receiving body.
- The testing criteria listed within the guideline does not establish a lack of potential contamination, only that the material will have agricultural benefit.
- In the event of contamination being caused, the owner, the contractor and the receiving landowner may be liable.

In light of this feedback, detailed characterisation of the wastes entering the lagoon is advisable. Following the evaluation of in-situ materials, a broader study of the wastes being hauled to the lagoon may be advisable.

## 5.3 Upgrades and Desludging

The following upgrades are recommended to ensure the lagoon continues to be effective:

- The lagoon should be desludged to remove accumulated sludge. This will also free up original lagoon capacity by approximately 6,543 m<sup>3</sup>, the volume of the recorded sludge blanket.
- The dumping area should be rehabilitated to provide an adequate area for disposal of sewage, which does not result in such unevenly distributed accumulation.
- The overgrown vegetation around the perimeter of the lagoon should be mowed and all trees should be completely removed from the berm cross sectional area.
- The presence of a liner should be investigated to determine if additional rehabilitation work is required. This can be completed following or in concert with desludging efforts, with the water levels correspondingly lower.

Given the potential capacity concerns, the County should consider exploring the following:

1. Limiting inflows to the lagoon to the upper capacity of 5,821 m<sup>3</sup> per year.
2. Expanding the lagoon to increase capacity.

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The conceptual development of an expansion to the existing lagoon is beyond the scope of this report. If the County is considering administrative controls to limit the use of the lagoon, the County should ensure alternative disposal locations are available with suitable capacity.

## 6 OPINION OF PROBABLE COST

An opinion of probable costs was developed to complete the following:

- Desludging of the lagoon via direct land application.
- Installation of a new dumping structure.
- Installation of either a compacted clay liner or 60 mil HDPE liner for the lagoon.

**Table 6-1** below summarizes the opinion of probable costs for the two liner options identified above, inclusive of 10% for engineering and 30% for contingency.

**Table 6-1**  
**Summary of Proposed Rehabilitation Costs**

Proposed Liner	Total Cost (Excl. GST)
Compacted Clay Liner	\$1,709,000
60 mil HDPE Liner	\$972,000

Our opinion of probable costs is based on the following assumptions

- On site material is not suitable for clay liner construction and liner material will need to be imported accordingly.
- Sludge volume of 6,543 m<sup>3</sup>.
- Installation of a concrete dump structure with curb and drainpipe assembly.

Details of these opinions of probable cost are appended to this report.

Additionally, as discussed above it is recommended that the County install groundwater monitoring wells, as none were observed on site. A minimum of four are likely to be required, which would be confirmed in an environmental review. The price to install four groundwater monitoring wells is expected to be approximately **\$ 16,000.00**.

Associated Engineering Alberta Ltd. does not guarantee the accuracy of this opinion of probable cost. The actual final cost of the work will be determined through the bidding and construction process.

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Prepared by:



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Keith Ogletree, P.Eng.  
Civil Engineer



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[https://climate.weather.gc.ca/climate\\_normals/index\\_e.html](https://climate.weather.gc.ca/climate_normals/index_e.html)

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## APPENDIX A – OPINION OF PROBABLE COSTS

### Option 1 - Clay Liner

Item	Description	Unit	Qty	Unit Price	Total
1.0	Mobilization and Demobilization	LS	1	\$ 110,000.00	\$ 110,000.00
2.0	Desludging via Direct Land Application	LS	1	\$ 328,300.00	\$ 328,300.00
3.0	Dewatering of Cell into Wetland	Days	11	\$ 1,000.00	\$ 11,000.00
4.0	Strip and Stockpile Topsoil	m <sup>2</sup>	1400	\$ 5.00	\$ 7,000.00
5.0	Remove and Dispose Unsuitable Materials (Subject to Deletion)	m <sup>3</sup>	900	\$ 20.00	\$ 18,000.00
6.0	Common Excavation to Stockpile	m <sup>3</sup>	8,500	\$ 8.00	\$ 68,000.00
7.0	Reconstruction Embankment (Local Material)	m <sup>3</sup>	200	\$ 18.00	\$ 3,600.00
8.0	Topsoil Placement and Seeding	m <sup>2</sup>	1400	\$ 6.00	\$ 8,400.00
9.0	Supply and Install Compacted Clay Liner (Import Material)	m <sup>3</sup>	8,700	\$ 65.00	\$ 565,500.00
10.0	Lagoon Dump Structure Rehabilitation	LS	1	\$ 75,000.00	\$ 75,000.00
Sub-Total					\$1,194,800.00
10% Engineering					\$119,480.00
30% Contingency					\$394,284.00
Total Construction excl. GST					\$1,709,000.00

### Option 2 - HDPE Liner

Item	Description	Unit	Qty	Unit Price	Total
1.0	Mobilization and Demobilization	LS	1	\$ 70,000.00	\$ 70,000.00
2.0	Desludging via Direct Land Application	LS	1	\$ 328,300.00	\$ 328,300.00
3.0	Dewatering of Cell into Wetland	Days	11	\$ 1,000.00	\$ 11,000.00
4.0	Strip and Stockpile Topsoil	m <sup>2</sup>	1400	\$ 5.00	\$ 7,000.00
5.0	Remove and Dispose Unsuitable Materials (Subject to Deletion)	m <sup>3</sup>	400	\$ 20.00	\$ 8,000.00
6.0	Reconstruction Embankment (Local Material)	m <sup>3</sup>	3,800	\$ 18.00	\$ 68,400.00
7.0	Topsoil Placement and Seeding	m <sup>2</sup>	1400	\$ 6.00	\$ 8,400.00
8.0	Preparation of Lagoon Floor	m <sup>2</sup>	9000	\$ 5.00	\$ 45,000.00
9.0	Supply and Install 60 mil HDPE Liner	m <sup>2</sup>	11,600	\$ 5.00	\$ 58,000.00
10.0	Lagoon Dump Structure Rehabilitation	LS	1	\$ 75,000.00	\$ 75,000.00
Sub-Total					\$679,100.00
10% Engineering					\$67,910.00
30% Contingency					\$224,103.00
Total Construction excl. GST					\$972,000.00

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## APPENDIX B – HYDRASURVEY REPORT

# THUNDER LAKE SLUDGE SURVEY REPORT 2022

## THUNDER LAKE, AB WASTEWATER LAGOON

**Location:** Thunder Lake, AB

**Name of Lagoon Cell(s):** Cell 1

**Client:** Associated Engineering

**Client Contact(s):** Keith Ogletree

**Report prepared by:** K. Rathore

**Surveyors:** C. Felton, K. Rathore

**Date(s) of Survey:** 24/08/2022

**Map Grid Reference:** Horizontal Datum: CSRS NAD83, Projection: UTM, Zone 11N

**Vertical Datum:** CGVD2013

**Control Points:** HCP1 – (Base occupied static control point for processing with NRCAN PPP Service)


**Revision Number:** 0

**Report Print Size:** 11x17"



Figure 1 Thunder Lake, AB Wastewater Lagoon overview

This is not a legal survey document  
Matrix depths and elevations are interpolated from field measurements  
Depths are relative to water level at the time of the survey  
Survey data collected on August 24, 2022.  
Report any discrepancies in this report to Hydrasurvey Ltd.  
Do not modify or use this report for purposes other than which it is intended  
Satellite imagery is for reference purposes only

	Name	Date	HYDRASURVEY 		
Prepared by:	KR	27-08-2022			
Reviewed by:	AA	02-09-2022			
			Project Title	Thunder Lake, AB Wastewater Lagoon Sludge Survey 2022 Report	
			Project Number	22063	
Unless otherwise specified all dimensions are in meters			Revision	0	
			Sheet	1	OF 15



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- Appendix A – Glossary
- Appendix B – A Note on Volume Calculations
- Appendix C – Thunder Lake, AB Wastewater Lagoon Sludge Sample Test Results

### List of Supplements

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- Supplement B – 3D Top of sludge blanket depths map
- Supplement C – 3D Sludge blanket thickness map

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# EXECUTIVE SUMMARY

Hydrasurvey conducted a sludge survey at the Thunder Lake, Alberta Wastewater Lagoon on August 24, 2022. The purpose of the sludge survey and this report is to map and quantify sludge accumulation in Cell 1. Cell 1 was in service at the time of survey.

Cell	Date of survey	Water Elevation CGVD2013 (m)	Maximum measured liner depth inside toe (m)	Current hydraulic capacity (m <sup>3</sup> )	Freeboard (m)	Estimated sludge volume (m <sup>3</sup> )	*Estimated dredgeable sludge volume (m <sup>3</sup> )	Estimated bone dry tonnes (BDTs) of sludge to be removed	Percent of total cell volume occupied by sludge (at surveyed dimensions)
CELL 1	24-Aug-22	658.050	1.87	15,322	0.65	6,543	4,445	721	30%

\*Note: For details regarding dredgeable volumes please refer to Appendix A - Glossary.

Table 1 Summary of sludge survey findings

## Cell 1 findings:

- Cell 1 has 30% of its volume occupied by sludge.
- Cell 1 has a significant sludge beach in the southern part of the cell extending out from the septage dump.
- Floating synthetic solids (plastics/rags/non-flushable wipes/debris) were observed in Cell 1.
- Sludge sample results were within limits of Alberta guidelines for Land Application of Biosolids.
- Two rubber car tires were found partially submerged in the lagoon.
- Shoreline vegetation is very overgrown (brush, small trees) in Cell 1.
- Road access up to the septage dump was in good condition.
- Surrounding property vegetation was overgrown, however there is a possible equipment laydown area along the south shore to the west of the septage dump road.



Figure 3 Thick brush grows along the shoreline restricting lagoon access



Figure 4 Sludge beach near the septage dump

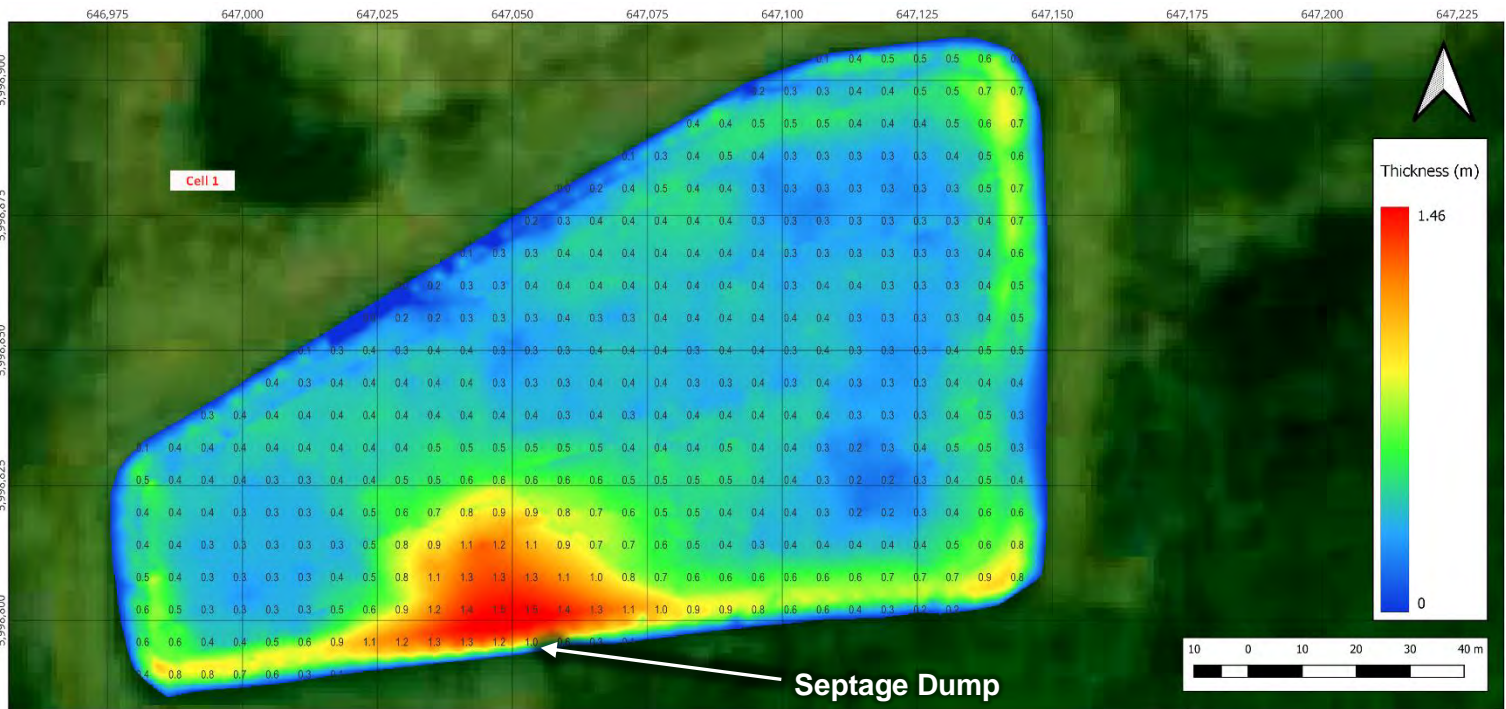


Figure 2 Thunder Lake, AB Wastewater Lagoon Cell 1 sludge blanket thickness (m)

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# CELL 1 – SLUDGE BLANKET THICKNESS

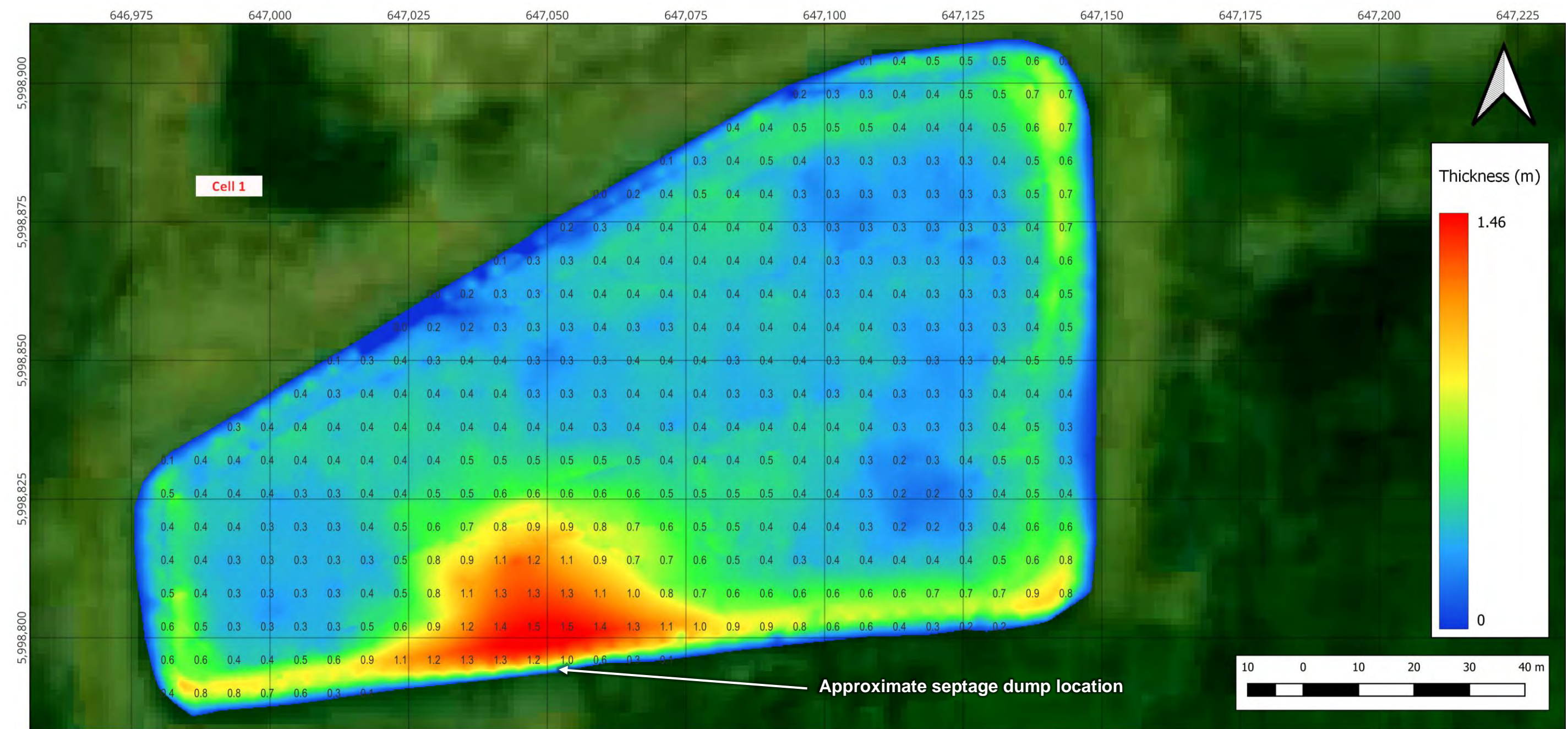



Figure 5 Cell 1 sludge blanket thickness (m)

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# CELL 1 – TOP OF SLUDGE DEPTHS

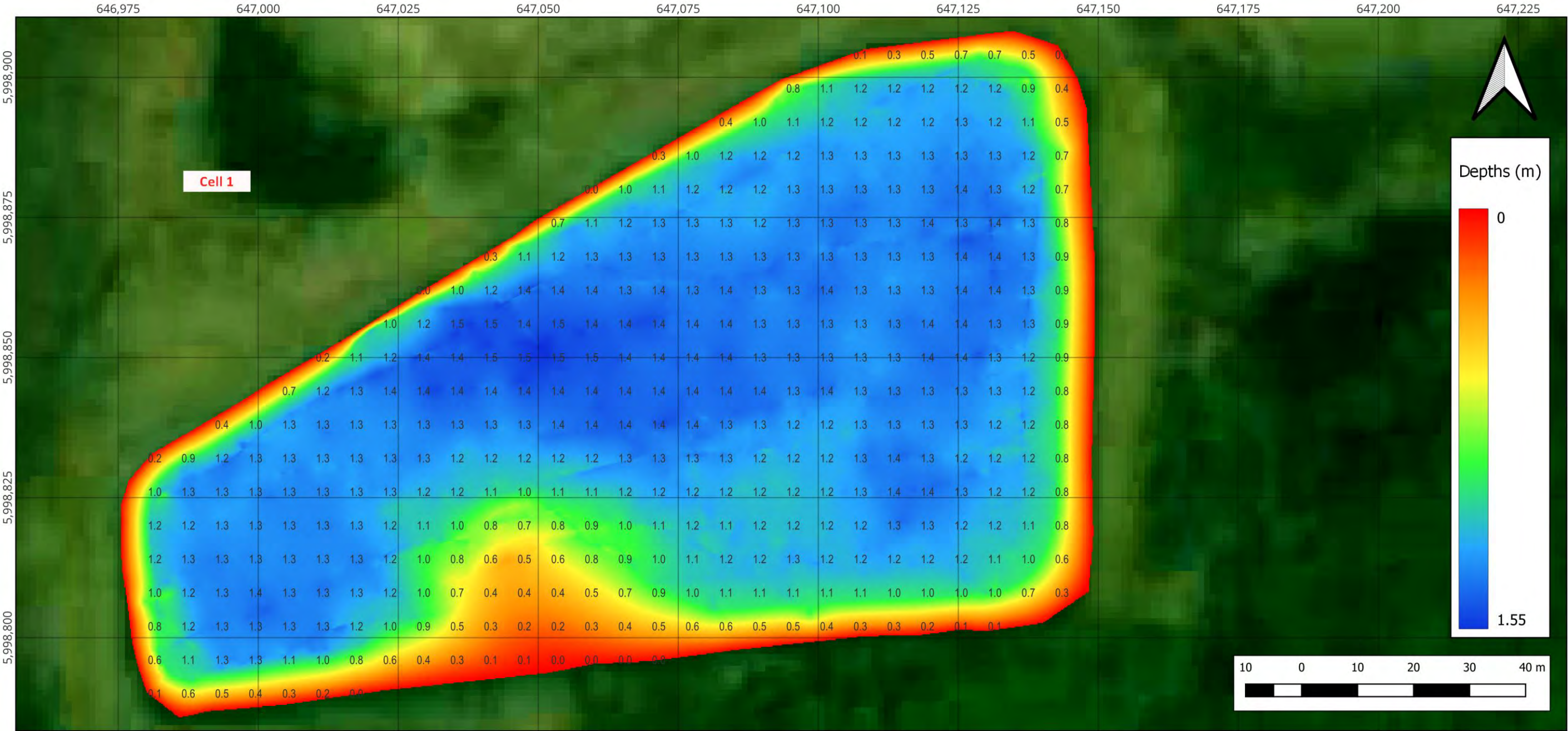



Figure 6 Cell 1 top of sludge blanket depths (m)

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# CELL 1– TOP OF SLUDGE ELEVATIONS

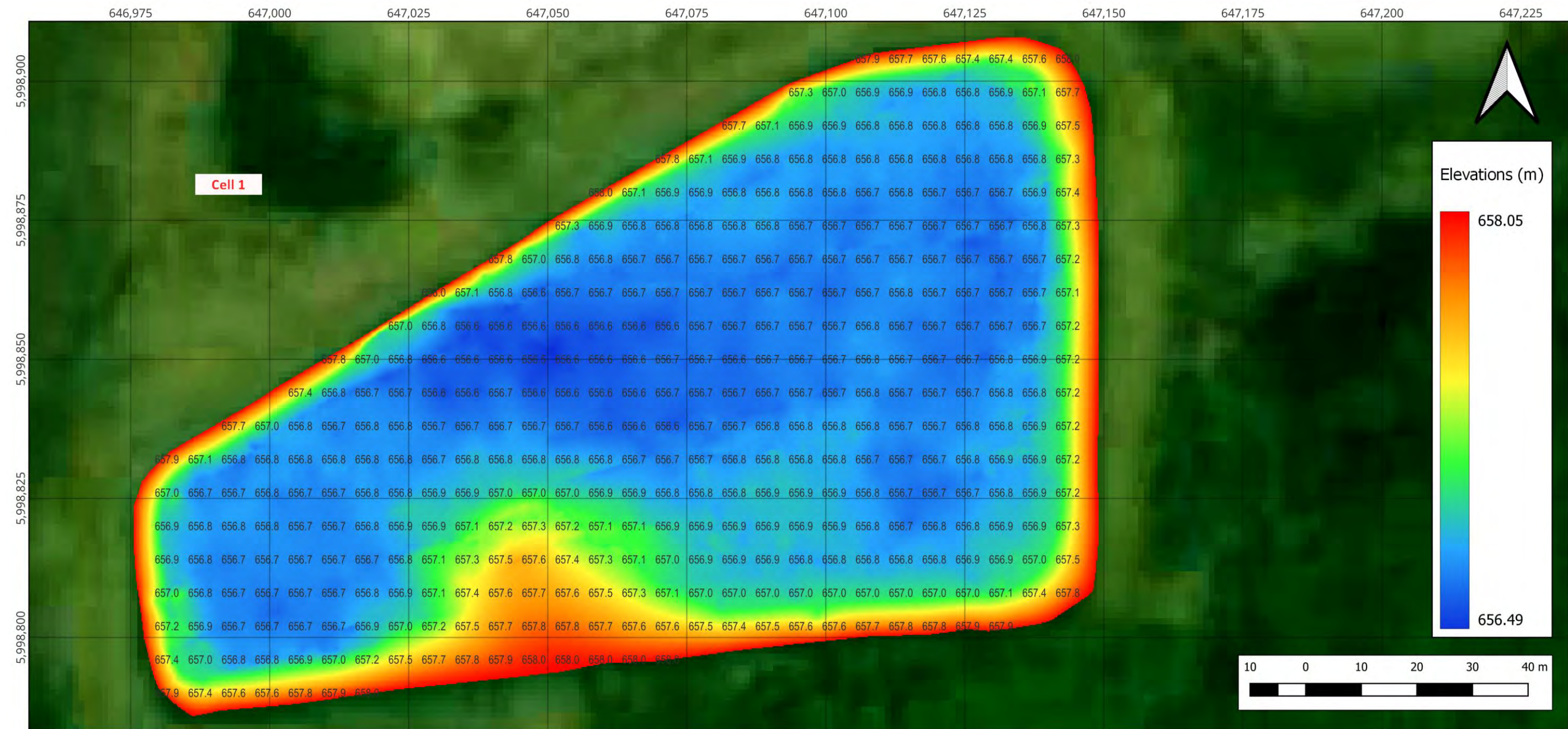



Figure 7 Cell 1 top of sludge blanket elevations (m)

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# CELL 1 VOLUMES

## CELL 1 ESTIMATED SLUDGE QUANTITY

Estimated sludge volume is calculated using software that compares the measured and interpolated sludge depths with the depths of the lagoon liner obtained from engineered drawings and/or field measurements. A sludge sample is taken for lab analysis to determine total solids and total volatile solids and to obtain dry volume.

### CELL 1:

TOTAL ESTIMATED VOLUME OF SLUDGE TO BE REMOVED (WET) =	6,543 m <sup>3</sup>
TOTAL ESTIMATED VOLUME OF SLUDGE TO BE REMOVED (DRY) =	707 m <sup>3</sup>
SPECIFIC GRAVITY (DRY AS SAMPLED) =	1.02
TOTAL ESTIMATED MASS OF SLUDGE TO BE REMOVED =	721 BDT (Bone Dry Tonnes)
TOTAL ESTIMATED VOLATILE SOLIDS QUANTITY (DRY) =	262 m <sup>3</sup>
IN-SITU SLUDGE DENSITY =	1,002 kg/m <sup>3</sup>

## CELL 1 HYDRAULIC CAPACITY AT PRESENT SLUDGE LOADING

Hydraulic capacity calculations for each lagoon are performed by comparing the water level at the time of survey to the sludge profile with results shown below.


ESTIMATED HYDRAULIC CAPACITY - WATER LEVEL @ 658.050 m = 15,322 m<sup>3</sup>

REMAINING CAPACITY OF CELL BASED ON SURVEYED SLUDGE VOLUME			
Stage	Depth (m)	Volume (m <sup>3</sup> )	Area (m <sup>2</sup> )
1	0.0	15,322	14,264
2	0.4	9,900	12,831
3	0.8	5,058	11,397
4	1.2	945	8,048
5	1.6	-	-

CELL 1 APPROXIMATE DIMENSIONS AND VOLUMES (AS SURVEYED)	
Shape / Sides	Irregular / 5
Length	173 m
Width	106 m
Area	14264 m <sup>2</sup>
Max. Depth	1.87 m
Total Volume	21865 m <sup>3</sup>
Total Potential Volume (at freeboard)	31105 m <sup>3</sup>
Average Sludge Thickness	0.45 m

Figure 8 Cell 1 volumes

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Prepared by:	KR	27-08-2022		
Reviewed by:	AA	02-09-2022		
			Project Title	Thunder Lake, AB Wastewater Lagoon Sludge Survey 2022 Report
			Project Number	22063
Unless otherwise specified all dimensions are in meters			Revision	0
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# CELL 1 – ALBERTA LAND APPLICATION OF BIOSOLIDS CRITERIA COMPARISON

Municipal Biosolids Quality Report and Parameters Limiting Application Rate - Cell 1		
Client	Thunder Lake Wastewater Lagoon / Associated Engineering	
Lagoon Location	Thunder Lake, AB	
Project Number	22063	
Sample Work Order	325862	
Ammonium Nitrogen (NH4-N)	0.1520%	
Nitrogen, Total Kjeldahl	2.6900%	
Solids, Volatile	4.0000%	
Moisture	89.2000%	
Solids, Total	10.8000%	
Cadmium	1.400	mg/kg
Chromium	28.100	mg/kg
Copper	227.000	mg/kg
Lead	28.500	mg/kg
Mercury	0.280	mg/kg
Nickel	26.300	mg/kg
Total Phosphorus	0.4556%	
Zinc	767.000	mg/kg

QUALITY REPORT						
	NITROGEN METAL RATIO			PHOSPHOROUS METAL RATIO		
METAL	Calculated	<a href="#">Guide Minimum (Table 1)</a>	Status	Calculated	<a href="#">Guide Minimum (Table 1)</a>	Status
Cadmium (Cd)	19,214	1500	OK	3,254	600	OK
Chromium (Cr)	957	20	OK	162	8	OK
Copper (Cu)	119	15	OK	20	6	OK
Lead (Pb)	944	20	OK	160	8	OK
Mercury (Hg)	96,071	3000	OK	16,271	1100	OK
Nickel (Ni)	1,023	100	OK	173	40	OK
Zinc (Zn)	35	10	OK	6	4	OK

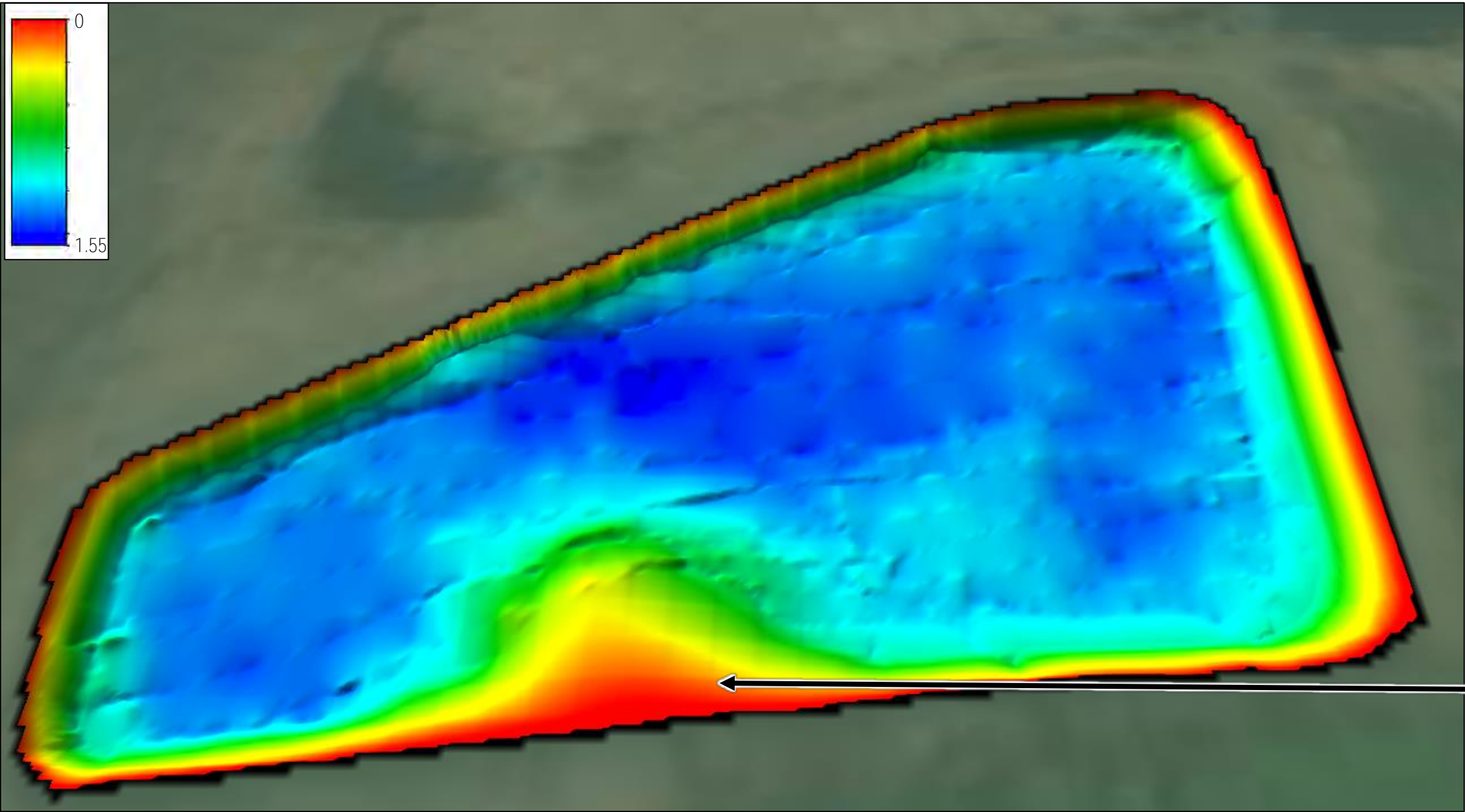
PARAMETERS LIMITING APPLICATION RATE								
	Class 1 Site		Class 2 Site		Class 3 Site			
	Digested	Lagoon	Digested	Lagoon	Digested	Lagoon		
	Solids	25.0	10.0	20.0	8.0	10.0		5.0
	Total Nitrogen	33.5	29.7	26.0	22.3	14.9		11.2
NH4-N (inject)	131.6	131.6	131.6	131.6	98.7	98.7	kg/Ha	
NH4-N (surface)	296.1	263.2	230.3	197.4	131.6	98.7	kg/Ha	
Cadmium (Cd)	357.1	357.1	261.9	261.9	190.5	190.5	kg/Ha	
Chromium (Cr)	1,186.2	1,186.2	889.7	889.7	593.1	593.1	kg/Ha	
Copper (Cu)	293.7	293.7	220.3	220.3	146.8	146.8	kg/Ha	
Lead (Pb)	1,169.6	1,169.6	877.2	877.2	584.8	584.8	kg/Ha	
Mercury (Hg)	595.2	595.2	476.2	476.2	238.1	238.1	kg/Ha	
Nickel (Ni)	316.9	316.9	240.8	240.8	152.1	152.1	kg/Ha	
Zinc (Zn)	130.4	130.4	86.9	86.9	65.2	65.2	kg/Ha	
Most limiting rate	25.0	10.0	20.0	8.0	10.0	5.0		
Parameter	Solids	Solids	Solids	Solids	Solids	Solids		

Above Municipal Biosolids Quality Report and Parameters Limiting Application Rate calculations referenced from Alberta Guidelines for the Application of Municipal Wastewater Sludges to Agricultural Lands 2001 (Updated 2009)

Figure 9 Cell 1 – Alberta Land Application of Biosolids Criteria Comparison

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# CELL 1 – TOP OF SLUDGE 3D PROFILE




A 4x vertical exaggeration has been applied to the 3D isometric drawing to highlight bottom features.

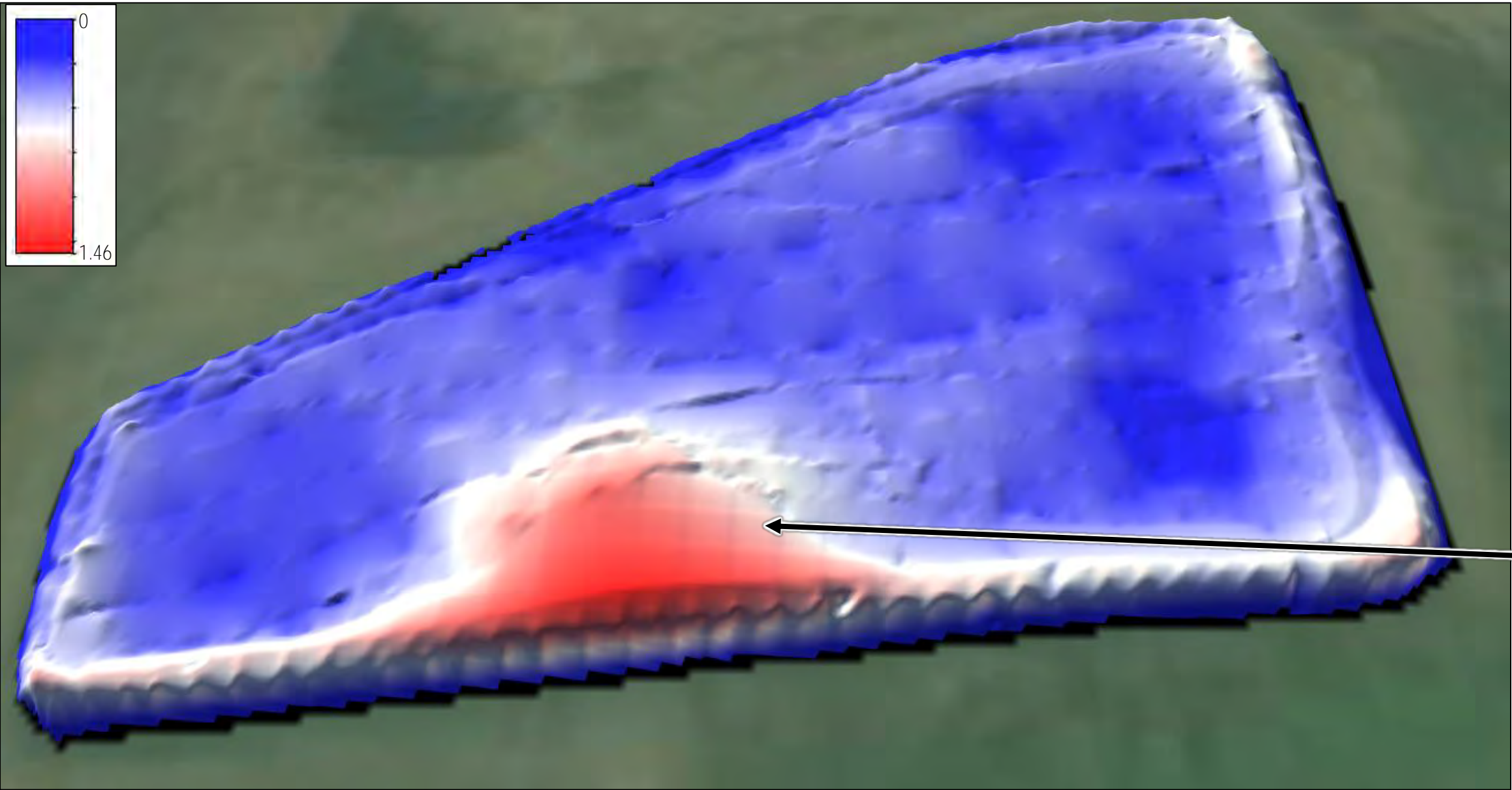
Notable sludge accumulation in the southern part of the pond at the septage dump.

Figure 10 Cell 1 top of sludge 3D isometric drawing – south to north

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			Sheet		9
			OF 15		

# CELL 1 – SLUDGE THICKNESS 3D PROFILE




A 4x vertical exaggeration has been applied to the 3D isometric drawing to highlight bottom features.

In Cell 1, sludge build-up is noticeable along the southern part of the shoreline, near the septage dump.

Figure 11 Cell 1 sludge blanket thickness 3D isometric drawing – south to north

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# APPENDIX A – GLOSSARY

**Bone dry tonnes (BDT):** The in-situ sludge volume reduced to an ideal dry mass in metric tonnes (all moisture removed).

**CGVD2013:** Canadian Geodetic Vertical Datum of 2013

**CGVD28:** Canadian Geodetic Vertical Datum of 1928

**Dredgeable area:** The area of a lagoon or pond that is accessible to be cleaned by a floating dredge. Features that restrict dredge access include excessive shoreline vegetation (cattails), riprap, infrastructure, etc.

**Dredgeable volume:** The volume of sludge in the dredgeable area adjusted to account for the cutterhead guard and sludge-liner interface by raising the liner surface by 15 cm.

**Echogram:** A visualization of acoustic returns displayed as a vertical cross section (elevation view) or ‘slice’ of the entire water column (waterline down to sludge) that shows the bottom profile and basic underwater features.

**Floating crust:** A layer of material (made up of biosolids and synthetic debris) which is less dense and therefore floats on the surface of the effluent and forms a crust.

**Freeboard:** Distance from the surveyed cell water elevation to the cell level of capacity or overflow.

**In-Situ Sludge Density:** The calculated density of the in-situ sludge.

**Sludge accumulation:** The amount of sludge (in depth or volume) that accumulates over a period of time.

**Sludge blanket thickness:** The amount of sludge that has accumulated on the bottom of the pond.


**Sludge volume:** The in-situ sludge volume that exists between the liner and the top of the sludge surface.

**Top of sludge depths:** The vertical measurement from the water surface down to the top of the sludge layer.

**Top of sludge elevations:** The elevations mapped at the top of the sludge layer. By tracking these elevations overtime sludge accumulation can be accurately monitored or dredging progress can be assessed even with varying pond levels.

**Water volume / hydraulic capacity:** Volume of water/effluent in the pond at the time of survey. This value represents the hydraulic capacity on top of the settled sludge blanket.

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# APPENDIX B – A NOTE ON VOLUME CALCULATIONS

This Sludge Survey Report has been prepared by Hydrasurvey Ltd. (“HS”) for the Associated Engineers (herein referred to as the “Client”). It is intended to provide the Client with an estimate of sludge quantity and lagoon hydraulic capacity.


This report is based on data and information obtained by measuring pond depths with the Single Beam Echosounder, or Infrared Sludge Interface Detector and verified using manual checks. Estimated sludge volumes and dry tonne amounts are calculated using software that creates interpolations between the sounding lines measured in the field.

The Client recognizes and acknowledges that estimated sludge volumes will vary from actual sludge volumes and that this report should be used only as a general guideline for planning maintenance desludging or dredging and should not be assumed to be an exact quantification of sludge volume. HS shall not be liable for any damages resulting from any difference between estimated sludge volumes and actual sludge volumes.

Furthermore, the liability of HS to the Client and to all third parties shall be limited to injury or loss caused by the negligent acts, errors or omissions of HS. Notwithstanding the foregoing, the total aggregate liability of HS shall not exceed the lesser of the actual damages incurred, or the total fee of HS for services rendered on this project.


The Client agrees to defend, indemnify, and hold harmless HS, its affiliates, officers, directors, employees, and agents from any and all liabilities, in excess of the limits of HS’ entire liability set out above, incurred by HS or any other party, in connection with the services provided. Such indemnity shall include the costs of the time spent and expenses incurred by HS and its affiliates in connection with the defence of any claims.

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# APPENDIX C – THUNDER LAKE, AB WASTEWATER LAGOON SLUDGE SAMPLE TEST RESULTS

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## ANALYTICAL REPORT

**Client:** Hydrasurvey Ltd.  
 9715 76 St NW  
 Edmonton, AB T6C 2L1

**Attention:** Andrew Ambrocichuk

<b>KaizenLAB JOB #:</b>	<b>325862</b>
<b>DATE RECEIVED:</b>	26-Aug-2022
<b>DATE REPORTED:</b>	31-Aug-2022
<b>PROJECT ID:</b>	22063
<b>LOCATION:</b>	Thunder Lake

**KaizenLAB Sample #:** 325862\_001      **Sample ID:** 22063 Thunder Lake  
**Date Sampled:** 24-Aug-2022 15:30      **Matrix:** SLUDGE

Parameter Description	Units	Result	Detection Limit
Phosphorus	mg/kg	4556	50
<b>Metals in Soil (ICP-MS analysis)</b>			
Cadmium	mg/kg	1.4	0.5
Chromium	mg/kg	28.1	2.0
Copper	mg/kg	227	2.0
Lead	mg/kg	28.5	1.0
Nickel	mg/kg	26.3	2.0
Zinc	mg/kg	767	10.0
<b>Available Ammonium (NH<sub>4</sub>-N) in soil</b>			
Available Ammonium-N	mg/kg	1520	1.0
Moisture Content	%	89.2	0.1
Specific Gravity (Dry)	g/mL	1.02	
<b>Total Nitrogen in soil</b>			
<b>Salinity Nitrogen in Soil</b>			
Nitrite-N (by dry weight)	mg/kg	<0.25	0.25
Nitrate-N (by dry weight)	mg/kg	<0.5	0.5
Total Nitrogen	mg/kg	26900	100
Total Kjeldahl Nitrogen	mg/kg	26900	100
Mercury	mg/kg	0.280	0.015
<b>Volatile Solids (gravimetric) in soil</b>			
<b>Total and Volatile Solids in Soil</b>			
Total Solids	%	10.8	0.1
Volatile Solids	%	4.0	0.1

#### **Test Methodologies**

---

Anions in Soil: Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008 and SM 4110B

Available Ammonia in Soil: Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008 and SM 4500-NH3 F

Mercury in Soil: Modified from EPA 3050B and EPA 1631 Revision E

Metals in Soil: Modified from EPA 3050B and SM 3120B

Metals in Soil: Modified from EPA 3050B and SM 3125B

Moisture Content in Soil: Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008

pH of Water: Modified from SM 4500-H+ B

Specific Gravity / Bulk Density in Soil/Sludge: Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008 and Directive 050 of the Alberta Energy Regulator, August 2019

Total and Volatile Solids in Soil: Modified from SM 2540 B and E

Total Kjeldahl Nitrogen in Soil: Modified from SM 4500-N(org) B and D

**Final Review by:**



---

Sabrina De Gannes  
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.



**Associated  
Engineering**

*GLOBAL PERSPECTIVE.  
LOCAL FOCUS.*

## TECHNICAL MEMORANDUM

Memo To: Travis Wierenga, County of Barrhead

January 27, 2023

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### APPENDIX C - DESLUDGING QUOTE



# **LAMBOURNE**

## **ENVIRONMENTAL**

**Associated Engineering**  
**Thunder Lake, AB - Desludging Budgetary Pricing**  
**October 31, 2022**

**Prepared For:**  
**Associated Engineering**

**Prepared By:**  
**Lambourne Environmental Ltd.**  
**51 Belich Cres., Red Deer County, AB T4S 2K5**  
**Ph. 403-348-8298**

October 31, 2022

Associated Engineering

Attn: Keith Ogletree, P.Eng.

**RE: Thunder Lake, AB - Lagoon Desludging and Land Application of Biosolids**

## 1. UNDERSTANDING OF SCOPE

Lambourne Environmental Ltd. ("Lambourne") thanks Associated Engineering for the opportunity to provide pricing for the desludging and land application of biosolids from the wastewater cell located at Thunder Lake, AB.



The following sludge quantities are estimated based on a sludge survey performed August of 2022.

CELL	EST. M <sup>3</sup> SLUDGE	% SOLIDS + SPECIFIC GRAVITY	DRY TONNES (DT)	DREDGEABLE M <sup>3</sup> SLUDGE	DREDGEABLE DRY TONNES
Cell 1	6,543 m <sup>3</sup>	11.0%	721 DT	4,445 m <sup>3</sup>	490 DT
<b>TOTAL</b>	<b>6,543 m<sup>3</sup></b>	<b>11.0%</b>	<b>721 DT</b>	<b>4,445 m<sup>3</sup></b>	<b>490 DT</b>

The dredge will typically leave approximately 15 - 20 cm of material behind as part of the dredging process. The dredgeable m<sup>3</sup> of sludge and the dredgeable dry tonnes reflect the likely quantities of sludge that can be removed if the whole cell was dredged.

We note that the survey has a large amount of sludge localized to the septage dump area. Other areas of the cell have a sludge blanket thickness of 20 cm to 40 cm, with some additional build up along the shore areas. The areas with minimal sludge blanket thickness will present a challenge for direct land application, as a large amount of water will be pumped with the sludge that is dredged. This may result in the sludge consistency being pumped that has a percent solids that is below the threshold for land application under the guidelines. If these areas of the cell were to be dredged, there would likely need to be dewatering of the material first prior to land application.

We would recommend that the areas with minimal sludge thickness not be dredged. If complete dredging is desired, a portion, or all of the project, may require dewatering in Geotubes. Pricing for this option is provided. A Geotube laydown area approximately 210' wide x 135' long, would be needed. This area would need to be flat along the width of the Geotubes and with a slight grade (1%) towards a sump area. Berms approximately 3' high would need to be built around the laydown area.

We note that the survey indicated debris in the cell, including some car tires. The debris will result in a need to screen the sludge prior to land application, and will also cause delays in the dredging process due to debris clogging the dredge. The estimated days on site reflect the slower pumping rates, however, actual dredging days may differ. Due to the potential for debris causing significant delays on this project, we would approach it on a day rate basis.

The debris being present (car tires, etc.) indicate that the site may not have always had good controls over dumping. As a result we would want to run additional analysis on the sludge to help prevent the spreading of inappropriate material on farm land.

The survey indicates that the shoreline vegetation is overgrown. This vegetation would need to be cut or removed in order to allow proper access for dredging operations to occur.

Work is contingent on the lagoon sludge passing land application criteria. Work is contingent on finding sufficient land that passes application criteria, within a reasonable distance of the lagoon site. Delays in desludging may occur due to weather preventing access to fields and / or county roads. Costs to maintain roads due to hauling (i.e., road watering, grading, gravel, sweeping, etc.) depend on road type, distance being hauled and road condition.

## 2. PRICING / TIMING / RESOURCES

### OPTION 1: LAND APPLICATION PRICING

ITEM	UNIT COST	# UNITS	TOTAL
Sludge Sampling & Analysis	\$2,000.00	1	\$2,000.00
Land Procurement & Sampling - 5 Land Units	\$5,800.00	1	\$5,800.00
Mob / Set Up / Take Down / Demob	\$36,000.00	1	\$36,000.00
Desludging & Land Application	\$21,000.00 / Day	12 (est.)	\$252,000.00
Road Maintenance	\$750.00 / Day	12 (est.)	\$9,000.00
Weather Delays	\$3,000.00	3 (est.)	\$9,000.00
AEP Submissions & Reporting	\$2,500.00	1	\$2,500.00
<b>TOTAL</b>	<b>\$316,300.00</b>		



Crane for Dredge Launch - if needed (@ cost + 15%)	\$6,000.00	2	\$12,000.00
--	------------	---	-------------

Items not included in pricing:

- GST
- Land procurement and sampling in excess of quantities identified due to additional sludge quantities or due to land failing application criteria
- Desludging and land application of quantities in excess of those quoted / identified
- Repair costs related to normal wear / incidental damage to the cell from moving equipment in and out of cell as part of desludging activities.
- Costs of lime or other pH amending agents that may be required to apply to land in order to meet AEP regulations (charged at cost + 15%).

#### OPTION 2: DESLUDGING AND GEOTUBE DEWATERING PRICING

ITEM	UNIT COST	# UNITS	TOTAL
Sludge Sampling & Analysis	\$2,000.00	1	\$2,000.00
Mob / Set Up / Take Down / Demob	\$32,000.00	1	\$32,000.00
Desludging & Dewatering	\$12,500.00 / Day	16 (est.)	\$200,000.00
Liner for Laydown Area	\$9,500.00	1	\$9,500.00
Geotube - 120' x 100'	\$12,700.00	3	\$38,100.00
Polymer (@ cost + 15%)	\$9.00 / Kg	2,500 (est.)	\$22,500.00
<b>TOTAL</b>	<b>\$304,100.00</b>		
Crane for Dredge Launch - if needed (@ cost + 15%)	\$6,000.00	2	\$12,000.00

Items not included in pricing:

- GST
- Development of dewatering laydown area
- Desludging and dewatering of quantities in excess of those quoted / identified
- Management of filtrate water from the Geotubes once desludging is completed
- Removal of the dewatered biosolids
- Removal and disposal of the used Geotubes and liner
- Repair costs related to normal wear / incidental damage to the cell from moving equipment in and out of cell as part of desludging activities.

**RESOURCES** - We plan on providing the following resources for this project (land application):

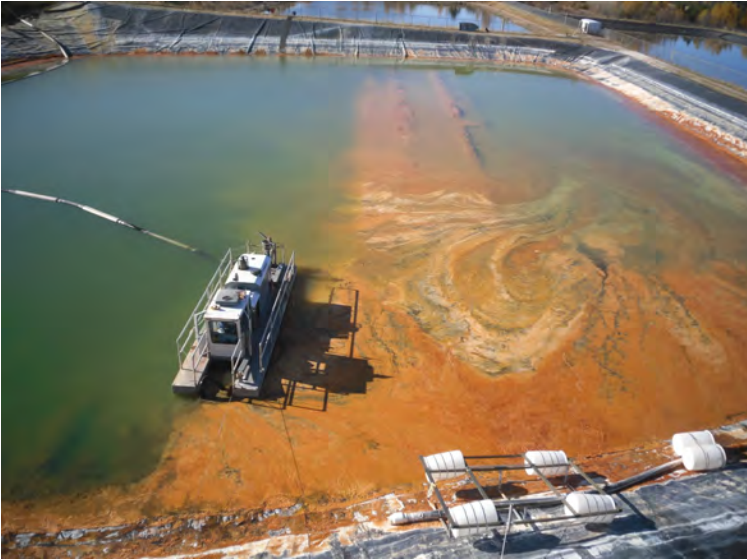
EQUIPMENT / PERSONNEL	QUANTITY
Project Manager w/ Truck	1
Dredge w/ Operator	1
Debris Screener / Holding Tank / Loading Tractor and Pump w/ Operator	1
Field Tractor and Disc w/ Operator	1
Crew Field Truck	1
Semi Truck and Tanker Units	3
Floating Pipeline	600 ft
Hose - Layflat	1950 ft
Ancillary fittings	As required

Semi Truck and Tanker Units required is primarily a function of the distance of the land being applied to the cells being desludged. If additional Semi Truck and Tanker Units are required to maintain efficient desludging, they will be added at a cost of \$2,500.00 / Day.

### 3. METHODOLOGY

Lambourne will gather sludge samples and have it analysed to ensure it meets land application criteria. Lambourne will work with local landowners to find suitable land for application of the biosolids and will sample and analyse the land. AEP submissions will be prepared and sent for approval for the land application program.

One of our floating dredges will be placed in the pond. A crane may be needed for this in order to protect the existing liner or the dredge from damage. The dredge will pump materials below the surface of the water to the shore through a floating pipeline, and then to a debris screener. Sludge is screened for debris and then pumped from a holding tank to the truck loading area. Our dredges have a guard on the cutterhead to protect the liner from damage. By using the dredge we are able to keep the cell in service as it is cleaned. Below are some images of the dredge and how it works.



*Picture of dredge in operation. Note the cutterhead at the front. Directly behind the cutterhead is the hydraulic submersible pump. Trailing behind the dredge is a floating pipeline used to transfer the biosolids to shore.*

There will be some sediment left at the bottom of the cell as the dredge can only extract as low as reasonably practicable before impacting the liner.

The Semi truck tanker units are loaded at the lagoon and travel to the farm land. The project manager and field tractor operator calculate the appropriate spread length for the biosolids being applied by the truck. The driver applies the biosolids to the land and the field tractor operator incorporates the biosolids with the disc.

Once the land application program is complete, Lambourne prepares final reporting for the client and AEP.

### Dewatering Process Overview

Prior to the sludge entering the Geotube, polymer is introduced into the sludge line and thoroughly mixed with the aid of a static mixer. The polymer is the critical component to successfully dewatering the sludge as it acts as a flocculant and coagulant. The Geotube is filled up, filtrate is allowed to drain through the filter material of the Geotube and the process is repeated until there is no capacity left. The filtrate material is collected in a sump area built into the lined laydown area and pumped back into the lagoon or an alternative destination. Once the process has been completed the Geotube is left alone to dewater. Once the contents are sufficiently dewatered, such that they can be handled as a solid, the Geotube can be cut open and the contents removed to landfill or an alternative destination

The entire dewatering process usually takes a minimum 4 – 6 weeks to achieve a sufficiently dewatered state, however leaving the biosolids to dewater for a longer period of time will result in a drier material. Due to the compacted material inside the Geotube they will not re-hydrate from rain, snow, or flood. The freeze/thaw cycle that winter brings also significantly aids in the dewatering process.



*The first picture shows dewatering tubes at a municipal WWTP. The second picture shows filtrate from a Geotube that was processing sludge from a municipal anaerobic lagoon.*

Other Geotube benefits include:

- They will contain odors of the dewatered material,
- After dewatering, they can be pumped into multiple times as approximately 50% of the Geotube capacity is regained once dewatering has occurred, and,
- The Geotubes can be left on site for a number of years (up to 10) before being removed.

#### **4. COMPANY OVERVIEW**

Lambourne Environmental Ltd. is an industry leader in the dredging and desludging of municipal and industrial wastewater and stormwater ponds, and the removal and disposal of the related sludges, slurries and sediments. Lambourne is based in Red Deer, AB, and has been completing projects for clients throughout Western and Northern Canada since 1990. Lambourne prides itself on providing a 'turnkey' service to its customers, from lagoon survey to final disposition of removed materials, as well as providing required reporting to regulatory boards and agencies. Our experience with a variety of municipal and industry clients allows us to offer innovative and comprehensive solutions to meet our customers needs. In 2021 we removed approximately 325,000 m<sup>3</sup> of sludge for 30 different municipal and industrial clients.

Lambourne is focused on providing a safe work environment for its employees and contractors. Lambourne has established safe work practices and procedures for all job related tasks, has training processes related to both the company safety program and operator competency, and performs field level hazard assessments and safety plans for all projects. Lambourne's safety program is managed by a full-time, accredited safety officer. Lambourne has a valid COR, and is a member in good standing of the Alberta Construction Safety Association. Lambourne maintains current certifications with ISNetworld and Avetta. Lambourne maintains Comprehensive General Liability insurance coverage of \$5 million and Automobile insurance coverage of \$5 million. Lambourne is a bondable company.

Lambourne offers high quality services to its clients in the following areas:

- Lagoon Desludging - Dredging
- Lagoon Desludging - Lagoon Agitator Pumps
- Biosolids Management - Land Application

- Biosolids Management - Dewatering
- Lagoon Management - Consulting
- Lagoon Surveys

Lambourne has a versatile equipment base designed to meet the demands of each specific job. With our equipment we are able to run up to 4 land application crews and 2 dewatering crews simultaneously. Our equipment includes the following:

- Dredges - Our dredges have an 8.5 foot cutter head, and a 6 inch pump. They can pump up to 2000 GPM (water), and can remove sludges to a depth of 20 feet. All of our dredges have onboard winches that are used to increase the cutting force into the sludge base, and to keep the dredge on a straight line in the lagoon. They are also equipped with cutter head guards to protect lagoon liners. In situations where it may be unsafe, our dredges can be operated by remote control.
- Lagoon Pumps - Our lagoon pumps are designed to facilitate the agitation and transfer of sludges from lagoons. Our lagoon pumps are PTO driven, with an 8 inch discharge, and a reach of up to 52 feet. They can pump up to 2000 GPM (water). The pumps are equipped with a mixing nozzle to agitate and mix sludges to facilitate pumping.
- Tractors - Lambourne maintains a fleet of farm tractors to run our lagoon pumps, to operate our farm discs for incorporating bio-solids into the farm land, and to operate loading stations for sludge removal.
- Tanker Trailers - Lambourne maintains a fleet of tanker trailers to haul sludge and other fluids. Our trailers hold up to 32 cubic meters of sludge, and have been retrofitted with a 12-inch discharge port designed for landspreading, and an additional 4-inch outlet to facilitate pump out. Our trailers are top loaded through our loading spouts.
- Along with our core equipment, Lambourne owns additional pumps (auto-prime, floating, centrifugal, etc.), lay flat hose of various dimensions, farm discs for incorporating bio-solids into land, and other ancillary equipment for our client's projects.

## 5. KEY PERSONNEL

Lambourne Environmental Ltd. boasts some of the most experienced, knowledgeable and educated individuals in the industry. Our President, Blair Benn, a Professional Agrologist, has worked for over 15 years with Lambourne. Our Operations Manager, James Dyrland, has worked for over 25 years with Lambourne. Other management, and key positions include Phil Stephan, a BSc. in Agriculture and a MSc. in Biotechnology, Nathan Stephan, Bachelors in Mgmt. and a Chartered Professional Accountant (CPA), David Linsley, BSc. in Environmental Sciences and an accredited Environmental Professional (EP), and Sabrina Bryan, Certificate in Health and Safety, and a certified COR auditor. Our project managers have worked many years with the company, and bring a wealth of direct and related experience to our team.

## 6. ASSUMPTIONS

Assumptions made based on previous project experience:

- Provisions will be supplied by the client to isolate the cell for the duration of the project;
- Sufficient space, access to the cell, and site maintenance will be provided and maintained by the client in order to accommodate on-site operation,
- Appropriate water is available for the mixing of polymers if required,

- Provisions for the addition of water to the cell being desludged will be provided, if such water is required to facilitate the removal of sludge.

## 7. CLOSURE

Lambourne Environmental Ltd. would like to thank Associated Engineering for the consideration of this proposal. Should you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

**Lambourne Environmental Ltd.**



Nathan Stephan, Chief Financial Officer



Memo To: Travis Wierenga, County of Barrhead  
January 27, 2023  
Page 16

## APPENDIX D – HISTORIC INFLOWS

Year	Historic Inflow (m <sup>3</sup> )
1999	1266.14
2000	3848.64
2001	5798.80
2002	5993.18
2003	5662.27
2004	7937.73
2005	6437.95
2006	4269.77
2007	6019.09
2008	5531.18
2009	6141.95
2010	5599.55
2011	6514.77
2012	4900.00
2013	5407.27
2014	6185.45
2015	5915.00
2016	6781.14
2017	7494.55
2018	7000.00
2019	7679.23
2020	7667.27
2021	7837.27
2022	5083.00



presented to Council on March 7, 2023  
(items shaded have changed since last meeting)

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## 2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
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
2023-061	Approved 2022 reserve transactions as presented in 2022 Reserve Report.	FIN/CAO	Reserve Report updated	Complete Feb 21/23
2023-060	Accept 2022 year-end financial reports; subject to audit adjustments & year end finalizations.	FIN/CAO	2022 Year-end closed	Complete Feb 21/23
2023-059	Approve ALUS PAC TOR as presented	AG/EA	TOR finalized	Complete Feb 28/23
2023-058	Rescind outdated policies	CAO/EA	Policies updated	Complete Mar 1/23
2023-055-57	Appointed ARB officials for CRASC	CAO/EA	ARB clerk notified of appointments	Complete Feb 22/23
2023-053	Approved application from Volunteer Appreciation committee for \$1,250 under Community Grants Policy	CAO/EA	Approval Letter sent to applicant.	Complete Feb 27/23
2023-039	Directed Admin to draft letter for Reeve's signature in support of Camrose Casinos' request to AGLC to relocate to Edmonton.	CAO	Attended webinar on topic; deadline to submit Mar 1/23	Complete Mar 2/23
2023-038	Provide updated letter of support to MCSnet for ISED 2021 funding allocation	CAO	Letter sent	Complete Feb 10/23
2023-037	Authorized CAO to sign temporary CPO Service Agreement with Town of Morinville.	CAO/EA	Agreement finalized.	Complete Feb 9/23
2023-036	Approved additional funding sources for 2022 capital projects (2021-140 & 2022-340)	FIN	Complete	Complete Feb 7/23
2023-033	Directed Reeve & CAO to sign Water Well Agreement with Kevin & Sherry Vangrootheest for well at Baird Lake reservoir.	PW/CAO	Agreement given to landowner for signature	Complete Feb 13/23

2023-032	Approved purchase of 1/2-ton crew cab 4x4 Truck - Stephani Motors Ltd. \$57,755 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-031	Approved purchase of tri axle equipment trailer - Hayworth Equipment Sales \$55,990 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-030	Approved purchase of post pounder - Neerlandia Co-op \$21,300 plus GST: reflect the changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-029	WSP Engineering reduced scope for engineering services - 2023 paving project of RR 22, RR 40, & TL based on updated cost of \$260,538.	PW/CAO	Revised contract received and signed	Complete Feb 13/23
2023-023	Accepted for info Div 4 adjusted training costs for 2023 and legal fees of \$36,959.67 to be recorded to General Government (11-Council & Leg) for 2022	FIN/CAO	Costs recorded as presented.	Complete Jan 16/23
2023-018	Authorized write-off of 2 outstanding AR as uncollectable in the amount of \$2,569.15	FIN	Written off as authorized.	Complete Jan 18/23
2023-017	Adopted bylaw 1-2023 Rate & Fees	CAO/EA	Bylaw updated, posted on website, staff advised	Complete Feb 1/23
2023-013	Approved policy FN-004 Collection of Accounts Receivable	CAO/FIN	Policy in place, staff advised	Complete Jan 16/23
2023-012	Postponed review of elected officials remuneration policy to align with next staff compensation review	CAO	Updated Compensation Review file with Council's direction.	Complete Jan 16/23
2023-009	Update 2023 budget with new mileage rate \$0.68	FIN/CAO	Interim 2023 budget updated, final budget to be approved in April 2023	Complete Jan 16/23
2023-008	Approve changes to HR-001 Elected Officials remuneration policy	CAO/EA	Policy updated	Complete Jan 16/23
2023-007	Approve public engagement plan for 2nd engagement session of Community Halls Strategy	CAO/COMM	Date set for Mar 16/23 from 1-4:30 pm Glenreagh Hall; Waiting for call back from 3 halls; Halls contacted to establish date	Complete Feb 28/23
2022-552	Apply for PERC/DIRC for outstanding uncollectible education and DIP for 2022 tax year	FIN/CAO	Grant application submitted	Complete Jan 9/23
2022-549	Extend term of membership for current ALUS PAC members to December 31, 2023.	AG	PAC members notified	Complete Jan 13/23

2022-544	Waive registration fees; reserve Klondyke Ferry campground for July 10, 2023 for Voyageur Canoe Brigade; provide up to 4 porta-potties	CAO/EA/PW	Applicants notified and they will contact us closer to event for final arrangements	Complete Jan 4/23
2022-538	Submit a CCBF application for RR 22 for \$614,980	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-537	Amend MSI application for RR 22 to increase funding by \$709,404	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-536	Cancel Landfill Access Road Project under MSI	CAO	Submitted request February 13, 2023	Complete Feb 13/23
2022-535	Award 2023 paving contract to Central City Paving	PW	Contract fully executed; Sent to contractor for signature.	Complete Feb 1/23
2022-474,475	Lifted restrictions on C. Lane and cost of training to be paid from Div 4 2023 training budget	FIN/CAO	Cost reconciliation to Council Jan 16/23; 2023 Div 4 training budget to be set Dec 20/22 and reconciled with 2022 costs	Complete Jan 16/23
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		Underway
2022-428	Invite MP Viersen and MLA van Dijken to future Council meeting	CAO	MLA scheduled to attend April 4/23; Admin has been in contact with both offices to check availability	Underway
2022-411	Tabled appointments to Regional Admin Bldg committee pending update	CAO	Discussion with Superintendant	Underway
2023-021; 2022-368	Draft resolution on cellular coverage in the County with timeline to support advocacy efforts at RMA 2023 Spring Convention	CAO	Council approved Jan 16/23, submitted to Pembina Zone, approved at Zone mtg, to be forwarded to RMA Prov Conference; Research being conducted	Complete Jan 16/23
2022-364	Admin to provide further info on Alberta Carbon Grid - Agreement with GOA	CAO		Not Started
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Awaiting Signatures from LSAC	Underway
2022-254	Bring back recommendations for disposing of Unit #306 2018 Caterpillar D6T XL	PW/CAO	Not suitable for Landfill, report to Council prior to disposal as per policy	Underway
2022-235, 484	Community Hall Strategy identified in the 2022-2026 Strategic Plan be <b>escalated to begin in 2022.</b>	CAO/PD	"What we heard" report to Council Dec 6/22; Oct 5/22 selected; PEP to Council Sept 20/22; Stakeholder input on selecting date almost complete; Project management sheets drafted	Complete Jan 16/23

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
2020-165	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	Hwy 33; Obtained input from Council, PW.	Underway
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway
2019-009	RMA Charitable Gaming Committee - support and inform	EA/CAO	Included in Mar 2/23 response to AGLC; Research on current status & received update from RMA; GOA postponed this initiative indefinitely, tone of letter will change; Letter drafted to MLA etc.; Shared with Town & orgs; Report posted to website, compiling email distribution list	Complete Mar 2/23
2018-029	Service Contract Review	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	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



## Public Works Director of Infrastructure Report March 7, 2023

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### ***Graders***

- Area graders have been snowplowing and blading icy areas with sandvik blades on gravel roads.

### ***Sand Trucks***

- Due to truck issues there has been a limited amount of sanding taking place. Despite the challenges paved and oiled surfaces have been maintained in good driving condition.
  - 2013 International 7600 is currently in the city - the transmission is not engaging and there is a coolant leak in radiator
  - 2013 International 7500 is in our shop – over-fueling issue, metal in fuel filters, runs rough, replaced radiator due to coolant leak

### ***Mulching***

- Mulching on Range Road 31 between Township Road 604 and Highway 18 is complete.
- Operations have moved to Range Road 23 from Highway 654 south to Township Road 584.

### ***Snow Removal***

- Snow removal process in hamlets and subdivisions is underway.
  - This work is done to clear ditches and culvert ends so spring water can flow more freely and hopefully avoid any flooding issues throughout the spring thaw.

### ***Equipment***

- Pricing is being acquired for a new waste handler to replace the current aging unit at the Regional Landfill.

### ***Bridge File 78033***

- BF78033 (SW 17-62-3-W5) – preliminary design work is being completed by MPA Engineering and a replacement structure of 2 – 1800 mm x 22 mm culverts will be utilized at this location.

### ***Budget***

- Work has been ongoing with budgets and capital plans as changes are identified and pricing from suppliers are obtained.

### ***Shop***

- Snowplow truck repairs, gravel truck repairs and CVIP as well as loader repair and service.

### ***Utilities***

- End of month meter readings were carried out.
- All other testing and monitoring are being carried out as per normal operations.





5306 – 49 Street, BARRHEAD, ALBERTA T7N 1N5  
Phone: 780-674-3331; Fax: 780-674-2777  
Email: [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)  
[www.countybarrhead.ab.ca](http://www.countybarrhead.ab.ca)

J

March 2, 2023

Nadja Lacroix  
Senior Manager, Inspections Gaming  
[Nadja.lacroix@aglc.ca](mailto:Nadja.lacroix@aglc.ca)

Kandice Machado, CEO  
[Kandice.machado@aglc.ca](mailto:Kandice.machado@aglc.ca)

Len Rhodes, Board Chair  
[Len.rhodes@aglc.ca](mailto:Len.rhodes@aglc.ca)

Alberta Gaming, Liquor and Cannabis (AGLC)  
50 Corriveau Avenue  
St. Albert AB T8N 3T5

To whom it may concern:

**RE: CAMROSE CASINO RELOCATION TO EDMONTON**

Council for the County of Barrhead at their meeting held February 7, 2023, passed a resolution to send a letter of support for Camrose Casinos' request to AGLC to relocate to Edmonton.

The County of Barrhead is a rural community, like so many others, that thrives on the involvement of local non-profit groups and the volunteers supporting them. Charities provide economic, social, educational, and cultural support to their communities with revenue from casino funds being critical to their viability.

Addressing the challenges with the AGLC Charitable Gaming Model has been a "priority" of the provincial government regardless of the political party for decades. The province, AGLC and various organizations have conducted multiple surveys, studies, and public engagement to generate numerous reports all agreeing to the same thing – disparity between urban and rural charities regarding revenue generation and wait time.

Recent correspondence from AGLC indicated that the Board decided not to approve the relocation of the existing Camrose Casino to the Edmonton market pursuant to Section 15.3.24 of the Casino Terms & Conditions and Operating Guidelines (CTOG) which simply states "if AGLC at its discretion decides to conclude the approval process for the relocation of the casino facility in the community, the process shall conclude."

As a municipal government, we appreciate and respect the requirement of public input on development applications and processes. However, it is unclear as to why the relocation was rejected by the board when the Edmonton City Council approved the rezoning of the lands in April of 2021 and Edmonton City Administration subsequently approved the development permit for the Casino in August of 2022 following a public consultation period in which they received no appeals.

It also appears that perhaps some past decisions of the Board have contributed to the decrease in viability of the Camrose Casino which is likely what triggered their request to relocate. The

Camrose Casino has been in operation since 2007 and contributes 70% of its revenue to AGLC and 15% to rural charities. By the Board approving the relocation of Northlands REC (Century Mile) and the new Louis Bull First Nations Bear Hills Casino to the AGLC Camrose Casino Gaming Region AGLC has impacted the market. The difference being that neither Century Mile nor Bear Hills Casino will contribute any funds to **any** charities. In fact, the majority of the revenue goes to private organizations (65% to HRA; 70% FN), not even to AGLC itself.

It is important for the Board to understand the consequence of its decisions. If Camrose Casino closes because it is not permitted to relocate despite successfully receiving rezoning and a development permit from the City of Edmonton, what happens to the +650 rural charitable organizations that have relied on their funding? This closure will also impact the St. Albert Gaming Region as they currently pool their revenue with the Camrose Region. Will AGLC redistribute these rural charities to other Rural AGLC regions further increasing the disparity between rural and urban charitable events?

Will AGLC permit the rural charities to access the existing urban charitable events? This is highly unlikely given the pressure that was exerted on the relocation decision. Regardless, permitting rural charities access to existing urban charitable events would likely have a greater negative impact on the urban charities than the relocation of the Camrose Casino.

Or perhaps, the Board will consider their own 2021 AGLC Charitable Gaming Review "consensus recommendation" to locate a casino license in Edmonton that serves rural charities. The model with revenue from a dedicated casino going to rural charities in the region has proven to be effective in Calgary. Relocation of the Camrose Casino reflects that model and allows AGLC to finally follow through and take a step towards modernizing the outdated and unfair Charitable Gaming model in Alberta.

AGLC is accountable to the President of Treasury Board & Minister of Finance of the Province of Alberta which is ultimately responsible to all Albertans. Therefore, the County of Barrhead is requesting that when the AGLC Board hears the appeal to relocate the Camrose Casino they consider the facts and figures from numerous reports that support this relocation, and the legislated development process in the City of Edmonton that resulted in approval of the rezoning and development with no public appeals. Once the facts are considered then perhaps the opportunity that is in front of us to finally make some progress in reducing the disparity between rural and urban charitable organizations can become a reality.

If any further information is required, please contact Debbie Oyarzun, CAO at 780-674-3331 or by email at [doyarzun@countybarrhead.ab.ca](mailto:doyarzun@countybarrhead.ab.ca)

Sincerely,



Douglas Drozd  
Reeve

DD/dao

cc: Honourable Travis Toews, Minister of Finance – Alberta  
Glenn van Dijken, MLA Athabasca-Barrhead-Westlock  
Paul McLaughlin, President Rural Municipalities of Alberta (RMA)  
Debbie Oyarzun, CAO, County of Barrhead  
Mayor Dave McKenzie, Town of Barrhead



**From:** [Nadja Lacroix](#)  
**To:** [Pam Dodds](#)  
**Cc:** [Kandice Machado](#)  
**Subject:** [EXTERNAL] - RE: County of Barrhead Letter of Support - Camrose Casino Relocation Appeal to AGLC  
**Date:** March 3, 2023 10:20:18 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Dear Ms. Dodds,

Thank you for your email on behalf of Reeve Drozd with respect to the Camrose Resort Casino's application for relocation and casino revenues for rural charities.

As you mentioned was previously noted, on November 10, 2022, the Alberta Gaming, Liquor & Cannabis Commission (AGLC) Board reviewed the Capital City Casino's application to relocate the existing Camrose Casino to the Edmonton market. After careful deliberations, the Board decided not to approve the relocation by ending the approval process pursuant to Section 15.3.24 of the [Casino Terms & Conditions and Operating Guidelines \(CTCOG\)](#).

In accordance with Section 94(1) of the *Gaming, Liquor and Cannabis Act*, the applicant has the right to request a hearing before a Panel of the AGLC Board. A hearing has been scheduled this spring – decisions are posted to the [AGLC website](#).

We further appreciate the input you have provided on all the topics you have raised. AGLC is always looking to continuously improve and monitors these topics closely, and to that end, we appreciate you sharing your perspective for our further information.

I understand this is a complex topic. With the upcoming hearing and related discussions, this is all the information I can provide.

Regards,



**Nadja Lacroix** BPA  
 Senior Manager, Inspections Gaming, Compliance Branch  
 Regulatory Services  
**Phone** 780-447-8847 **Fax** 780-447-8913  
**Toll Free** 1-800-272-8876 **Email** [nadja.lacroix@aglc.ca](mailto:nadja.lacroix@aglc.ca) **Web**  
[aglc.ca](http://aglc.ca)  
 50 Corriveau Avenue, St. Albert AB T8N 3T5

Protected A

**From:** Pam Dodds <PDodds@countybarrhead.ab.ca>

**Sent:** March-02-23 1:04 PM

**To:** Nadja Lacroix <Nadja.Lacroix@aglc.ca>; Kandice Machado <Kandice.Machado@aglc.ca>; Len Rhodes <Len.Rhodes@aglc.ca>

**Cc:** Debbie Oyarzun <DOyarzun@countybarrhead.ab.ca>; tbf.minister@gov.ab.ca; MLA Glenn van Dijken <athabasca.barrhead.westlock@assembly.ab.ca>; rma@rmalberta.com; Dave McKenzie <DMcKenzie@barrhead.ca>

**Subject:** [EXTERNAL] County of Barrhead Letter of Support - Camrose Casino Relocation Appeal to AGLC

**AGLC ATTACHMENT ALERT**

*Please take a moment to ensure the email is legitimate prior to opening any attachment.*

*If in doubt, click the "Report Phish" button.*

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Good Afternoon,

On behalf of Reeve Drozd, please find attached letter of support for Camrose Casino's relocation appeal to the AGLC.

*Regards,*

**Pam Dodds**

*Executive Assistant to the CAO*

*County of Barrhead*

*Phone: 780-674-3331*



Please Note:

This message is only intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, and exempt from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone (780) 674-3331 or electronically by return message, and delete or destroy all copies of this communication. Thank you.

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR111005

Dear Chief Elected Officials:

My colleague, the Honourable Travis Toews, President of Treasury Board and Minister of Finance, has tabled *Budget 2023* in the Alberta Legislature. I am writing to share information with you about how *Budget 2023* impacts municipalities.

Alberta's government is helping to secure Alberta's future by investing almost \$1 billion to build stronger communities across our province. The Municipal Affairs budget reflects an overall increase of \$45.2 million from the previous budget. These investments will continue to support municipalities in providing well-managed, collaborative, and accountable local government to Albertans.

We have heard frequently how important it is for Alberta municipalities to secure reliable, long-term funding for infrastructure and services in your communities. Through *Budget 2023*, capital support for municipalities is being maintained with \$485 million provided through the Municipal Sustainability Initiative (MSI). In addition, we are doubling MSI operating funding to \$60 million. The estimated 2023 MSI allocations are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](http://www.alberta.ca/municipal-sustainability-initiative.aspx).

Next year, we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Furthermore, we heard your feedback and, subject to approval by the Legislature, are updating the legislation so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. Based on the most current financial data and subject to approval of the legislation, we anticipate funding for municipalities will increase by 12.6 per cent to approximately \$813 million for the 2025/26 fiscal year.

The federal Canada Community-Building Fund (CCBF), which provides infrastructure funding to municipalities throughout the province, will see an increase of \$11.1 million to Alberta. The estimated 2023 CCBF allocations are available on the program website at [www.alberta.ca/canada-community-building-fund.aspx](http://www.alberta.ca/canada-community-building-fund.aspx).

MSI and CCBF program funding is subject to the Legislative Assembly's approval of *Budget 2023*. Individual allocations and 2023 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. Municipalities can anticipate receiving letters confirming MSI and CCBF funding commitments in April.

.../2

I am pleased to inform you that an additional \$3 million in grant funding is being committed in support of local public library boards, which means an increase of at least five per cent for all library boards. This funding increase will help maintain the delivery of critical literacy and skill-building resources to Albertans. There will also be an increase of \$800,000 in funding to the Land and Property Rights Tribunal to expand capacity for timely surface rights decisions.

Additionally, *Budget 2023* will provide an increase of \$500,000 to provide fire services training grants. Public safety is always a priority, and while we respect that fire services is a municipal responsibility, our government recognizes that a strong provincial-municipal partnership remains key to keeping Albertans safe.

As we all look forward to the year ahead, I want to re-iterate that Alberta municipalities remain our partners in economic prosperity and in delivering the critical public services and infrastructure that Albertans need and deserve. Municipal Affairs remains committed to providing sustainable levels of capital funding, promoting economic development, and supporting local governments in the provision of programs and services.

Alberta's economy has momentum, and we are focused on even more job creation and diversification as we continue to be the economic engine of Canada. At the same time, we recognize Albertans are dealing with the financial pressures of high inflation.

*Budget 2023* will help grow our economy while also strengthening health care, improving public safety, and providing relief to Albertans through the inflation crisis. Alberta's government will do its part by remaining steadfastly committed to responsible management, paying down the debt, and saving for tomorrow.

With these priorities in mind, we will move forward together in fulfilling Alberta's promise and securing a bright and prosperous future for Alberta families.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" written in a larger, more prominent script than the last name "Schulz".

Rebecca Schulz  
Minister



AR110967

Dear Chief Elected Officials:

The Government of Alberta understands the important role of local governments in fostering vibrant communities and supporting the provincial economy, and we are committed to ensuring municipalities and Metis Settlements meet their infrastructure and operating needs.

In keeping with this commitment, next year we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Subject to approval by the Legislature, the legislation will be updated so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. In light of this change, capital funding under the Municipal Sustainability Initiative (MSI) and LGFF will total approximately \$2 billion over the next three years, with MSI capital funding set at \$485 million in 2023/24, and LGFF providing \$722 million in 2024/25, and approximately \$813 million in 2025/26.

In addition, operating funding has been increased. As many municipalities are facing increased operating costs due to inflation, our government will double the MSI operating budget in 2023/24 from \$30 million to \$60 million in recognition of these challenges.

**The 2023 MSI allocations for all municipalities and Metis Settlements are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](http://www.alberta.ca/municipal-sustainability-initiative.aspx).**

I am also pleased to advise you that Alberta's municipalities and Metis Settlements will receive \$266 million in federal funding under the Canada Community-Building Fund (CCBF), an increase of \$11 million from last year.

**The 2023 CCBF allocations are available on the program website at [www.alberta.ca/canada-community-building-fund.aspx](http://www.alberta.ca/canada-community-building-fund.aspx).**

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Please note MSI and CCBF funding is subject to the Alberta Legislature's approval of Budget 2023, and individual allocations and 2023 funding are subject to Ministerial authorization under the respective program guidelines. CCBF funding is subject to confirmation by the Government of Canada. I expect to send letters confirming MSI and CCBF funding commitments to local governments in the spring.

I look forward to working together to support the infrastructure and operating needs of your communities, and to ensure a smooth transition from the MSI to the LGFF program in 2024.

Sincerely,

Rebecca Schulz  
Minister

cc: Chief Administrative Officers  
Linda Lewis, Interim Chief Administrative Officer, Metis Settlements General Council  
Cathy Heron, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta  
Dave Lamouche, President, Metis Settlements General Council  
Dan Rude, Chief Executive Officer, Alberta Municipalities  
Gerald Rhodes, Executive Director, Rural Municipalities of Alberta

## ATTENDANCE

- ✓ Kristina Kowalski, Acting Chair, Pembina District 3
- ✓ Chris Burt, Dora L'Heureux, Nicky Smith with Fortis
- ✓ Jill Winther, Brownlee LLP
- ✓ Ryan Betker and Jeff Fetter with Consulting Engineers of Alberta
- ✓ Shane Getson, MLA
- ✓ RMA Reps:
  - Paul McLauchlin, President
  - Kara Westerlund, Vice President
  - John Burrows, Representative
  - Gerald Rhodes, Executive Director
  - Tasha Blumenthal, Director of External Relations and Advocacy
  - Wyatt Skovron, Manager of Policy and Advocacy
  - Warren Noga, Policy Advisory
  - Karrina Jung, Policy Advisor
- ✓ Angela Duncan, Alberta Municipalities Vice President, Villages & Summer Villages, Alberta Municipalities
- ✓ Approximately seventy members/attendees

## CALL TO ORDER

Acting Chair, Kristina Kowalski, called the meeting to order at 10:00 a.m.

## ADOPTION OF AGENDA

Motion by Councillor Glenn Belozar, Leduc County, to adopt the agenda as presented.

...CARRIED

## ADOPTION OF MINUTES

Motion by Ashtin Anderson, Athabasca County, to adopt the minutes as presented.

...CARRIED

## SPONSORS AND GUEST PRESENTATIONS

### Fortis Alberta Update, Christ Burt, Dora L'Heureux, and Nicky Smith

An overview of Fortis programs and services presentation was provided. Highlights of note:

- Alberta's electric system provides service for more than 570,000 homes and businesses
- Distribution costs – 4 distribution providers – avg monthly distribution for residential (avg. \$46/month = approx. \$1.50 / day)
- 127,000 km of power line, 1M power poles (605 of Albert's Electric Distribution Network), 17,000 GW Hours of Annual Electricity, 240 community, 1,200 Alberta employees including 350-line workers
- Distribution value – reliability is the most important aspect, 24/7/365 Control Centre (in Calgary)
- Costs scrutinized and approved by AUC (including intervenors)
- Regulated rate option – 2001 changes resulted in deregulation of wholesale energy prices
- Provincial utility relief – enhanced utility relief for consumers in 2023; there is an advantage of having a competitive contract. Farmers and residents should contact their utilities advocate to get into a competitive contract. Avg farm customer uses approx. 1,400 kWh/month
- Electric Vehicles – Canada commitment to have all new cars and trucks will be zero emission vehicles by 2035. Fortis received approval for fast charging service pilot rate (Rate 62 below 4% load factor; Rate 61 above 4% load factor). Infrastructure to support is significant; demand-based rate
- Rural broadband webinar held in November 2022, Fortis allowing access to power poles throughout communities for broadband
- Community Investment Online intact for community grants and sponsorships

- Streetlights – more than 100,000 streetlights; online app to allow residents to report a streetlight outage
- Construction – municipalities to connect with Fortis to ensure that they are aware of road construction projects so that they can collaborate
- Electric Vehicles – infrastructure build as the program progresses; update infrastructure to ensure adequate coverage for EVs. High power prices encourage generators to help with Electric Vehicles – there is capacity
  - Demand billing expenses – is this a private or public responsibility? Fortis to report back
- Carbon Tax amount on electrical bill – resident can determine their carbon tax – this is buried in the generation and commodity costs
  - Fortis will report back on the average percentage per resident for carbon tax – kilowatt hour
  - Carbon tax is on your gas bill
- Partnerships – ag for life – farm safety program to children and anyone in the program – farm safety program – reach out for additional details
- Internet repeater on power poles – Fortis collaborates with the vendors (not partnered with) – they will collaborate with the vendors to allow for broadband. Fortis is allowing vendors on their poles and have just recently rolled this program out. Fortis will provide a list of municipalities that have started with the program to support vendors. An online seminar of information (1 hour long) will provide insight into this program and vendors
- Grants
  - \$2500 grant – offering ten community utilization grants
  - Energy efficient grant \$500 - \$5000 to communities (i.e. Alberta Beach offices updated LED lighting)
  - Tree Planting Grant
  - One off grants - support rodeos, children's festival, etc.
- Member comment - 65,000MW will need to be established in the province over next 10 years – concern that we will not meet this demand – this is a long-term investment – concern that there will be black outs not brown outs – our obsession with EVs is going to be a significant impact.

Acting Chair Kowalski thanked Fortis for their presentation

### **Brownlee LLP Jill Winther, Municipal Liability (roads)**

Jill's presentation provided an overview of common defences and statutory defences, with a focus on law case examples including outcomes to illustrate the MGA defences process. All cases are unique. A few highlights of note:

- Snow removal – only liable if grossly negligent. This is not well defined, however; city of Edmonton did not plow a street for over two weeks and that was determined to be grossly negligent
- Best practices (policies/guidelines)– encourage municipalities to ensure that detailed discussions / logs are kept to help defend instances in court (maintenance, concerns, etc.)
- Member concern - hay that ends up in ditches causes concerns. Jill advised that if the municipality is aware of the issue and they did not do anything about it, then there could be liability. Jill will check into this and get back to the group
- Sewer line – ownership of the trees – the city is responsible for the line up to the property and must maintain within their jurisdiction
- Driveway plowing – municipalities are typically immune from slips and falls on sidewalks – if there is an agreement in place and not followed there would be liability.

Acting Chair Kowalski thanked Jill for her presentation.

**Ryan Betker, CEA President and Jeff Fetter, CEA's Municipal Liaison Committee Chair/Chief Operating Officer Consulting Engineers of Alberta (CEA)**

Ryan and Jeff provided introductions, and a brief Consulting Engineers of Alberta overview and update. CEA membership of eighty firms provides a wide range of engineering services to government and private sector clients on a project-by-project basis. The talent of CEA member firms is in demand globally. Member firms provide technology-based consulting services to government and private sector clients in Alberta, across Canada and in numerous countries worldwide. CEA member firms employ approximately 9,000 staff, including engineering and technical professionals. They provide best value to munis and to clients, quality-based selection, alliance models, work with clients and contractors on infrastructure projects. Ryan and Jeff provided brochures and contact information.

Acting Chair Kowalski thanked the Consulting Engineers of Alberta for their presentation.

**MLA Shane Getson, Progress on Economic Corridors Project**

MLA Getson provided an Economic Corridors Project presentation for information. The update highlighted the Task Force Phase 1 Mandate (report completed Feb 2022), the approach, advantage of a corridor, core tenant and configuration, summary of findings, predictions and realized events, Alberta key ports, issues and enablers, current corridors, and the asks of the government. Cando rail is the third largest rail company in the country. The road system and key Ports for Alberta are the backbone of our economic corridors. We need to work together not against one another. Corridor authority – the Advisory Council will work to get the committee running, but not before election and with support from the region. These are short term deliverables with Memorandum of Understandings signed with First Nations, municipal partners, and interprovincial partners.

Acting Chair Kowalski thanked MLA Getson for his presentation.

Motion by Gary Cromwell, Athabasca County, to accept sponsorship and guest presentations as presented.

...CARRIED

**LUNCH BREAK – 12:00 pm.**

**RMA AND AB MUNIS UPDATES**

**Warren Noga, RMA Policy Advisory, Broadband Speed-Testing Study**

Warren provided an RMA Broadband Speed-Testing Project presentation. RMA videos are available on the website and the presentation with the video will be circulated after the meeting. Presentation focussed on why speed testing was conducted showing various data, grant funding, testing numbers, upload speed results (9% test meet 50/10 standard), download speeds, minimum median speed (shows where we need to focus and need a lot of work to provide service to high-speed internet), RMA Advocacy, and next steps. Warren will check for Yellowhead County whether an internet provider can see a speed test and adjust the internet speed. Apparently when a speed test was conducted, there was speed improvement afterward.

Acting Chair Kowalski thanked Warren for his presentation.

### **John Burrows, RMA District 3 Update**

District 3 Director John Burrows introduced RMA Members in attendance including: President Paul McLauchlin, Vice President Kara Westerlund, Executive Director Gerald Rhodes, Director External Relations & Advocacy Tasha Blumenthal, Manager of Policy & Advocacy Wyatt Skovron, Policy Advisory Warren Noga, and Policy Advisor Karrina Jung.

President Paul McLauchlin talked about unpaid oil and gas property taxes (2021 tax year). Speaking to Minister tomorrow regarding this matter. This matter will become an election issue if it is not addressed. Survey is important for members to complete by February 8<sup>th</sup>. Alberta Energy Regulator is the best to provide a solution. Preparation for the provincial election using a collaborative approach.

John spoke about Policing. Opposition to APPS – concern with proposed model; will participate in working groups with GOA and ABMunis examining concerns with the model and how they can be addressed, Bill 6 Police Act – concern with changes in the act that limits municipalities from input; no legislative power to engage. Complaint process is positive. The Alberta Police Interim Advisory Board work has been extended to 2025. Other priority issues noted were ICFs, Code of Conduct, assessment review model, rural connectivity, federal advocacy, provincial budget, etc. Important Dates noted were the RMA Spring Convention, EOEP courses, asset management.

Paul touched on another few points including: MSI Grant erosion (conversion to LGFF), taxation, provincial downloading, broadband (Quebec firm owns a bunch of broadband in Alberta, but has no intention to do anything with it), policing – workforce issue (filling positions), crime issues, using RMA team to network and assist with issues, in negotiations (CAT) aggregate levy, RMA supporting municipal autonomy (we need flexibility, we have another year before we determine where we go), AER has no intention of making oil and gas pay their way in local municipalities and local population needs to be educated on how the provincial downloading impacts local municipalities. Renewables (solar) – high likelihood that solar will decrease our food goods (food for energy). RMA is preparing a renewal plan. We need public discussion on this matter. Pressures on ag land – not considering food security; local land use planning is crucial.

RMA conducted a few questions via live polling. These results will be shared for information.

Acting Chair Kowalski thanked RMA for their updates.

### **Angela Duncan, Director Villages West, Alberta Municipalities Update**

AB Munis is working on similar issues to RMA. Key advocacy priority continues to be provincial financial support and economic growth. A principle-based advocacy campaign to highlight priorities (stable and predictable long-term funding, a partnership in economic growth and recovery, and the avoidance of transferring costs and responsibilities to municipalities), community reinvestment and reversal in provincial downloading (58% reduction in net financial support from provinces; rising property taxes, increased future costs, etc. could impact smaller municipalities and we may see more dissolutions). LGFF advocacy – united in funding pool, access to healthcare – ambulance wait times, decline to family and emergency services. Policing – not entirely opposed to APPS; should be based on community needs not politics. Future of policing should focus on enhanced public safety, a strategic long-term plan, involve all levels of government, provinces, the RCMP community organizations, and other relevant stakeholders. Proposed a province wide task force focused on community and public safety, and a province wide referendum should the province continue to pursue a transition away from RCMP. Extended Producer Responsibility begins in 2025. Industry and municipalities will begin registration process mid-to late 2023 in preparation for April 2024 when producers must submit plans for operating recycling collection services. ABMunis has formed a working group to assist with the transition



(administrators and subject matter experts) including Alberta Recycling Management Authority representation. The group will: engage in dialogue with producers, conduct a review of contractual agreements to support municipalities in negotiating and transitioning recycling collection to producers, and serve as a forum for municipalities to share their lessons learned. Future of Municipal Government Project (FOMG) – U of C School of Public Policy research paper “Local Governance in Alberta: Principles, Options and Recommendations.” AB Munis organizing two events to seek input on the ideas presented in the paper (Feb 23 Zoom Webinar & March 29/30 Presidents’ Summit) – check out details on ABMunis website.

Acting Chair Kowalski thanked Angela for her presentation.

Motion by Cody Brooks, Brazeau County, to accept RMA and AB Munis updates as information.

...CARRIED

## RESOLUTIONS

### **Brazeau County, Cody Brooks, Rural Crime Draft Resolution and Report**

Cody Brooks, Brazeau County, introduced the Rural Crime Draft Resolution and Report as presented and voted as follows:

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request that the Government of Alberta:

- a. Require that justices receive a complete bail package, read before the courts a summary of the details of the arrest circumstances, identify reverse onus situations
- b. Increase funding to enable the Edmonton bail office to be open 24 hours a day, seven days a week
- c. Lobby the federal Justice Minister to amend the bail ladder system such that if an accused has not lived up to the conditions of a no cash bail from a previous charge or offence, then a judge must now move forward with a cash bail alternative for this and future offences.
- d. Direct the Ministry of justice to do a cross-jurisdictional analysis of other provinces to see how they address bail packages, bail Crown offices, bail ladder systems, and any other issue that may be impacting the increase in catch and release of criminals
- e. Create a Bail Sub-committee composed of the Rural Crime Committee and stakeholders from the Ministry of Justice to examine other bail systems, canvass Albertans on ideas for improving the justice system, and present an annual report with recommendations to the Minister of Justice.

Motion to accept resolution moved by Cody Brooks, Brazeau County, and seconded by Isaac Skuban, Westlock County.

...CARRIED

### **Barrhead County, Deputy Reeve Marvin Schatz, Access to Mobile Wireless (Cellular Services)**

Deputy Reeve Schatz introduced the Access to Mobile Wireless (Cellular Services) resolution as presented.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) engage the CRTC to address the lack of reliable cellular network coverage for mobile wireless (cellular) service.

Motion to accept resolution moved by Marvin Schatz, Barrhead County, and seconded by George Vaughan, Lac Ste. Anne County.

...CARRIED

### **Sturgeon County, Deanna Stang, Provincial Review of Agribusiness and Agritourism**

Deanna Stang introduced the Provincial Review of Agribusiness and Agritourism resolution as presented.

THEREFORE, BE IT RESOLVED THAT Rural Municipalities of Alberta (RMA) request a joint provincial / municipal review of agribusiness and agritourism operations that includes considerations around sector promotion and incentivization, municipal / provincial regulatory alignments, potential transitional building code or taxation options for operators, and other matters to help clarify and align the responsible growth of these value-add sectors in Alberta.

Motion to accept resolution moved by Deanna Stang, Sturgeon County, and seconded by Allan Gamble, Parkland County.

...CARRIED

### **Parkland County, Phyllis Kobasiuk, Enhanced Support for Receiving Municipalities in Dissolutions**

Phyllis Kobasiuk, Parkland County, introduced the Enhanced Support for Receiving Municipalities in Dissolutions resolution as presented.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) advocate to the Government of Alberta to review the total financial compensation, timelines, process, and other support provided to receiving municipalities to better mitigate and manage the immediate and ongoing impacts resulting from the dissolution process

Motion to accept resolution moved by Phyllis Kobasiuk, Parkland County and seconded by Wade Williams, Yellowhead County.

...CARRIED

### **ADJOURNMENT OF REGULAR MEETING**

Camille Wallach, Athabasca County, moved to adjourn the regular meeting at 2:25 p.m.

## **ORGANIZATIONAL MEETING**

### **CALL TO ORDER**

Acting Chair Kowalski called the meeting to order at 2:40 p.m.

### **TREASURER'S REPORT**

Acting Chair Kowalski shared the Treasurer's Report as presented.

Moved by Phyllis Kobasiuk, Parkland County, and seconded Marvin Schatz, Barrhead County to accept the Treasurer's Report as presented.

CARRIED

### **NOMINATIONS FOR CHAIR, VICE CHAIR, COMMITTEES**

#### **Nominations for Pembina Zone No.3 Chair**

Acting Chair Kowalski called for nominations for Pembina Zone No. 3 Chair for the 2023 calendar year.

Joyce Pearce, Thorhild County moved to nominate Ashtin Anderson, Athabasca County, for Pembina Zone No. 3 Chair. Kristina Kowalski was nominated but declined the Chair position.

Bart Guyon moved that nominations cease.

CARRIED

Congratulations to Ashtin Anderson, Athabasca County, on her appointment as Chair.

#### **Nominations for Pembina Zone No.3 Vice Chair**

Acting Chair Kowalski called for nominations for Pembina Zone No. 3 Vice-Chair for the 2023 calendar year.

Ashtin Anderson, Athabasca County, moved to nominate Kristina Kowalski, Parkland County, for Vice Chair.

Natalie Birnie, Parkland County seconded the nomination.

Phyllis Kobasiuk assumed the chair and called a second and third time for Vice Chair nominations.

Joyce Pearce, Thorhild County, moved that nominations cease.

CARRIED

Congratulations to Kristina Kowalski, Parkland County, on her second term as Vice Chair.

### **RMA Resolutions Committee Chair/Vice Chair Appointments**

Kara Westerlund, Vice-President, RMA clarified that the Chair and Vice Chair of the RMA Pembina Zone Committee can automatically be appointed to the RMA Resolutions, according to the bylaw.

Bart Guyon, Brazeau County, moved that the Chair and Vice Chair of the RMA Pembina Zone Committee be appointed to the RMA Resolutions Committee Chair/Vice Chair positions accordingly.

Kelly Chamzuk, Athabasca County, seconded the motion.

CARRIED

Congratulations to Ashtin and Kristina on their appointments.

### **2023 MEETING DATES**

Acting Chair Kowalski reviewed proposed meeting dates for the ensuing year (April 24, July 24, October 2, and January 22), making note that there are concerns with October 2<sup>nd</sup> due to municipal office closures for some municipalities on that day in lieu of September 30<sup>th</sup> Truth & Reconciliation Day.

Rob Wiedeman, Parkland County, moved and Deanna Stang, Sturgeon County, seconded the dates as amended:

- April 24, 2023
- July 17, 2023
- September 25, 2023, and
- January 22, 2024

CARRIED

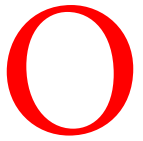
### **ADJOURNMENT**

Acting Chair Kowalski closed the meeting 2:53 p.m.

\_\_\_\_\_  
Kristina Kowalski, Acting Chair

Date: \_\_\_\_\_

**Community FUTURES YELLOWHEAD EAST**  
**CFYE Regular Board Meeting Minutes**  
**Location: Community Futures Yellowhead East Office**  
**Thursday December 15, 2022 – 1:00pm – 3:00 pm**



<b>In Attendance</b>	Nick Gelych, Daryl Weber, Serena Lapointe, Liz, Krawiec, Jim Haile's, Marvin Schatz, Robin, Anna Greenwood, Bruce Prestidge
<b>REGRETS:</b>	Ty Assaf
<b>1) CALL TO ORDER:</b>	Meeting Called to Order at 1:15 pm
<b>2) ADOPTION OF AGENDA:</b>	<p><b><u>Motion# 55 Moved by Jim Hailes</u></b>  <i>That the Agenda be accepted as amended to include to add Staff Holiday Carryover RFD to In Camera Session 9.4</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3) MINUTES OF PREVIOUS MEETING:</b>	<p><b><u>Motion # 56 Moved by Marvin Schatz</u></b>  <i>That the minutes of the October 20,2022 regular board meeting be accepted amended to include Robin Murray as in attendance. No Meeting November 2022</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4) CHAIR REPORT</b>	<p>All Managers Meeting Update</p> <p><b><u>Motion # 57 Moved by: Daryl Weber</u></b>  <i>Motion to accept as information</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>5) TREASURER'S REPORT</b>	<p><b><u>Motion # 58 Moved by Liz Krawiec</u></b>  <i>Motion to accept financial reports/ Quarterly Report, Business Number report, semi annual financials as attached.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>6) STAFF REPORTS:</b>	<p><b>Staff Reports – Under Review-</b></p> <p><b><u>Motion # 59 Moved by: Robin Murray</u></b>  <i>Motion to accept verbal report as information</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>CFYE - RRRF Client Survey Overview – attached</b></p> <p><b><u>Motion# 60 Moved by Serena Lapointe</u></b>  <i>To accept the report as presented far information only.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>7) OLD BUSINESS:</b>	<p><b>7.1 Board Strategic Planning Session – Draft Attached</b></p> <p><b><u>Motion # 61 Moved by: Anna Greenwood</u></b>  <i>To accept the attached review as information</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>7.2 Strategic Doing – Agri Food Update- Master Action Pack Included</b></p> <p><b><u>Motion # 62 Moved by: Liz Krawiec</u></b>  <i>Motion to accept as information</i></p>



8) NEW BUSINESS:

**CARRIED**

8.1 New Board Meeting Format Review/ Discussion – RFD attached:

**Motion # 63 Moved by: Robin Murray**

*Motion to approve changes to Meeting Agenda, to include Basic General Overview of current affairs, Policy Implications requiring motions, contract changes, and general loan client updates that have changed.*

**CARRIED**

8.2 Cultural Awareness Training/ for Online Board Training – Per Diem Costs – schedule attached

**Motion # 64 Moved by: Serena Lapointe**

*Board approved to pay \$1500 for Virtual Board Training , as well as \$75 per diem per board member for each virtual session attended, from out of the Board Investment Fund.*

**CARRIED**

8.3 Draft 2023-24 Operating Plan – attached

**Motion # 65 Moved by: Marvin Schatz**

*Motion to accept the Draft 2023/2024 Operating Plan as presented.*

**CARRIED**

8.4 Strategic Doing – CF Managers Project- position paper to be signed- As Information

8.5 CFNA Strategic Planning NW Managers/Chairs Update/ Possible Funding – As Information

8.6 January Board Meeting: Harvey McKinnon – CFLIP Investment – Board Meeting to be cancelled in January. Michelle to move the CFLIP presentation to February Meeting.

9) IN CAMERA SESSION

9.1 Executive Director Performance Review.

9.2 Staff Update

9.3 RFD – Staff Christmas Bonus

9.4 RFD – Holiday Payout

**In Camera: 3:43 PM**

**Out of Camera: 4:06**

**9.1 Motion# 66 Moved By: Jim Hailes**

*Motion to approve performance review of Executive Director, allowing for increase to the next salary increment, as per previously approved budget, along with an increase in holidays to match with the average holiday allowance for managers according to the annual CFNA salary/wage report.*

**CARRIED**

**9.3 Motion # 67 Moved By: Bruce Prestidge**

*Motion to approve the current HR Policy, be updated to include the provision for an annual Staff Christmas Bonus being provided to staff each year, with the amount contingent on budget availability. In addition motion to include the special allowance.*

**CARRIED**

**9.4 Motion # 68 Moved by: Bruce Prestidge**

*Motion to provide special circumstance approval for Executive Director to carry over 5 days of annual holiday to the 2023 year, as per HR Policy, as well as to allow for payout of an additional 5 days accrued in the 2022 year.*

**CARRIED**

10) ROUND TABLE

11) ATTACHMENTS

Work Plan leading Towards Vision 2030 - For Information Only  
Pacific Economic Development Canada – Performance Report

ADJOURNMENT:

**Motion # 69 Moved by Marvin Schats**

NEXT MEETING:

Moved to adjourn at 4:06 pm

**January – Cancelled**

February Meeting – February 16, 2022



CFYE Board Chair, Nick Gelych

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CFYE Secretary, Serena Lapointe

FEB 16, 22

DATE



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Barrhead & District Family and Community  
Support Services Society  
Thursday, DECEMBER 15, 2022  
Regular Board Meeting  
MINUTES

**Present:**

Judy Bradley - Chair  
Dan Garvey – Vice Chair  
Leslie Penny – Secretary/Treasurer  
Karen Gariepy – Executive Director  
Kay Roberts - Bookkeeper  
Terese Koch – Recording Secretary  
Anthony Oswald      Sally Littke  
Paul Properzi    Dausen Kluin - missing  
Bill Lane              Mark Oberg - missing

**Absent:**

**1) Call to Order:**

The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order at 9:33 a.m., by Chair, Judy Bradley

**2) Acceptance of Agenda – Additions/Deletions**

93-22      Moved by Bill Lane to accept the agenda, seconded by Anthony Oswald.

Carried

**3) Board Presentation – No presentation at this meeting.**

**4) Items for Approval**

a) Minutes for the regular Board meeting of the Barrhead & District FCSS November 14, 2022.

94-22      Moved by Sally Littke to accept the minutes of the regular Board meeting, November 14, 2022.  
Seconded by Leslie Penny.

Carried

b) Financial Statements

95-22      Moved by Leslie Penny to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending, November 30, 2022, as presented, seconded by Paul Properzi.

Carried

c) Banking Information

96-22      Moved by Leslie Penny to move the Barrhead and District FCSS Society bank accounts from the Servus Credit Union to the Scotiabank with the current signing authorities. Seconded by Sally Littke.

Carried

5) New Business

a) Community budget

97-22 Moved by Paul Properzi to accept the Community budget as presented. Seconded by Bill Lane.  
Carried

b) Storage –

98-22 Moved by Leslie Penny that the discussion on storage be tabled until the next meeting. Seconded  
by Dan Garvey. Carried

c) Food Bank Grant – a grant of \$15,000 will be received in 2023 for the Food Bank. Accepted as  
information.

d) WCB and Benefit Cost – These costs are higher than anticipated. They were \$1.20 per \$100 and have  
increased to \$1.29 per \$100. Accepted as information.

e) Zoom Meeting with MLA – Karen updated that some FCSSs had a Zoom meeting our MLA Glen  
VanDijken.

f) Accountability Framework – Accepted for information is the updated printed information that Karen  
included in the Board package.

6) Old Business

a) Policy Handbook

99-22 Moved by Sally Littke to make September 30, Truth and Reconciliation Day, a statutory holiday.  
Seconded by Dan Garvey. **Unanimously defeated**

7) Items for Information

a) Director's Report – Presented as information

8) Board Development

a) Nothing at this meeting, but Karen would like to look for something going forward.

9) In Camera

a) Leslie motioned to go in camera. Sally seconded.

b) Leslie motioned to end in camera. Sally Seconded.

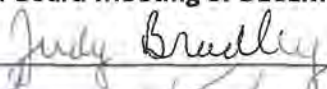

10) Next Meeting: Moved by Paul Properzi to postpone the January meeting to February 16<sup>th</sup>, 2023. Seconded by  
Leslie Penny. Carried

11) Adjournment

100-22 Moved by Anthony Oswald to adjourn the meeting at 11:46 a.m., seconded by Leslie Penny

Carried

Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of DECEMBER 15, 2022

Chairperson

Recording Secretary



**Barrhead & District Social Housing Association  
Minutes  
Regular Board Meeting – January 24, 2023**

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Members Present: Craig Wilson, Don Smith, Peter Kuelken, Roberta Hunt (via teleconference – left meeting at 11:59), Bill Lane (entered meeting at 10:40)  
Staff Present: Tyler Batdorf, Su Macdonald

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**1.0 The meeting was called to order at 10:06 a.m.**

**2.0 Approval of Agenda**

*Peter Kuelken moved to approve the January 24, 2023, Regular Board Meeting Agenda.*

*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Peter Kuelken moved to adopt the Minutes of the Regular Board Meeting of December 12, 2022.*

*Carried Unanimously*

**4.0 Reports**

4.1 Financial Report  
Income Statements for Lodges and Seniors & Community Housing were presented.

*Roberta Hunt moved to accept the Financial Reports as presented.*

*Carried Unanimously*

Initials: Chairperson C.W. CAO JB

Minutes: January 24, 2023



#### 4.2 Cheque Log – December 2022

*Don Smith moved to accept the Cheque Log as presented.*

*Carried Unanimously*

#### 4.3 CAO Report

Updates were presented on the following topics:

- Operations (Dietary, Admin, Activities, Housekeeping)
- Facilities Manager's Report
  - ASHC Funded Projects
  - BDSHA Projects
  - General Overview

*Peter Kuelken moved to accept the CAO's Report as presented.*

*Carried Unanimously*

#### 4.4 Resident Services Manager's Report

The report was presented in a completely new format which was well received by the Board.

Vacancy Report:

-Hillcrest Lodge	34 vacancies (30%)
-Klondike Place	3 vacancies (8%)
-Golden Crest Manor	3 vacancies (9%)
-Jubilee Manor	1 vacancies (6%)
-Pembina Court Manor	3 vacancies (13%)
-JDR Manor	0 vacancies (0%)
-Barrhead CH	1 vacancies (13%)
-Swan Hills CH	3 vacancies (38%)

*Roberta Hunt moved to accept the Resident Services Manager's Report as presented.*

*Carried Unanimously*

### 5.0 Old Business

#### 5.1 Needs Assessment (Information Only)

The CAO has a meeting next week with a consulting firm.

#### 5.2 Security Cameras (Information Only)

Casual investigations revealed an estimate in the region of \$80,000+ to install a security camera system. The Board requested that an official RFP be posted to get a more accurate assessment of the cost.

*Peter Kuelken moved to accept the information.*

*Carried Unanimously*

### 6.0 New Business

Initials: Chairperson C.W. CAO JS

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6.1 Policy Review

An overview of the outcome of the Policy Review Committee was presented. Request for new policies or amendments to existing policies were also presented as follows:

- a. A request was made for an additional week of vacation pay be given to employees after 25 years of continuous service (amendment to current policy).

*Peter Kuelken moved to accept the amendment to the policy.*

*Carried Unanimously*

- b. A request was made for policy to support the current practice of allowing the Executive, managers and supervisors an additional week of vacation over and above that provided for by existing policy (amendment to current policy).

*Roberta Hunt moved to accept the amendment to the policy.*

*Carried Unanimously*

- c. A request was made for Lodge power charges to be rolled into the Resident Services Component of the rent (amendment to current policy).

*Peter Kuelken moved to accept the amendment to the policy.*

*Carried Unanimously*

- d. A request was made for a new pet policy to incorporate policy relating to Service Animals.

*Don Smith moved to accept the new Pet Policy.*

*Carried Unanimously*

- e. A request was made for a retiring allowance for employees (amendment to existing policy. This item was tabled until further analyses of the terms and costs and can be done.

- f. A request was made for an amendment to the current Salary Continuation (sick pay) policy.

*Bill Lane moved to accept the new policy with the addition that Flex Days must be booked off ahead of time (except in the case of an emergency) and that these days be approved by the employee's supervisor or manager.*

*Carried Unanimously*

- g. A request was made for a Social Media & Internet Usage Policy.

Initials: Chairperson C.W. CAO [Signature]

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*Don Smith moved to accept the new Policy.*

*Carried Unanimously*

- h. A request was made for an amended Dress Code/Uniform Policy.  
This item was tabled until further information could be gathered.

6.2 RFD\_BDSHA Utility Tractor

Three quotes were presented for the purchase of a new tractor and the trade in of the existing tractor with prices ranging from \$25,125 to \$48,650, with the John Deere being the preferred option.

*Bill Lane moved to purchase the John Deere 202R Compact Utility Tractor 223.9 HP for \$41,300.*

*Carried Unanimously*

6.3 RFD\_Floor Scrubber

A request for a budget price was made for a new floor scrubber along with nine quotes ranging in price from \$7,343 to \$25,693.

*Don Smith moved to allow \$26,000 (+/- a few hundred dollars) for the purchase of a ride-on floor scrubber that meets the needs of the Association.*

*Carried Unanimously*

6.4 ASCHA Convention - Discussion

Booking is now open for the 2023 ASCHA Convention in Edmonton. After discussion it was decided to register all Board Members plus the CAO and Deputy CAO & CSM. Attendance was authorized for other staff members at the discretion of the CAO. Rooms should also be booked as soon as possible to allow for the best choice of hotels.

*Roberta Hunt moved to register delegates and book hotel rooms as soon as possible.*

*Carried Unanimously*

**7.0 Correspondence**

ASHC Budget for 2023  
Amendment to Ministerial Order

**8.0 In Camera – Board and CAO**

Not Required

Initials: Chairperson CW CAO D

Minutes: January 24, 2023

**9.0 In Camera – Board Only**

Not Required

**10.0 Time and Date of Next Meeting**

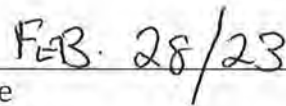
Tuesday, February 28, 2023, at 10:00 a.m.

**11.0 Adjournment**


*Bill Lane moved to adjourn the meeting at 12:24 a.m.*

*Carried Unanimously*

  
\_\_\_\_\_  
Signature: Craig Wilson, Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature: Tyler Batdorf, CAO

  
\_\_\_\_\_  
Date