

1.0 CALL TO ORDER**2.0 APPROVAL OF AGENDA****3.0 MINUTES****3.1 REGULAR MEETING HELD MAY 16, 2023**[Schedule A](#)**4.0 ACTION ITEMS:****4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-632
NE 28-61-4-W5 (BREUKELMAN)**

Administration recommends that Council approve subdivision application 22-R-632 with the vacant parcel to be created out of the NE 28-61-4-W5 be reduced to 5.0 ac and with the conditions as presented.

[Schedule B](#)**4.2 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-658
SW 10-59-3-W5 (SCHMIDT / MIDDENDORF)**

Administration recommends that Council approve subdivision application 22-R-658 to create a 4.05 ha (10.0 acre) farmstead separation out of the SW 10-59-3-W5 with the conditions as presented.

[Schedule C](#)**4.3 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-667
NW 31-62-3-W5 (HAMOEN)**

Administration recommends that Council approve subdivision application 23-R-667 proposing to create 2 fragmented AG parcels of 37.29 ha (92.14 acre) and 22.31 ha (55.14 acres), and a farmstead separation of 0.84 ha (2.07 ac) out of NW 31-62-3-W5 with the conditions as presented.

[Schedule D](#)**4.4 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-675
NE 13-58-3-W5 (SCHNIRER)**

Administration recommends that Council approve subdivision application 23-R-675 to create a 3.55 ha (8.78 acre) farmstead separation out of the NE 13-58-3-W5 with the conditions as presented.

[Schedule E](#)**4.5 SET DATE, TIME & PLACE FOR 2023 PUBLIC AUCTION (TAX SALE)**

Administration recommends that Council declares that the Public Auction, pursuant to MGA s. 418(1), be held Wednesday, December 6, 2023 commencing at 2:00 p.m. in the Council Chambers of the County of Barrhead Administration Office, and further that the CAO for the County of Barrhead act as the auctioneer.

[Schedule F](#)

4.6 2023 ROAD RECONDITIONING PROGRAM (SHOULDER PULL)

Administration recommends that Council direct Administration to award the 2023 Road Reconditioning Program to B & B Wilson Oilfield Service Ltd. at a total project cost of \$168,000.

[Schedule G](#)

4.7 CPO VEHICLE TENDER

Administration recommends that Council approve the purchase of a 2023 Chevrolet Tahoe SSV (as per specifications) to Wolfe Chevrolet Edmonton at a purchase price of \$66,874.25 plus GST.

[Schedule H](#)

4.8 COMMUNITY PEACE OFFICER (CPO) – NEW POLICIES

Administration recommends that Council approve the following policies for the CPO Program:

- PS-001 CPO Code of Conduct
- PS-002 CPO Public Complaint Process & Disciplinary Action
- PS-003 CPO Traffic, Pursuit & Emergency Response
- PS-004 CPO Body-Worn & In-Car Cameras
- PS-005 CPO Notebook
- PS-006 CPO Records Management System
- PS-009 CPO Known Risk
- PS-010 CPO Employer Reporting Requirements

[Schedule I](#)

4.9 IN-CAMERA**4.9.1 PERSONNEL MATTER – FOIPP Sec. 17 Disclosure Harmful to Personal Privacy****5.0 REPORTS****5.1 COUNTY MANAGER REPORT**

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

- Tracking Report

[Schedule J](#)

- FCSS Letter of Support

[Schedule K](#)

- AAIP Rural Renewal Stream – May Stats

[Schedule L](#)

5.2 DIRECTOR OF CORPORATE SERVICES

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

- Cash, Investments, & Taxes Receivable as of April 30, 2023

[Schedule M](#)

- Payments Issued for the month of April 2023

[Schedule N](#)

- YTD Budget Report for 4 months ending April 30, 2023

[Schedule O](#)

- YTD Capital Recap for period ending April 30, 2023

[Schedule P](#)

- Elected Official Remuneration Report as at April 30, 2023

[Schedule Q](#)

5.3 PUBLIC WORKS REPORT

(10:00 a.m.)

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

[Schedule R](#)

5.4 COUNCILLOR REPORTS

6.0 INFORMATION ITEMS:

- 6.1 Letter from Barrhead & Community Indigenous Committee Re: Invite to Indigenous Day Event June 21 – dated June 1, 2023**

[Schedule S](#)

- 6.2 Email from Ukrainian Day Committee Re: Ukrainian Day Celebration – dated May 18, 2023**

[Schedule T](#)

6.3 Minutes

- 6.3.1 County of Barrhead ECDC Minutes – May 26, 2023**

[Schedule U](#)

- 6.3.2 Athabasca Watershed Council Minutes – February 9, 2023**

[Schedule V](#)

7.0 DELEGATIONS

- 7.1 11:00 a.m. Mark Chartier & Luke Henkelman, Camp Nakamun – Letter of Support**

[Schedule W](#)

- 7.2 11:30 a.m. Fire Chief Gary Hove, Barrhead Regional Fire Services – Quarterly Report**

[Schedule X](#)

8.0 ADJOURNMENT

REGULAR MEETING OF COUNCIL - HELD MAY 16, 2023

Regular Meeting of the Council of the County of Barrhead No. 11 held May 16, 2023 was called to order by Reeve Drozd at 9:01 a.m.

PRESENT

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

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

ABSENT

Councillor Jared Stoik

STAFF

Debbie Oyarzun, County Manager	Kyle Meunier, Ag Fieldman
Pam Dodds, Executive Assistant	Adam Vanderwekken, Corporate
Ken Hove, Director of Infrastructure	Communications Coordinator

ATTENDEES

Glenda Farnden - STARS Sr. Municipal Relations Liaison
Barry Kerton - Town and Country Newspaper

APPROVAL OF AGENDA

2023-157 Moved by Deputy Reeve Schatz that the agenda be approved as presented.
Carried Unanimously.

MINUTES OF REGULAR MEETING HELD MAY 2, 2023

2023-158 Moved by Councillor Preugschas that the minutes of the Regular Meeting of Council held May 2, 2023 be approved as circulated.
Carried Unanimously.

2022 ANNUAL REPORT

2023-159 Moved by Councillor Lane that Council approves the 2022 Annual Report as presented.
Carried Unanimously.

Adam Vanderwekken departed the meeting at 9:16 a.m.

DECLARATION – SENIORS’ WEEK 2023

2023-160 Moved by Councillor Properzi that Council declares June 5-11, 2023 as Seniors’ Week in the County of Barrhead.
Carried Unanimously.

PROCLAMATION – ALBERTA RURAL HEALTH WEEK MAY 29 – JUNE 2, 2023

2023-161 Moved by Councillor Preugschas that Council proclaims May 29 – June 2, 2023, as Alberta Rural Health Week.
Carried Unanimously.

BARRHEAD INDIGENOUS DAY COMMITTEE - COMMUNITY GRANT REQUEST

2023-162 Moved by Councillor Properzi that Council approves the application from Barrhead Indigenous Day committee for \$1,000 under the Community Grants Policy to assist with the Barrhead Indigenous Day event to be held on June 21, 2023.
Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD MAY 16, 2023

Kyle Meunier joined the meeting at 9:22 a.m.

DUCKS UNLIMITED CANADA – PROFESSIONAL SERVICES AGREEMENT

- 2023-163 Moved by Deputy Reeve Schatz that Council authorizes Administration to enter into the 2023 Professional Services Agreement to a maximum of \$8,000 as presented by Ducks Unlimited Canada and as recommended by the ASB.

Carried Unanimously.

APPOINTMENT OF WEED & PEST INSPECTOR

- 2023-164 Moved by Councillor Lane that Council appoint Chelsea Jaeger as the County of Barrhead Weed Inspector under the *Weed Control Act* and Pest Inspector under the *Agricultural Pest Act*.

Carried Unanimously.

Kyle Meunier departed the meeting at 9:33 a.m.

Adam Vanderwekken rejoined the meeting at 9:35 a.m.

Ken Hove joined the meeting at 9:49 a.m.

COMMUNITY HALLS STRATEGY: 2ND STAKEHOLDER ENGAGEMENT “WHAT WE HEARD” REPORT

- 2023-165 Moved by Deputy Reeve Schatz that Council accept the “What We Heard” Report from the 2nd Community Halls Strategy Stakeholder Engagement Session for information.

Carried Unanimously.

Adam Vanderwekken departed the meeting at 9:55 a.m.

PUBLIC WORKS REPORT

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

- 2023-166 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

CONTRACT RENEWAL – GRASS CUTTING AT LOCATION #11 (MACGILL ESTATES)

- 2023-167 Moved by Councillor Kleinfeldt that Council approve the Independent Contract Services agreement with Virginia MacGillivray to provide grass cutting service for 2023 on 1.6 acres at County of Barrhead location #11 (MacGill Estates) under the terms and conditions as presented.

Carried Unanimously.

2023 PAVEMENT REPAIRS

- 2023-168 Moved by Deputy Reeve Schatz that Council directs Administration to enter into a contract with Central City Paving for the 2023 Pavement Repair work for a price of \$202.00/tonne plus a mobilization fee of \$7,500.00, up to a maximum of \$180,000 as allocated in the 2023 Operating Budget.

Carried Unanimously.

2023 ROAD RECONSTRUCTION PROJECT #640 – WEST OF NW 5, 8 AND 17-61-4-W5

- 2023-169 Moved by Councillor Preugschas that Council directs the Reeve and County Manager to sign the agreements for Crop Damages on Backslope Area, Borrow Area and Crop Damage on Access Roads to Borrow Area, for 2023 Road Reconstruction Project #640 - West of NW 5, 8 and 17-61-4-W5.

Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD MAY 16, 2023

2023 CONSTRUCTION PROJECTS 23-741 AND 23-742

2023-170 Moved by Councillor Lane that Council directs administration to cancel project 23-741 and remove it from the 2023 Capital Budget at an estimated cost of \$272,686 due to inability to obtain agreements for Borrow Area.

Carried Unanimously.

2023-171 Moved by Councillor Properzi that Council directs administration to escalate Project 26-740 (to be renamed to Project 23-742) from the 10-year Capital Plan to the 2023 Capital Budget at an estimated cost of \$182,657.

Carried Unanimously.

2023 ROAD RECONSTRUCTION PROJECT 23-742 – SOUTH OF 11-62-4-W5

2023-172 Moved by Deputy Reeve Schatz that Council directs the Reeve and County Manager to sign the agreements for Crop Damages on Backslope Area, Borrow Area and Crop Damage on Access Roads to Borrow Area, for 2023 Road Reconstruction Project 23-742 – South of 11-62-4-W5.

Carried Unanimously.

Ken Hove departed the meeting at 10:36 a.m.

RECESS

Reeve Drozd recessed the meeting at 10:36 a.m.

Reeve Drozd reconvened the meeting at 10:44 a.m.

2023-2024 TRAFFIC SAFETY PLAN

2023-173 Moved by Councillor Lane that Council directs CAO to work directly with the RCMP to finalize the Traffic Safety Plan and submit to Alberta Justice & Solicitor General as part of the application to become an Authorized Employer under the Peace Officer Program.

Carried Unanimously.

INFORMATION ITEMS

2023-174 Moved by Councillor Properzi that Council accept the following agenda items for information:

- Letter from Barrhead & District 4-H Beef & Sheep Committee Re: Achievement Day – dated March 13, 2023
- Letter to GROWTH Alberta Re: Withdrawal of Membership – dated May 10, 2023
- Letter to Alberta Municipalities from Yellowhead County Re: Postponement of Election – dated May 10, 2023
- Letter from Treaty Partner Consulting Re: Invitation to educational gathering – dated May 1, 2023

Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD MAY 16, 2023

DELEGATION – SHOCK TRAUMA AIR RESCUE SOCIETY (STARS)

Glenda Farnden, STARS Sr. Municipal Relations Liaison met with Council at this time being 11:34 a.m. and discussed the annual report.

2023-175 Moved by Councillor Kleinfeldt that Council accept the presentation from STARS for information.

Carried Unanimously.

Council thanked Ms. Farnden and she departed the meeting at 12:11 p.m.

GENERAL CONSENSUS TO EXTEND MEETING

Council gave consent to extend the meeting into the lunch hour.

REPORT – COUNTY MANAGER

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

- County has received an appeal on the development permit for the Hutterite Colony
- Barrhead Regional Fire Services Department deployment updates
- Recognized support from local farmers and individuals in supporting the control of wildfires under the coordination of the Fire Chief
- Swan Hills is being evacuated due to fires. County will waive County campground fees for evacuees.

2023-176 Moved by Councillor Lane that Council accept the County Manager report for information.

Carried Unanimously.

COUNCILLOR REPORTS

Councillor Lane reported on his attendance at the County LUB Open House.

Deputy Reeve Schatz reported on being busy with farming activities.

Councillor Kleinfeldt reported on his attendance at the County LUB Open House, Barrhead Library Tea Party in honour of the King's Coronation.

Councillor Preugschas reported on his attendance at the County LUB Open House, ASB Provincial Committee meeting, County ASB meeting, WILD meeting, Twinning Provincial Conference, and Ft. Assiniboine's 200th anniversary planning.

Councillor Properzi reported on his attendance at an FCSS meeting.

Reeve Drozd reported on his attendance at the County LUB Open House, Dunstable School Tea Party in honour of the King's Coronation, Camp Nakamun meeting, Belvedere Hall clean-up, and time spent on County office duties.

ADJOURNMENT

2023-177 Moved by Councillor Lane that the meeting adjourn at 12:23 a.m.

Carried Unanimously.



TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NE 28-61-4-W5
BREUKELMAN, MUNICIPAL PLANNING FILE NO 22-R-632**

ISSUE:

An application has been received for a subdivision proposing to create a 2.06 ha (5.10 acre) vacant parcel out of the NE 28-61-4-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land was previously undeveloped.

ANALYSIS:

- Municipal Development Plan (MDP) requires vacant parcels to be a maximum of 5 acres in size.
 - Planner recommends parcel be reduced from 5.10 to 5.0 acres to meet MDP requirements.
- ACCESS:
 - Access to proposed and remainder parcels will be from Range Road 43.
 - Approaches to be built to County standards, approach to proposed requires work in the amount of \$2,646.15 +GST.
 - Road widening is required on eastern boundary, adjacent to Range Road 43.
- Municipal Reserves are not required.
- Private septic inspection is not required.
- Wetlands affect the remainder parcel, however a suitable building site still exists.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That the parcel be reduced to 2.02 ha (5.0 ac) with dimensions to the satisfaction of the Subdivision Authority Officer.
2. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.

4. That 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-632 with the vacant parcel to be created out of the NE 28-61-4-W5 be reduced to 5.0 ac and with the conditions as presented.

DATE RECEIVED: DEC 19 2022

DEEMED COMPLETE: DEC 20 2022

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
BBS stucco LTD.

Address, Phone Number, and Fax Number
[Redacted]

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

Address, Phone Number, and Fax Number
[Redacted]

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the NE 1/4 SEC. 28 TWP. 61 RANGE 4 WEST OF 5 MERIDIAN.

Being ALL PART of LOT _____ BLOCK _____ REG. PLAN NO. _____ C.O.T. NO. _____

Area of the above parcel of land to be subdivided 2.02 hectares (5 acres)

Municipal address (if applicable) N/A

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrhead No. 11

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

If 'YES', the adjoining municipality is _____

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

If 'YES', the Highway # is: _____

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

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

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

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
<u>Farm Land</u>	<u>vacant (ce)</u>	<u>AG</u>

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)
<u>flat</u>	<u>brush and trees</u>	<u>sandy</u>

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.

No structures

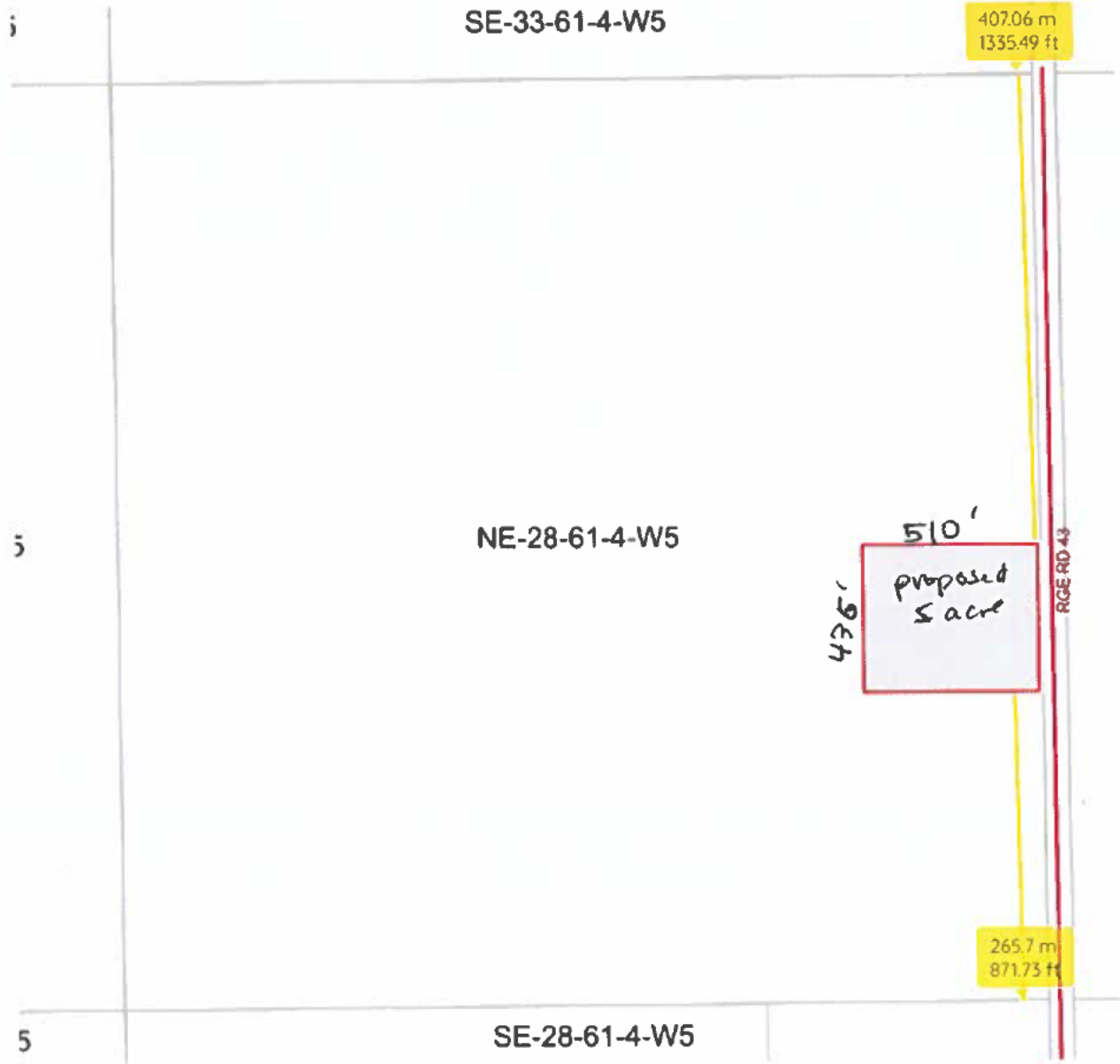
vacant

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

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

Signature [Signature]

Date Dec 5/2022



Revised tentative plan

March 8 / 23


land owner.

Subdivision Report



FILE INFORMATION

File Number: 22-R-632
Municipality: Co. of Barrhead
Legal: NE 28-61-4-W5
Applicants: Gerry Breukelman
Owners: Same as Applicant

Date Acknowledged: March 9, 2023
Referral Date: March 9, 2023
Decision Due Date: May 8, 2023
Revised Decision Date: June 7, 2023
Date of Report: April 24, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 5.5% & 76%

Gross Area of Parcel: 64.7 ha (160.0 ac.)
Net Area of Lot: 2.06 ha (5.10 ac.)
Reserve Status: Not required – 1st parcel

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a vacant country residential parcel from NE 28-61-4-W5. The proposed country residential use parcel is 2.06ha (5.10 ac.) in area. The proposal was originally submitted and circulated on December 20, 2022. AEP objected to the original location because the parcel appears to impact a wetland. AEP requested a wetland assessment. The landowner withdrew the application and resubmitted in an alternate location to avoid the wetland.

The subject site is in the northeastern portion of the County of Barrhead No. 11, approximately 9.8 km (6.0 miles) west of Neerlandia and 4.2 km (2.6 miles) west of Woodlands County.

The subject site is adjacent to Range Road 43 (eastern boundary) and 0.8 km (0.5 miles) north of Township Road 614. Access to the proposed parcel and remainder is from Range Road 20. Access requirements can be met.

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

- an identified historic resource;
- flood hazards lands;
- pipeline rights or way;
- an AER licensed facility; or
- abandoned wells or pipelines.

The site may be affected by:

- wetlands; and
- high risk watershed area.

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

The proposed lot is vacant and appears to be partially treed. The proposed lot is currently not serviced. The proposed lot is rectangular in shape and is located approximately 265.7 m (871.7 ft.)

north of the south quarter section boundary. There appears to be a suitable building site a on the proposed parcel.

The remainder is not developed, and contains pasture lands, wetlands, and treed areas. The Abandoned Well Map shows no abandoned wells within the remainder. The OneStop Map shows no AER facilities near the proposed parcel. The application form notes that the remainder contains no structures. The remainder is not serviced. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as being 84 ac. at 5.5% and 76 ac. at 36%. The proposed parcel is not developed and is 265.7 m from the corner of the quarter section. In the opinion of the planner, the subdivision of the proposed lot should not significantly impact the agricultural capability of the balance of the quarter section.

The proposed subdivision appears reasonable. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (eastern boundary). • Accesses and approaches required. • Reserves are not required for the proposed Lot. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is not within 1.5 km of sour gas facility. • Site is within not within 2 miles of a CFO.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response.
3. Alberta Forestry, Parks, & Tourism	<ul style="list-style-type: none"> • Wetland assessment requested from original circulation. • No objections after wetland assessment completed.
4. Canada Post	<ul style="list-style-type: none"> • No response.
5. Woodlands County	<ul style="list-style-type: none"> • No objections.
6. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
7. Telus Communications	<ul style="list-style-type: none"> • No objections.
8. Apex Utilities	<ul style="list-style-type: none"> • No objections. • Please notify Alberta One Call at 1 (800) 242-3447 to arrange for "field locating" should excavations be required within the described area. • Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
9. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
10. Alberta Health Services	<ul style="list-style-type: none"> • No response.

Adjacent landowners were notified on 9 March 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. **Section 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. There are no existing country residential parcels within the quarter section. **Policy 3.2.3(16)** states that “[a] maximum of three (3) parcels may be subdivided from a quarter section for residential use, being either three (3) farmsteads, or two (2) farmsteads and one (1) vacant parcel. If, at time of application, there are two (2) agricultural parcels on the subject quarter section then only two (2) residential use parcels may be permitted.” This will create the first vacant country residential parcel within the quarter section. The subdivision creates the second parcel within the quarter section.

Section 3.2.3(28) states that “subdivisions of vacant land for residential purposes shall normally be a minimum of 0.40 ha (1.0 ac.) and a maximum of 2.02 ha (5.0 ac.) in size. In order to ensure the least amount of potential disruption to existing or future agricultural uses in the area, vacant residential use parcels shall be:

- a. encouraged to locate on the lower capability agricultural lands on the quarter section; and/or
- b. encouraged to locate adjacent to an existing farmstead separation; and/or
- c. encouraged to locate in one of the four (4) corners of the original quarter section.

The proposed parcel contains treed areas and cultivated lands. The Farmland Assessment Ratings identify the quarter section as containing non-arable lands. Therefore, even though the proposed parcel is not within in the corner of the quarter section, the planner believes the proposed subdivision is reasonable and is consistent with the requirements of **Section 3.2.3(28)**.

There proposed subdivision will subdivide 2.06 ha (5.10 ac.) for country residential use from the quarter section.

Section 3.2.3(29) allows “a maximum of one (1) vacant parcel for residential use will be allowed per quarter section within the Agricultural Use Area at any time.” No other parcels have been subdivided from the quarter section. **Therefore, the planner recommends the proposed parcel be reduced to a total of 2.02 ha (5.0 ac) in order to conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The normal maximum parcel area for a vacant CR use parcel is 2.02 ha (5.0 ac.). The proposed parcel is 2.06 ha (5.10 ac.) and exceeds the maximum allowed areas for conversion to CR use within a quarter section. **Therefore, the planner recommends the proposed parcel be reduced to a total of 2.02 ha (5.0 ac), in order to conform to the County LUB.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal

system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

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

the proposed subdivision appears satisfactory.

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

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

In the opinion of the planner, s. 663(a) applies to the proposed Lot and Reserves are not due for the proposed lot. Section 663(b) of the *Act* applies to the remainder and Reserves are not due for the remainder.

The subject site contains wetlands identified on the Merged Wetland Inventory. Therefore, in the opinion of the planner, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

1. Revise Parcel Area to not exceed 5.0 ac.
2. Land Acquisition Agreement re: Road Widening
3. Accesses and approaches to the satisfaction of the County.
4. Taxes up to date

5. RECOMMENDATION

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

1. That the parcel be reduced to 2.02 ha (5.0 ac) with dimensions to the satisfaction of the Subdivision Authority Officer.
2. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County

will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.

3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – SW 10-59-3-W5
SCHMIDT, MUNICIPAL PLANNING FILE NO 23-R-658**

ISSUE:

An application has been received for a subdivision proposing to create a 4.05 ha (10.0 acre) farmstead separation out of the SW 10-59-3-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land is developed with a residence and outbuildings.

ANALYSIS:

- Municipal Development Plan (MDP) requires farmstead separations to be a maximum of 10 ac in size.
 - Proposal meets MDP requirements.
- ACCESS:
 - Access to proposed and remainder parcels will be from Range Road 33.
 - Approaches to be built to County standards, approach to remainder requires work in the amount of \$1,988.94 +GST.
 - Road widening is required on western boundary, adjacent to Range Road 33.
- Municipal Reserves are not required.
- Private septic inspection is required.
- Wetlands affect the remainder parcel, however a suitable building site still exists.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to 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 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-658 to create a 4.05 ha (10.0 acre) farmstead separation out of the SW 10-59-3-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-658

DATE RECEIVED: Feb 28, 2023

DEEMED COMPLETE: March 9, 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

Henry Middendorf C/O Joan Middendorf

Address, Phone Number, and Fax Number

Gary Schmidt

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

Don Wilson Surveys Ltd. C/O Nate Wilson

Address, Phone Number, and Fax Number

Box 4120, Barrhead, AB T7N 1A2, 674-2287

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the SW 1/4 SEC. ¹⁰ TWP. ⁵⁹ RANGE ⁰³ WEST OF ⁵ MERIDIAN.

Being ALL PART of LOT _____ BLOCK _____ REG. PLAN NO. _____ C.O.T. NO. 162 123 815

Area of the above parcel of land to be subdivided ^{65.2} hectares (¹⁶¹ acres)

Municipal address (if applicable) 59107 Rge. Rd. 33

4. LOCATION OF LAND TO BE SUBDIVIDED

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

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

If 'YES', the adjoining municipality is _____

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

If 'YES', the Highway # is: _____

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

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

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

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
AG-Agricultural	AG-Agricultural <u>CR - country residential</u>	AG-Agricultural

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

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

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, Barn, Shelter, Shop, Greenhouse, Sheds None to be moved or demolished.

Water Wells, Surface Discharge Septic System

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

Nate Wilson For: Don Wilson Surveys Ltd.

_____ hereby certify that I am the registered owner OR

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

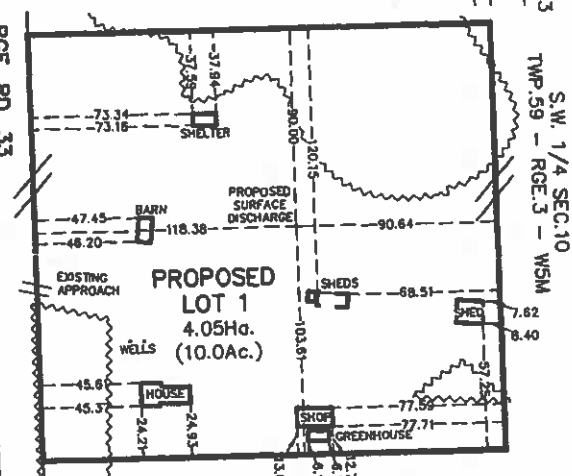
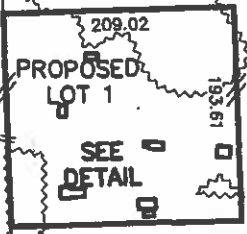
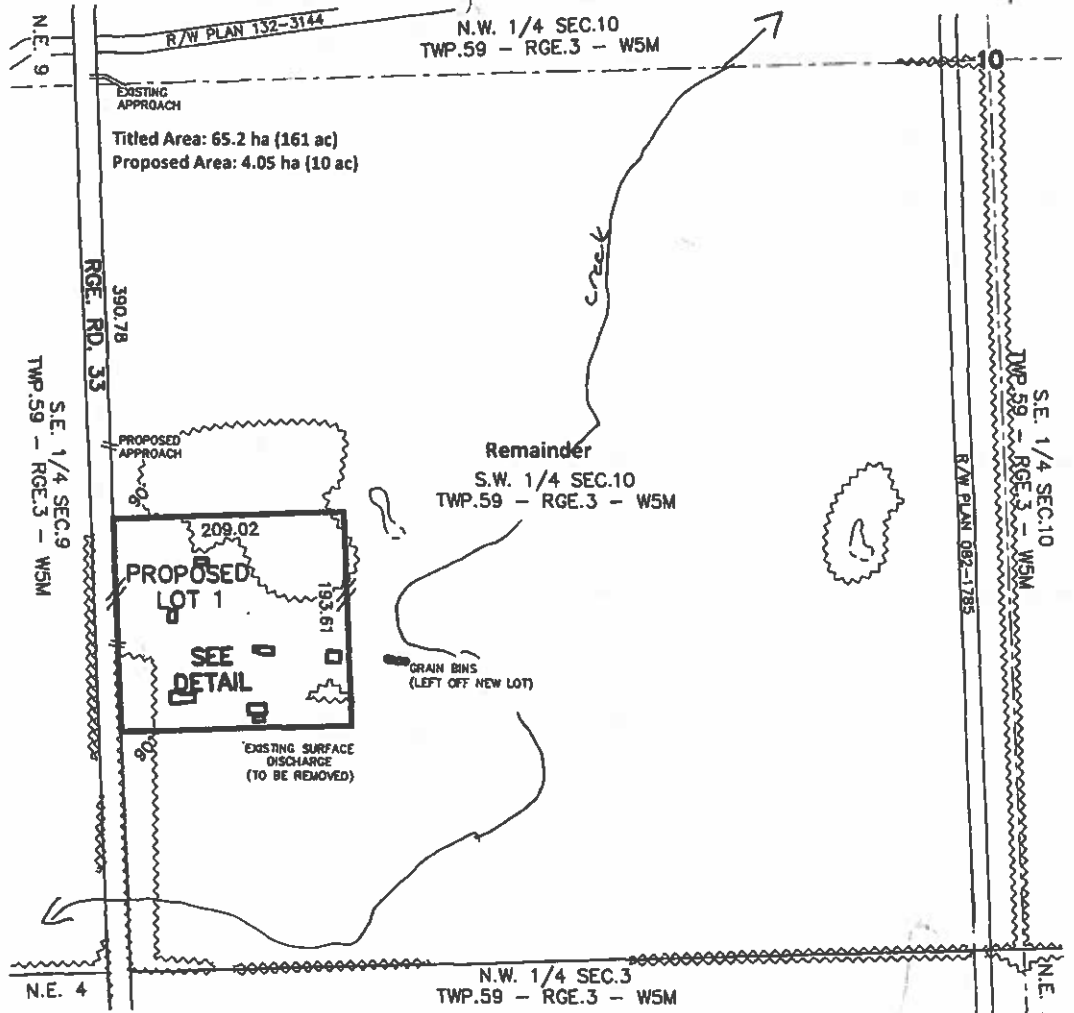
IF THERE IS MORE THAN ONE REGISTERED OWNER, PLEASE COMPLETE FOR ALL

Signature

Date

Feb. 23/23

PLAN SHOWING PROPOSED SUBDIVISION OF
S.W. 1/4 SEC.10 - TWP.59 -RGE.3 -W5M
COUNTY OF BARRHEAD No. 11
2023 SCALE:1:5000 D. WILSON, A.L.S



** ALL IMPROVEMENTS **
 ** APPROXIMATE LOCATIONS **

DETAIL
1:2500

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

DON WILSON SURVEYS LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FILE: 23041 DATE: FEBRUARY 23, 2023



Subdivision Report FILE INFORMATION

File Number: 23-R-658	Date Acknowledged: March 9, 2023
Municipality: County of Barrhead No. 11	Referral Date: March 9, 2023
Legal: SW 10-59-3-W5	Decision Due Date: May 8, 2023
Applicants: Nate Wilson	Revised Decision Date: June 7, 2023
Owners: Henry Middendorf % Joan Middendorf & Gary Schmidt	Date of Report: April 21, 2023

Existing Use: Agriculture	Gross Area of Parcel: 4.05 ha (10.0 ac.)
Proposed Use: Country Residential	Area of Remainder: 61.15 ha (151 ac.)
District: Agriculture (A)	Reserve Status: Not required
Soil Rating: 9%, 23%, 42%, & 63%	1 st parcel out

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 4.05 ha (10.0 ac.) country residential parcel from a previously unsubdivided 65.2 ha (161 ac.) agricultural quarter section, SW 10-59-3-W5, in the County of Barrhead No. 11.

The site is in the central portion of the County of Barrhead, approximately 1.85 km (1.15 miles) southeast of the Town of Barrhead, approximately 1.6 km (1.0 mile) east Highway 33.

The site is adjacent to Range Road 33 (western boundary) and 0.8 km (0.5 miles) south of Township Road 592. As the subject site is greater than 1.6 km (1.0 miles) from the centre line of Highway 33, Alberta Transportation was not notified of the proposed subdivision, in accordance with s. 7(6)(d)(ii) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022. Access requirements can be met from the government road allowances.

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

- abandoned wells;
- active oil/gas facilities;
- pipeline or utility rights of way;
- an identified historic resource;
- flood hazards lands (the subject site is outside of the extent of the 1965 and 1974 Paddle River floods shown on the aerial photographs and the Flood Plain layer in the County's GIS);

The site may be affected by:

- wetlands identified on the Merged Wetland Inventory;
- an ephemeral creek and wetlands identified on the aerial photograph; and
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas is responsible (Document 00146475-00-00 Traditional Agricultural Use);

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

Proposed Lot 1 is rectangular in shape and contains a single detached dwelling and several accessory structures. The proposed parcel is 4.05 ha (10.0 ac.) in area, and is located approximately 390.78 m (1282.1 ft.) south of the northern quarter section boundary. The planner recommends that a Real Property Report be provided in order to ensure that the structures near

the proposed southern boundary satisfy the required setbacks in the County’s Land Use Bylaw and to identify the location of the private sewage disposal system, which must be relocated. The lot is serviced by a drilled water well and private sewage disposal system (open discharge). There appears to be a suitable building site a on the proposed parcel.

The remainder is vacant and contains cultivated lands, wetlands, treed areas and a creek. The remainder appears suitable for Agricultural/Country Residential use.

The County assessment sheets show the subject quarter section as containing 10acres at 9%, 31 acres at 23%, 69 acres at 42%, and 48 acres at 63%. 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 dwelling from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> • Development Agreement is required for road widening adjacent to Range Road 33. • Reserves are not required for Lot 1. • Property taxes are not outstanding. • The proposal conforms to the County’s LUB and MDP. • Site is not within 1.5 km of sour gas facility. • Site is not within 2 miles of a CFO. • Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • No facilities with AER licences are located within the site.
3. Forestry, Parks, & Tourism (Craig/Bruce)	<ul style="list-style-type: none"> • No objections. • If the timbered portion of the lot is cleared, it may impact a wetland and if the timbered area is developed, a wetland assessment may be required.
4. <i>Water Act</i> Approvals – Capital Region	<ul style="list-style-type: none"> • No response.
5. Canada Post	<ul style="list-style-type: none"> • No response.
6. Town of Barrhead	<ul style="list-style-type: none"> • No response.
7. Wildrose REA	<ul style="list-style-type: none"> • EQUUS does not have a utility right of way registered against the subject site for their existing facilities. • EQUUS has requested that the landowner enter into a Utility Right of Way Agreement for their existing facilities prior to registration of the subdivision. • <i>The planner notes that a copy of the signed URW was returned to our office on 23 March 2023.</i>
8. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
9. Telus Communications	<ul style="list-style-type: none"> • No objections.

10. Apex Utilities	<ul style="list-style-type: none"> No objections. Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area. Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
11. Pembina Hills School Division	<ul style="list-style-type: none"> No objections. No Reserves requested.
12. Alberta Health Services	<ul style="list-style-type: none"> No objections. 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.

Adjacent landowners were notified on 9 March 2023. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the first country residential parcel within the quarter section. It will subdivide a 4.05 ha (10.0 ac.) from the quarter section. The total area of country residential parcels within the quarter section will 4.05 ha (10.0 ac.). The proposed subdivision is consistent with this policy. **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0 ac.). Proposed Lot 1 is 4.05 ha (10.0 ac.) and less than the maximum area. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

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

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

- topography
- soil characteristics
- flooding
- subsidence/erosion

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

the proposed subdivision appears satisfactory.

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

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

The proposed subdivision will create the first country residential use parcel within the quarter section. In the opinion of the planner, section 663(a) of the *Municipal Government Act* applies to proposed Lot 1 and Reserves are not due. Section 663(b) of the *Act* applies to the remainder of SW 10-59-3-W5, and Reserves are not due for that parcel of land. Additionally, the creek is ephemeral and in this instance the planner is not recommending that an ERE be provided.

The subject site is subject to a an authorization issued under the *Water Act* (Traditional Agricultural Use), contains wetlands identified on the Merged Wetland Inventory, and a creek identified on the aerial photograph, and appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

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

5. RECOMMENDATION

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

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

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NW 31-62-3-W5
HAMOEN, MUNICIPAL PLANNING FILE NO 23-R-667**

ISSUE:

An application has been received for a subdivision creating 2 fragmented AG parcels of 37.29 ha (92.14 ac) and 22.31 ha (55.14 ac), and a farmstead separation of 0.84 ha (2.07 ac) out of the NW 31-62-3-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land was previously subdivided with a 6.23 ac fragmented parcel on the northwest corner that has been developed with a residence.
- Proposed Lot 1 is 22.31 ha (55.14 ac), undeveloped and south of the unnamed creek which fragments the quarter section.
- Proposed Lot 2 is 0.84 ha (2.07 ac) rectangular in shape, contains a residence and accessory structures located in the NE corner of the quarter section.
- Proposed Lot 3 is 37.29 ha contains a residence, various farm buildings and retail store located north of the unnamed creek. Site previously contained a CFO which has been decommissioned.

ANALYSIS:

- Municipal Development Plan (MDP) requires a maximum of 15 ac out for residential purposes per quarter. There are no size requirements for fragmented parcels.
 - Proposal creates a total of 8.3 acres out for residential purposes, meeting MDP requirements.
- Size of the proposed parcels meet the requirements of the Land Use Bylaw and MDP.
- MDP requires a maximum of 4 parcels per quarter. This proposal will create the maximum number of parcels allowed.
- ACCESS:
 - Access to proposed Lot 1 is from Range Road 40
 - Access to proposed Lot 2 will be from an existing approach on Highway 661.
 - Access to proposed Lot 3 will be from the existing approach on Highway 661.
 - Alberta Transportation is requiring a 30 m service road caveat along Hwy 661.
 - Approaches to be built to County standards, amount TBD.
 - Road widening is required on western boundary, adjacent to Range Road 40.
- Municipal Reserves are required, in the amount of \$828.00 as this will create an additional residential parcel out of the quarter.
- Private septic inspection is required on Lots 2 and 3.

- Wetlands affect the remainder parcels; however suitable building sites still exist. There are 2 creeks within the parcel, and Alberta Environment is requesting an Environmental Reserve. As the parcels are larger than the 40 ac maximum to be eligible for reserves, the Planner recommends an Environmental Reserve Easement, 6 m from the left and right banks of each creek within the parcel.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That, prior to or concurrent with registration of an instrument effecting this plan, an Environmental Reserve Easement, in a form and affecting an area approved by the Subdivision Authority, be granted to the County of Barrhead No. 11. The plan to be used to describe the Easement shall include all of the lands containing the unnamed creeks within Pt. NW 31-62-3-W5 and extending 6 m (20 ft.) from the left and right banks of both unnamed creeks, for a total width of 12 m (40 ft.) within the proposed Lots 1 and Lot 3, and shall be reviewed by the Subdivision Authority prior to being finalized.
2. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation and Economic Corridors for the provision of a 30.0 metre wide service road right of way adjacent to the right of way of Highway 661 throughout Pt. NW 31-62-3-W5 (proposed Lot 1 and Lot 3). To this respect, a Caveat shall be registered against the Certificate of Title by Alberta Transportation concurrently with the registration of the instrument effecting this plan of subdivision.

Alternatively,

That the Plan of Survey implementing the proposed plan of subdivision provide a 30.0 metre wide service road right of way adjacent to the right of way of Highway 661 throughout Pt. NW 31-62-3-W5 (proposed Lot 1 and Lot 3).

4. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
5. That prior to endorsement of an instrument effecting this plan, 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.
6. 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.

7. 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 =	0.84 ha	(2.07 ac.)
10% of the area of the proposed parcel area =	0.084 ha	(0.207 ac.)
Estimated market value per acre =		\$4,000.00
Money-in-place of reserve = 10% area x market value =		\$828.00

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.

8. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
9. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 23-R-667 proposing to create 2 fragmented AG parcels of 37.29 ha (92.14 acre) and 22.31 ha (55.14 acres), and a farmstead separation of 0.84 ha (2.07 ac) out of NW 31-62-3-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-667

DATE RECEIVED: MAR 16 2023

DEEMED COMPLETE: MARCH 28, 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

Adrian + Jacqueline Hamoen

Address, Phone Number, and Fax Number

[Redacted]

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 NW 1/4 SEC. 31 TWP. 62 RANGE 3 WEST OF 5th MERIDIAN.

Being ALL PART of LOT _____ BLOCK _____ REG. PLAN NO. _____ C.O.T. NO. _____

Area of the above parcel of land to be subdivided 60.48 hectares (149.35 acres)

Municipal address (if applicable) 3521 Hwy 661 d 3517 Hwy 661

4. LOCATION OF LAND TO BE SUBDIVIDED

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

b. Is the land situated immediately adjacent to the municipal boundary? YES NO
If 'YES', the adjoining municipality is _____

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES NO
If 'YES', the Highway # is: 661

d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES NO wetlands
If 'YES', the name of the water body/course is: _____

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

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
<u>Agriculture</u>	<u>Agriculture + res</u>	<u>AG</u>

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)
<u>rolling</u>	<u>Mixed</u>	<u>Mixed</u>

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.
Lot 1 - none
Lot 2 - house
Lot 3 - rental house, farm house, machine shed, meat shop/processing, farm shop
3 hog barn (not used), storage shed

Describe the manner of providing water and sewage disposal.
Field, pumpout, Lot 3
holding tank (res) (Lot 2)
water well

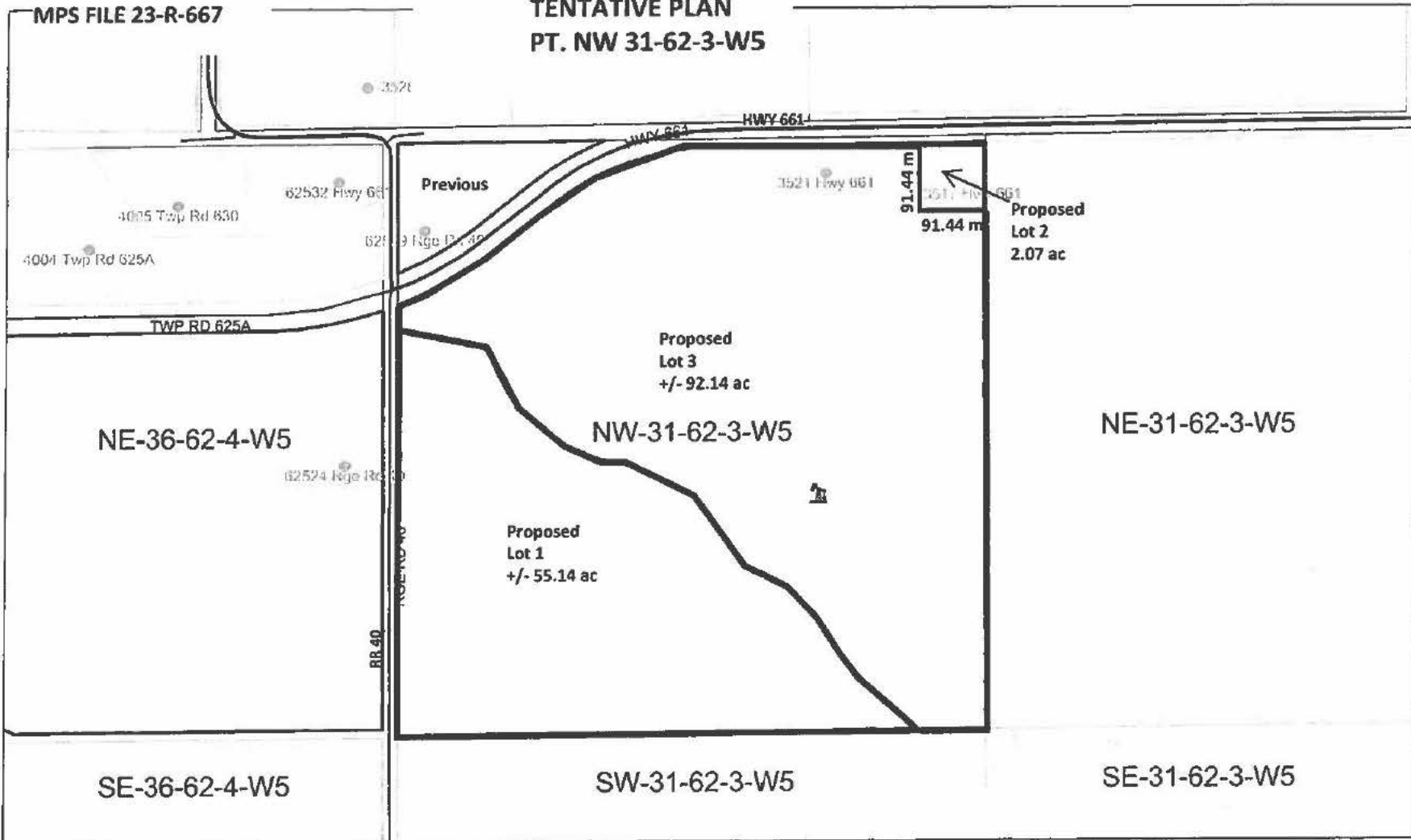
8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

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

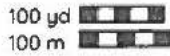
Signature [Signature]

Date March 9 / 23

TENTATIVE PLAN PT. NW 31-62-3-W5



Scale 1: 7,500



Titled Area: 60.48 ha (149.35 ac)
Proposed Lot 1: +/-22.31 ha (+/-55.14 ac)
Proposed Lot 2: 0.84 ha (2.07 ac)
Proposed Lot 3: +/-37.29 ha (+/-92.14 ac)

County of Barrhead makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Person using this document do so solely at their own risk, and County of Barrhead shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of County of Barrhead. Copyright County of Barrhead. All Rights Reserved.



Subdivision Report FILE INFORMATION

File Number: 23-R-667
Municipality: County of Barrhead No. 11
Legal: Pt. NW 31-62-3-W5
Applicants: Adrian & Jacqueline Hamoen
Owners: Same as above

Date Acknowledged: March 28, 2023
Referral Date: March 28, 2023
Decision Due Date: May 27, 2023
Revised Decision Date: n/a
Date of Report: May 8, 2023

Existing Use: Agriculture
Proposed Use: Agriculture/Country Residential
District: Agriculture (A)
Soil Rating: 9%, 33%, 59%, & 61%

Area of Proposed Lot 1: 22.31 ha (55.14 ac.)
Area of Proposed Lot 2: 0.84 ha (2.07 ac.)
Area of Proposed Lot 3: 37.29 ha (92.14 ac.)
Reserve Status: Required – Lot 2

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 0.84 ha (2.07 ac.) country residential parcel from a previously subdivided agricultural quarter section, Pt. NW 31-62-3-W5, and subdivide the remainder of Pt. NW 31-62-3-W5 along the unnamed creek within the quarter section.

The subject site is in the northwestern portion of the County of Barrhead, approximately 1.6 km (1.0 mile) east of the Athabasca River, which is boundary between the County of Barrhead No. 11 and Woodlands County. The site is further fragmented by Highway 661.

The site is adjacent to Range Road 40 (western boundary) and Highway 661. Alberta Transportation & Economic Corridors has indicated that in order to provide future access to a local road, a service road is required and that a service road caveat is acceptable. Access requirements can be met from the government road allowance and the future service road.

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

- active oil/gas facilities;
- pipeline or utility rights of way;
- an identified historic resource;
- flood hazards lands (the subject site is outside of the extent of the 1965 and 1974 Paddle River floods shown on the aerial photographs and the Flood Plain layer in the County's GIS);

The site may be affected by:

- abandoned wells;
- a high risk watershed boundary;
- wetlands identified on the Merged Wetland Inventory;
- an ephemeral creek and wetlands identified on the aerial photograph; and
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas is responsible (Document 00146475-00-00 Traditional Agricultural Use);

From the application, the proposed use is "CR- Country Residential" and "AG – Agricultural."

Proposed Lot 1 is the portion of the quarter section south of the unnamed creek which fragments the quarter section and is vacant. Proposed Lot 1 is 22.31 ha (55.14 ac.) in area. There appears to be a suitable building site on the proposed parcel. There does not appear to be an existing

approach from Range Road 40 to Lot 1. Any new or existing approach must conform to current County standards. Lot 1 appears to be suitable for the proposed use (agriculture).

Proposed Lot 2 is rectangular in shape and contains a single detached dwelling, a mature shelter belt, and an accessory structures. Lot 2 is 0.84 ha (2.07 ac.) in area, and is located in the northeast corner of the quarter section. Lot 2 is serviced by a drilled water well and private sewage disposal system (holding tank). Access to Lot 2 is from Highway 661, and any new or existing approach must be to current Alberta Transportation & Economic Corridors standards. Lot 2 appears to be suitable for the proposed use (country residential).

Proposed Lot 3 is the portion of the quarter section north of the unnamed creek and contains a two single detached dwellings and several accessory structures, including a machine shed, a meat shop, farm shops, storage sheds, and two unused hog barns. The site previously contained a Confined Feeding Operation (CFO), approved by the NRCB in 2003 (BA02018). The existing hog barns associated with the CFO have been decommissioned and the site is used for extensive agriculture purposes. The County indicated in a phone conversation on 28 March 2023 that the lagoon associated with the CFO has grown in and that no further remediation is required. Lot 3 is 37.29 ha (92.14 ac.) in area. Lot 3 is serviced by a drilled water well and private sewage disposal system (open discharge). Access to Lot 3 is from Highway 661, and any new or existing approach must be to current Alberta Transportation & Economic Corridors standards. Lot 3 appears to be suitable for the proposed use (agriculture).

The County assessment sheets show the subject quarter section as containing 23.58 acres at 9%, 26.77 acres at 33%, 47 acres at 59%, and 49 acres at 61%. Proposed Lot 2 is developed and does not appear to include cultivated lands.

In the opinion of the planner, the proposed subdivision of the existing dwelling from the quarter section and the subdivision of the quarter along the unnamed creek should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcels.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> • Development Agreement is required for road widening adjacent to Range Road 40. <i>The County initially indicated that road widening had been previously taken. However, the planner noted that there did not appear to be a document registered against the Certificate of Title in favour of the County of Barrhead for road widening. The County reviewed their files and identified that when Plan 192-3303 was registered, road widening was taken adjacent to Township Road 630 but not Range Road 40. The County advised the planner that road widening was required adjacent to Range Road 40.</i> • Reserves are not required for Lots 1 or 3. Reserves are required for Lot 2. The County has requested that Reserves be provided as money in lieu of land. The County’s assessor has indicated that the per acre value for the calculation of money required in lieu of land is \$4,000/acre. • Property taxes are not outstanding. • The proposal conforms to the County’s LUB and MDP. • Site is not within 1.5 km of sour gas facility. • Site is within 2 miles of a CFO. There are approved confined feeding operations within SE 7-63-3-W5 (BA02021XA) and NE 1-

	<p>63-4-W5 (BA05015). <i>The planner notes that there also appears to be an approved CFO within NE 36-62-4-W5 (42-97).</i></p> <ul style="list-style-type: none"> • Private sewage inspections required on Lots 2 & 3.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • No facilities with AER licences are located within the site.
3. Forestry, Parks, & Tourism (Craig/Bruce)	<ul style="list-style-type: none"> • No objections. • FPT requests that the two creeks within the quarter section be subject to an ER. <i>The planner notes that the creeks are within parcels of land greater than 16 ha (40 ac.) and Reserves cannot be required. The planner recommends that an Environmental Reserve Easement (ERE) be applied to the creeks.</i> • FPT notes that the ERE should reflect the minimum in the attached guidance document or as per the municipal land use bylaws whichever is greater. <i>The planner notes that the County does not have width requirements for ERE.</i> • From the information available to FPT, these watercourses appear to be small permanent creeks (less than 3 meters in width) not having attended the site personally. If that assessment is accurate the guidelines, ask for a minimum of 6m each side of the creek. If the creek width is more than 3 meters in width as per the guidelines a minimum width of 10 meters each side is required. • In looking at the air photo for this site this requirement should not impact the land holder as they have currently left greater vegetation both side of the creek which is encouraging to see. • <i>The planner recommends that an ERE include the land beneath the creek and extend 6 m from the left and right bank of each of the unnamed creeks within the quarter section.</i>
4. Water Act Approvals – Capital Region	<ul style="list-style-type: none"> • No response.
5. Alberta Transportation (Athabasca)	<ul style="list-style-type: none"> • This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of sections 18 and 19 of the <i>Matters Related to Subdivision and Development Regulation</i>, AR 84/2022, due to the proximity of Highway 661. • The requirements of s. 18 of the <i>Regulation</i> are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to s. 20(1) of the <i>Regulation</i>, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of s. 18 of the <i>Regulation</i>. • The requirements of s. 19 of the <i>Regulation</i> are not met. To ensure future access management requirements are met a service road is required. Pursuant to s. 20(1) of the <i>Regulation</i>, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of s. 19 of the <i>Regulation</i>. • Dedication of a 30 meter wide service road right-of-way Metes and Bounds at no cost to Alberta Transportation along the highway frontage. In this instance Alberta Transportation is willing to accept the service road registration by caveat. Regarding the caveat for service roads, please advise the applicant that they are required to complete 3 copies of a service road agreement for the service road. • To ensure these documents will meet the requirements of the Land Titles Office it is recommended they be prepared by an Alberta Land Surveyor. Templates for these can be downloaded

	<p>from “https://www.alberta.ca/service-road-agreement-and-caveat.aspx”. The Surveyor is to have their client execute all 3 copies of the service road agreements and forward two of these to: Grace Saina, Alberta Transportation, 2nd floor Twin Atria Building, 4999 – 98th Avenue, Edmonton, AB, T6B 2X3, email TransDS-YEGCaveats@gov.ab.ca, for execution on behalf of the Crown.</p> <ul style="list-style-type: none"> • The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended. • The existing farm accesses along Highway 661 can remain at this time. Intensification of the farm will require one highway access into the farm to be removed. • The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Alberta Transportation & Economic Corridors. • Pursuant to Section 678 of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended, appeals of this subdivision application shall be to the Land and Property Rights Tribunal.
6. Canada Post	<ul style="list-style-type: none"> • No response.
7. Woodlands County	<ul style="list-style-type: none"> • No objections.
8. Chevron Canada	<ul style="list-style-type: none"> • No response.
9. Natural Resources Conservation Board	<ul style="list-style-type: none"> • No response.
10. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
11. Telus Communications	<ul style="list-style-type: none"> • No objections.
12. Apex Utilities	<ul style="list-style-type: none"> • No objections. • Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area. • Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
13. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
14. Alberta Health Services	<ul style="list-style-type: none"> • No objections. • 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.

Adjacent landowners were notified on 28 March 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, subdividing an additional 0.84 ha (2.07 ac.) from the quarter section. The total area of country residential parcels within the quarter section will be 3.36 ha (8.3 ac.). The proposed subdivision is consistent with this policy. In addition, the subdivision will result in the subdivision of two agricultural parcels, which are being subdivided along a fragmenting feature (unnamed creek). **Section 3.2.3(14)** restricts the number of parcels within a quarter section to four (4). The subdivision will result in three (3) fragmented parcels and one (1) residential parcel, bringing the total number of parcels within the quarter section. **Therefore the proposed subdivision 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. For agricultural uses, the minimum parcel area shall be 32.4 ha (80.0 ac.) except where a parcel has been, or may be, subdivided in accordance with the LUB or applicable statutory plans. The County’s MDP enables the subdivision of agricultural parcels along fragmenting features, including creeks. Therefore, Lots 1 & 3 are consistent with the requirements of the County’s LUB. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0 ac.). Proposed Lot 2 is 0.84 ha (2.07 ac.) and less than the maximum area. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

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

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

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

the proposed subdivision appears satisfactory.

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

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

The proposed subdivision will create the second country residential use parcel within the quarter section. The County has requested that Reserves be provided as money in lieu of land for this application and the County's assessor has indicated that the money in lieu of land be calculated based on a fair market value of \$4,000/acre. Lot 2 is 0.84 ha (2.07 ac.) and Reserves in the amount of \$828 be provided. In the opinion of the planner, section 663(b) of the *Municipal Government Act* applies to proposed Lots 1 & 3 and Reserves are not due. Section 663(b) of the *Act* applies to the remainder of SW 10-59-3-W5, and Reserves are not due for that parcel of land. The planner also notes that Alberta Forestry, Parks, and Tourism have requested that the creeks be subject to an Environmental Reserve Easement.

The subject site is adjacent to Highway 616, is subject to a an authorization issued under the *Environmental Protection and Enhancement Act*, contains wetlands identified on the Merged Wetland Inventory, and creeks identified on the aerial photograph, and appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

1. Environmental Reserve Easement
2. Land Acquisition Agreement re: Road Widening
3. Service Road
4. Accesses and approaches
5. Private Sewage Inspection
6. Real Property Report, including PSDS location
7. Municipal Reserves
8. Appraisal Fee
9. Taxes up to date

5. RECOMMENDATION

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

1. That, prior to or concurrent with registration of an instrument effecting this plan, an Environmental Reserve Easement, in a form and affecting an area approved by the Subdivision Authority, be granted to the County of Barrhead No. 11. The plan to be used to describe the Easement shall include all of the lands containing the unnamed creeks within Pt. NW 31-62-3-W5 and extending 6 m (20 ft.) from the left and right banks of both unnamed creeks, for a total width of 12 m (40 ft.) within the proposed Lots 1 and Lot 3, which is generally all of the land outlined in RED on the attached approved Tentative Plan of Subdivision, and shall be reviewed by the Subdivision Authority prior to being finalized.
2. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter

section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.

3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation and Economic Corridors for the provision of a 30.0 metre wide service road right of way adjacent to the right of way of Highway 661 throughout Pt. NW 31-62-3-W5 (proposed Lot 1 and Lot 3) as shown on **Schedule A**. To this respect, a Caveat shall be registered against the Certificate of Title by Alberta Transportation concurrently with the registration of the instrument effecting this plan of subdivision.

Alternatively,

That the Plan of Survey implementing the proposed plan of subdivision provide a 30.0 metre wide service road right of way adjacent to the right of way of Highway 661 throughout Pt. NW 31-62-3-W5 (proposed Lot 1 and Lot 3) as shown on **Schedule A**.

4. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
5. That prior to endorsement of an instrument effecting this plan, 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.
6. 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.
7. 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 =	0.84 ha	(2.07 ac.)
10% of the area of the proposed parcel area =	0.084 ha	(0.207 ac.)
Estimated market value per acre =		\$4,000.00
Money-in-place of reserve = 10% area x market value =		\$828.00

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.

8. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
9. 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



TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NE 13-58-3-W5
SCHNIRER, MUNICIPAL PLANNING FILE NO 23-R-675**

ISSUE:

An application has been received for a subdivision proposing to create a 3.55 ha (8.78 acre) farmstead separation out of the NE 13-58-3-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land was previously developed with a residence and various farm buildings.
- A small 66 x 66 ft wide portion of the quarter is owned by the Crown and is under a Land Reservation designation. It is not considered a 2nd parcel out for the purpose of money in lieu of reserves.

ANALYSIS:

- Municipal Development Plan (MDP) requires a maximum of 15 ac out for residential purposes per quarter.
 - Proposal creates a total of 8.78 acres out for residential purposes, meeting MDP requirements.
- Size of the proposed parcels meet the requirements of the Land Use Bylaw and MDP.
- ACCESS:
 - Access to proposed and remainder parcels will be from Range Road 30.
 - Approaches to be built to County standards, approach to remainder requires work in the amount of \$3,111.23 +GST.
 - Road widening is required on eastern boundary, adjacent to Range Road 30.
- Municipal Reserves are not required.
- Private septic inspection is required.
- Wetlands affect the remainder parcels; however suitable building sites still exist. Pembina River also impacts the parcel. Alberta Forestry, Parks & Tourism have commented that if future development occurs, a 30 m development setback from the river will be required.
 - Planner recommends that an ERE not be required for this subdivision to enable the taking of an ER later when reserves can be taken.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655

of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.

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

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 23-R-675 to create a 3.55 ha (8.78 acre) farmstead separation out of the NE 13-58-3-W5 with the conditions as presented.

DATE RECEIVED: APR 11 2023

DEEMED COMPLETE: April 10, 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

Address, Phone Number, and Fax Number

Kenneth & Maureen Schnier



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 NE 1/4 SEC. 13 TWP. 58 RANGE 3 WEST OF 5 MERIDIAN.

Being ALL PART of LOT _____ BLOCK _____ REG. PLAN NO. _____ C.O.T. NO. _____

Area of the above parcel of land to be subdivided 3.55 hectares (71-0.78 acres)

Municipal address (if applicable) 58228 RR 30

4. LOCATION OF LAND TO BE SUBDIVIDED

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

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

If 'YES', the adjoining municipality is _____

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

If 'YES', the Highway # is: _____

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

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

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

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

Existing Use of the Land

Proposed Use of the Land

Land Use District Designation (as identified in the Land Use Bylaw)

Ag, residential

Ag, residential

Ag.

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, trees, woodlots)

Soil Conditions (e.g. sandy, loam, clay)

Rolling, mixed

trees, shrubs, open

grey wood-ed

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

existing pump out structure system

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

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

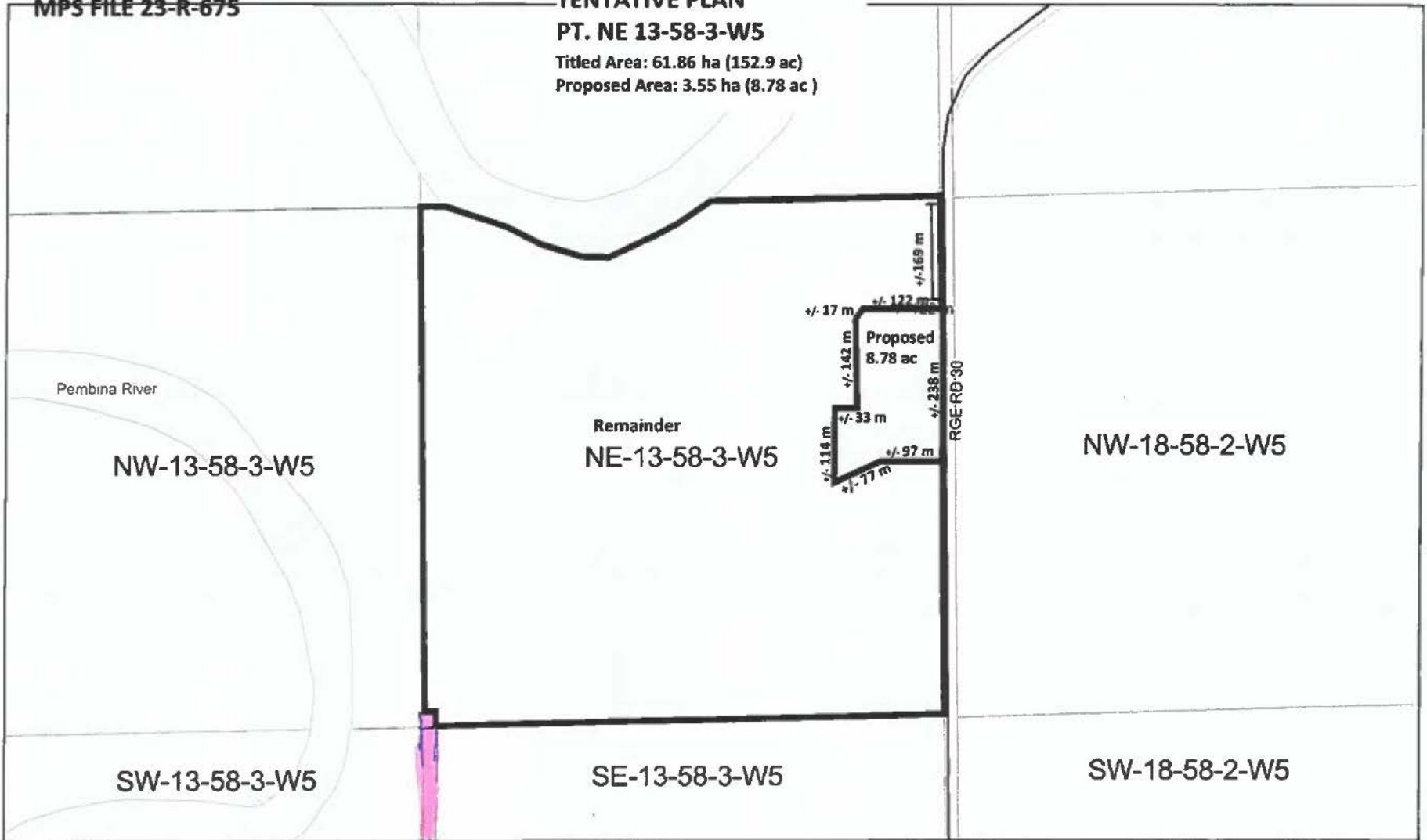
Signature SS/SK

Date March 20/23

MPS FILE 23-R-675

**TENTATIVE PLAN
PT. NE 13-58-3-W5**

Titled Area: 61.86 ha (152.9 ac)
Proposed Area: 3.55 ha (8.78 ac)



Scale 1: 8,554

100 yd 
100 m 

County of Barrhead makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Person using this document do so solely at their own risk, and County of Barrhead shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of County of Barrhead. Copyright County of Barrhead. All Rights Reserved.



Subdivision Report FILE INFORMATION

File Number: 23-R-675
Municipality: County of Barrhead No. 11
Legal: Pt. NE 13-58-3-W5
Applicants: Kenneth & Maureen Schnirer
Owners: Same as above

Date Acknowledged: April 18, 2023
Referral Date: April 18, 2023
Decision Due Date: June 17, 2023
Revised Decision Date: n/a
Date of Report: May 25, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 7% & 53%

Gross Area of Parcel: 3.55 ha (8.78 ac.)
Area of Remainder: 61.86 ha (152.9 ac.)
Reserve Status: Not required
1st parcel out

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 3.55 ha (8.78 ac.) country residential parcel from a previously unsubdivided 61.86 ha (152.9 ac.) agricultural quarter section, Pt. NE 13-58-3-W5, in the County of Barrhead No. 11.

A portion of NE 13-58-3-W5 is subject to a Crown Land Reservation in favour of Municipal Affairs, but is owned by the Crown and managed by Forestry, Parks, & Tourism (confirmed via phone conversation with C. Plitt on 25 May 2023). A Crown Land Reservation is a tool under Section 18(c) of the *Public Lands Act*, R.S.A. 2000, c. P-40, as amended, to identify a management intent that will inform and provide direction to potential land users and regulatory bodies as authorized under the *Public Lands Act*. A reservation is not a disposition, does not grant any rights to public land or rights to access or occupy public land or rights to the resources on the land or under it. The Landscape Analysis Tool published by Forestry, Parks, & Tourism identifies the Reservation as "lands along Pembina River revested due to flood damage. Leaseback agreements in effect. 'No compensation for flooding' clause to be included in any disposition issued." In the opinion of the planner, because the Certificate of Title (872 206 617) out of the quarter section is owned by the Crown and the Crown Land Reservation affects the existing CoT, the quarter section is considered to be an "unsubdivided quarter section" as defined in section 1(1)(n)(i) of the *Matters Related to Subdivision and Development Regulation*.

The site is in the southern portion of the County of Barrhead No. 11, approximately 4.75 km (3 miles) northeast of Lac Ste. Anne County. The northern portion of the quarter section contains a portion of the Pembina River. From the Flood Hazard information, the site contains flood hazard areas, but appears to contain developable areas outside of identified flood hazard areas. A review of the historic flood photos indicates that the existing yardsite is outside of the historic flood plain of the Pembina River. Due to the public significance of the Pembina River, an Environmental Reserve (ER) parcel would be preferable to an Environmental Reserve Easement (ERE), in order to secure public access to the Pembina River. As the proposed remainder exceeds 16.0 ha (40.0 ac.), the Subdivision Authority may not require ER, in accordance with s. 663(b) of the *Municipal Government Act*. Taking ERE would restrict the ability of the subdivision authority to require ER in the future. The County's practice has been to require ER at time of subdivision adjacent to the Pembina River, the Paddle River and lakes. The County has been requiring ERE as a condition of subdivision approval adjacent to smaller watercourses. In this case, because the watercourse is the Pembina River we recommend that an ERE not be required to enable the County to require the provision of ER at a later date when Reserves can be required.

The site is adjacent to Range Road 30 (eastern boundary) and 0.8 km (0.5 miles) north of Township Road 582. Access requirements can be met from the government road allowance.

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

- abandoned wells;
- an identified historic resource; or
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas and/or Forestry, Parks, & Tourism is responsible.

The site may be affected by:

- wetlands identified on the Merged Wetland Inventory and the aerial photograph;
- active oil/gas facilities (natural gas pipeline, licence 54374-1, issued to Alston Energy Inc.);
- pipeline or utility rights of way (Plan 042-6602);
- the Pembina River; and
- flood hazards lands (the proposed lot is outside of the extent of the 1986 Pembina River floods shown on the aerial photographs and the Flood Plain layer in the County's GIS. There appears to be developable areas within the remainder which are outside of flood areas shown on the aerial photographs and the identified Flood Plain layer in the County's GIS);

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

Proposed Lot 1 is irregularly shaped and contains a single detached dwelling and several accessory structures. The landowner indicated that the proposed lot is irregularly shaped in order to exclude low lying areas within the country residential use parcel. The proposed parcel is 3.55 ha (8.78 ac.) in area, and is located approximately 169 m (554.5 ft.) south of the northern quarter section boundary. The planner recommends that a Real Property Report be provided in order to ensure that the structures near the proposed lot boundaries satisfy the required setbacks in the County's Land Use Bylaw and to identify the location of the private sewage disposal system. The lot is serviced by a drilled water well and private sewage disposal system (open discharge). There appears to be a suitable building site a on the proposed parcel.

The remainder is vacant and contains cultivated lands, wetlands, treed areas and a portion of the Pembina River. The remainder appears suitable for Agricultural/Country Residential use.

The County assessment sheets show the subject quarter section as containing 43.9 acres at 7% and 106.0 acres at 53% (open/hayland). 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 dwelling from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> • Development Agreement is required for road widening adjacent to Range Road 30. • Reserves are not required for Lot 1. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is not within 1.5 km of sour gas facility. • Site is not within 2 miles of a CFO. • Private sewage inspection required.

2. Alberta Energy Regulator	<ul style="list-style-type: none"> No response. The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. No facilities with AER licences are located within the site.
3. Forestry, Parks, & Tourism (Craig/Bruce)	<ul style="list-style-type: none"> No objections. Forestry, Parks, & Tourism notes that the subject site contains a portion of the Pembina River, which is erodible. If future development occurs, Forestry, Parks, & Tourism recommends a 30 m development setback from the Pembina River be required. <i>See comments related to the taking of ER and/or ERE above.</i>
4. Canada Post	<ul style="list-style-type: none"> No response.
5. Lac Ste. Anne County	<ul style="list-style-type: none"> No response.
6. West Lake Energy Corp.	<ul style="list-style-type: none"> No response.
7. Equus REA	<ul style="list-style-type: none"> No response.
8. FortisAlberta	<ul style="list-style-type: none"> No objections. No easement is required. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
9. Telus Communications	<ul style="list-style-type: none"> No objections.
10. Apex Utilities	<ul style="list-style-type: none"> No objections. Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area. Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
11. Pembina Hills School Division	<ul style="list-style-type: none"> No objections. No Reserves requested.
12. Alberta Health Services	<ul style="list-style-type: none"> No objections. The planner notes that development on the 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.

Adjacent landowners were notified on 18 April 2023. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the first country parcel within the quarter section and will subdivide a 3.55 ha (8.78 ac.) from the quarter section. The total area of country residential parcels within the quarter section will 3.55 ha (8.78 ac.). The proposed subdivision is consistent with this policy. **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0 ac.). The proposed lot is 3.55 ha (8.78 ac.) and is less than the maximum area. **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
- soil characteristics
- storm water
- water supply
- sewage disposal
- solid waste
- flooding
- subsidence/erosion
- accessibility
- *Private Sewage Disposal Systems Regulation*
- use of land in vicinity
- other matters

the proposed subdivision appears satisfactory.

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

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

Section 1(1)(n)(i) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022 defines an unsubdivided quarter section to mean "a quarter section, lake lot, river lot or settlement lot that has not been subdivided except for public or quasi-public uses or only for a purpose referred to in section 618 of the Act." The previously subdivided parcel (CoT 872 206 617) is owned by the Crown and is subject to a Crown Land Disposition (CLR 880106), and appears to be for a public use. Therefore, in the opinion of the planner, the quarter section is an unsubdivided quarter section and the subdivision application will create the first parcel out of Pt. NE 13-58-3-W5, and s. 663(a) applies to the proposed Lot and Reserves are not due for the proposed lot. Section 663(b) of the Act applies to the remainder and Reserves are not due for the remainder.

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

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

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

5. RECOMMENDATION

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

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

JUNE 6, 2023

F

TO: COUNCIL

RE: SET DATE, TIME & PLACE FOR 2023 PUBLIC AUCTION (TAX SALE)

ISSUE:

Council is required to set the date, time and place to hold the public auction (tax sale) in 2023 for properties on the Tax Arrears List and select a person to conduct the auction.

BACKGROUND:

- *MGA s. 412 Tax Arrears List* - a municipality must annually, not later than March 31, prepare a tax arrears list showing parcels of land which are in tax arrears for more than one year.
- Properties on the Tax Arrears List that would be going for public auction in 2023 include those that have taxes owing from 2020.
- Following receipt of the County's Tax Arrears List, the Registrar of the Land Titles Office endorses a tax recovery notification on the certificate of title for each parcel of land shown on the Tax Arrears List.
- Not later than August 1, 2022 the Registrar sends notification that if tax arrears were not paid by March 31, 2023 the parcel will be offered for sale at a public auction and that the municipality may become the owner of the parcel if it is not sold at the public auction.
- *MGA s. 418 Offer of Parcel for Sale* - the municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.
 - Public auction must be held in the period beginning on April 1, 2023 and ending March 31, 2024.
- *MGA s.421 Advertisement of Public Auction* outlines specific requirements for advertising that shall be followed.
- Several notices are required to be sent throughout this process by both the County and the Registrar of Land Titles Office such as the original tax notice (*MGA s.333 & s.335*), notification of tax arrears list (*MGA s.412*), tax recovery notification (*MGA s.413*) and warning of sale (*MGA s.417*). Notifications are sent to:
 - owner of the parcel of land,
 - any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar, and
 - each encumbrance shown on the certificate of title for the parcel.
- At any time during this process the following may occur:
 - Tax arrears may be paid. Upon payment, the County would be able to notify the Registrar to remove the tax recovery notification from the certificate of title for that property.

- County may also enter into an agreement with an owner of a parcel of land shown on the tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years.

ANALYSIS:

- County has historically held the public auction in December for the following reasons:
 - If the public auction is held in December 2023, the landowner would have to pay the tax arrears for 2020, 2021 and 2022 prior to the public auction date.
 - If the public auction is held between January 1, 2024 and March 31, 2024, the landowner would have to pay tax arrears for 2020, 2021, 2022 and 2023 prior to the public auction date.
- For Administration to respond to inquiries from all those who receive notices from the Registrar, and for Administration to proceed with the notices to be sent by the County, the Council normally sets the date, time and place of the public auction well in advance of the chosen date.
- In many municipalities the Chief Administrative Officer (CAO) will act as the auctioneer following the guidelines provided by Municipal Affairs.

STRATEGIC ALIGNMENT:

Public Auction process is legislated by the province through the *MGA* and aligns with the 2022-2026 Strategic Plan in the following area:

PILLAR 2: GOVERNANCE & LEADERSHIP

Outcome – Council is Transparent & Accountable

GOAL 2 County demonstrates open & accountable government

ADMINISTRATION RECOMMENDS THAT:

Council declares that the Public Auction, pursuant to *MGA s. 418(1)*, be held Wednesday, December 6, 2023 commencing at 2:00 p.m. in the Council Chambers of the County of Barrhead Administration Office, and further that the CAO for the County of Barrhead act as the auctioneer.



REQUEST FOR DECISION

JUNE 6, 2022



TO: COUNCIL

RE: 2023 ROAD RECONDITIONING PROGRAM (SHOULDER PULL)

ISSUE:

Council is required to award the contract for shoulder pulls on approximately 10.5 miles of gravel roads as per the 2023 Operating Budget.

BACKGROUND:

- As local roads age, they often become pushed out (widened) due to traffic and road maintenance.
- When a gravel road top has a width that exceeds 9 m, it becomes difficult to maintain a proper crown, leading to a poor driving surface.
- As part of the MSI Funding that the County has received from the province, a road reconditioning (shoulder pull) Program has been budgeted and developed for 2023.
- 2023 Shoulder Pull Program budget is \$195,000 for 10.5 miles of road construction with funds coming from MSI grant funding.
- Request for Quotation (RFQ) was publicly posted with a closing date of May 19, 2023.
- RFQ requested pricing on a per mile basis, with 10.5 miles planned, allowing for an adjustment of +/- 3 miles depending on available budget.
- Program is to be carried out during the summer of 2023 and be completed by September 30, 2023, with a minimum of 1 mile of road being completed per day, weather permitting.
- Locations of the roads to be reconditioned is included in Table 1.

TABLE 1 – LOCATION OF PROJECT ROADS			
	ROADWAY	LOCATION	MILES
1	Township Road 570	South of 3, 4, 5 and 6-57-1-W5	4.0
2	Range Road 31	West of 13 and 24-59-3-W5	2.0
3	Range Road 23	West of 27 and 34-58-2-W5	2.0
4	Range Road 31	West of 12, 13 and SW 24-60-3-W5	2.5

- County received bids from 2 companies, which are summarized in Table 2. Each proponent was required to provide:
 - Pricing per mile of road reconditioning
 - Equipment fleet information
 - Proof of Insurance, COR/SECOR Certificate, and WCB coverage

TABLE 2 – QUOTATION SUMMARY

Item	B & B Wilson Oilfield Service Ltd.	Endix Industrial Services
Price Per Mile	\$16,000 /mile (x 10.5)	\$171,428.57/mile (x 10.5)
Total	\$168,000	\$1,800,000

ANALYSIS:

- **Lowest quotation received was for \$168,000 by B & B Wilson Oilfield Services Ltd.**
 - B & B Wilson Oilfield Services Ltd. was awarded the contract in 2021 to complete 16.5 miles of shoulder pulls at a cost of \$206,250 and in 2022 to complete 10.5 miles of shoulder pulls at a cost of \$194,250.

STRATEGIC ALIGNMENT:

Rehabilitating roads in the County of Barrhead aligns with the 2022-2026 Strategic Plan in the following areas:

PILLAR 2: MUNICIPAL INFRASTRUCTURE & SERVICES

Outcome – County has the necessary tools & information to deliver programs and services efficiently

GOAL 1 Infrastructure & services balance County capacity with ratepayers needs

ADMINISTRATION RECOMMENDS THAT:

Council direct Administration to award the 2023 Road Reconditioning Program to B & B Wilson Oilfield Service Ltd. at a total project cost of \$168,000.

JK



TO: COUNCIL

RE: CPO VEHICLE TENDER

ISSUE:

Council is required to award the tender for the purchase of a CPO vehicle.

BACKGROUND:

- 2023 Budget includes the transition to a full-time in-house CPO program.
- May 2, 2023 – Council approved the 2023 Operational and Capital Budgets.
- 2023 Capital budget has \$85,000 allocated to the purchase of a new SUV including the installation of the necessary equipment to be used as a CPO vehicle.
- Invitational Request for Proposal (RFP) was sent to 5 dealerships with a deadline to submit of June 1, 2023 by noon. All 5 dealerships provided a quote.

ANALYSIS:

- All quotations were evaluated to ensure that they all offered a comparable vehicle.
- 2023 capital purchases are funded from Capital Reserves.
- All vendors met the mandatory criteria for a CPO Patrol Vehicle by submitting either a Special Services Vehicle (SSV) or a Police Pursuit Vehicle (PPV)
- In addition to submitting a quotation for a Patrol Vehicle, the evaluation of quotations considered vehicle specifications (15%) and suitability (25%), price (20%), delivery date (30%), warranty (10%).
- Price ranged from \$54,999.25 to \$75,329.00 a difference of \$20,330.
- Following results were based on a weighted ranking of the 5 criteria above:

Ranking	Unit	Vendor	Price
1	2023 Chev Tahoe SSV	Wolfe Chevrolet	\$66,874.25
2	2023 FORD Expedition SSV	Whitecourt/Barrhead FORD	\$71,851.35
3	2023 Chev Tahoe SSV	Grizzly Trail	\$68,933.00
4	2023 Dodge Durango PPV	Stephani Motors	\$54,999.25
5	2023 FORD Explorer PPV	Big West FORD	\$75,329.00

- **Warranties** - were comparable for all 5 units with the 2 – Tahoe units scoring the highest due to their slightly enhanced powertrain warranty.
- **Vehicle specifications** - were very similar for all 5 units

- **Suitability** - created some separation when scoring the units as the full-size SUVs scored higher as a vehicle for a CPO is a 2nd office and requires adequate space. With computer equipment and printer for e-ticketing installed the front passenger seat of the smaller units is extremely limited. Ruggedness and clearance of the full-size SUV was also considered for rural gravel roads and winter driving.
- **Delivery** - also created some separation when scoring. Although none of the vendors could offer immediate delivery, Wolfe Chevrolet already has 2 units on order that are in the que for build this summer. Other units would need to be ordered and then go into the que for build. In all situations, the supply chain will still dictate availability.
- **Price** - created some separation, although it was weighted less than delivery in scoring. Durango unit scored the highest followed by the 2 Tahoe units which were only 0.4 points apart.
- Although Delivery Date is heavily weighted and considered to be a priority, the vendors are challenged with providing an exact delivery date. Therefore, consideration was given to ranking excluding the delivery date criteria to ensure that the most suitable vehicle for the best price was being considered. The only change in ranking was swapping the 2nd and 3rd place rankings. 1st, 4th and 5th place rankings remained the same.
- A summary of the quotations received is attached in APPENDIX A.

STRATEGIC ALIGNMENT:

Purchase of the CPO Vehicle aligns with the 2022 – 2026 Strategic Plan in the following area:

PILLAR 2 Municipal Infrastructure & Services

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

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

PILLAR 3 Rural Lifestyle

Outcome *3 County maintains its rural character and is recognized as a desirable location to invest, work, live and play.*

Goal 3.3 Rural character and community safety is preserved by providing protective & enforcement services.

ADMINISTRATION RECOMMENDS THAT:

Council approve the purchase of a 2023 Chevrolet Tahoe SSV (as per specifications) to Wolfe Chevrolet Edmonton at a purchase price of \$66,874.25 plus GST.

DO/

APPENDIX A

Unit	Vendor	Warranty	Cost (excl. gst)	Availability
2023 Chev Tahoe SSV (Special Services Vehicle) 5.3L V8 EcoTec3 w 355HP; full size SUV; 4WD	Wolfe Chevrolet	3 yr / 60,000 km bumper to bumper 5 yr / 160,000 km powertrain	\$66,874.25	Ordered, scheduled for build summer 2023. Expect late summer/early fall 2023
2023 Chev Tahoe SSV (Special Services Vehicle) 5.3L V8 EcoTec3 w 355HP; full size SUV; 4WD	Grizzly Trail	3 yr / 60,000 km bumper to bumper 5 yr / 160,000 km powertrain	\$68,933.00	Spring 2024
2023 FORD Expedition SSV (Special Services Vehicle) 3.5L V6 EcoBoost w 380HP; full size SUV; 4WD; XL	Whitecourt/ Barrhead FORD	3 yr / 60,000 km bumper to bumper 5 yr / 100,000 km powertrain	\$71,851.35	120 -150 days from Order Date Earliest availability of this model would be mid-Oct 2023
2023 FORD Explorer PPV (Police Pursuit Vehicle, Police Interceptor) 3.0L V6 EcoBoost w 400HP; AWD	Big West FORD	3 yr / 60,000 km bumper to bumper 5 yr / 100,000 km powertrain	\$75,329.00 (a municipal discount may be applied upon ordering)	Ordering closed for 2023; Ordering opens for 2024 in Nov 2023 Spring 2024
2023 Dodge Durango PPV (Police Pursuit Vehicle, Enforcer) 3.6L V6; 4WD	Stephani Motors	3 yr / 60,000 km bumper to bumper 5 yr / 100,000 km powertrain	\$54,999.25 5.7L V8 is available at an extra cost (+\$2,883)	4 – 5 months Earliest availability of this model would be mid-Oct 2023



TO: COUNCIL

RE: COMMUNITY PEACE OFFICER (CPO) – NEW POLICIES

ISSUE:

To apply to Alberta Justice & Solicitor General to become an authorized employer of a Community Peace Officer (CPO), the County is required to develop and maintain several policies.

BACKGROUND:

- 2023 Budget includes the transition to a full-time in-house CPO program.
- Administration is currently working on the “Authorized Employer” application package to be submitted to Alberta Justice & Solicitor General.
 - Application package is extensive and includes items such as but not limited to a Traffic Safety Plan, MOU with the RCMP, CPO Code of Conduct, and numerous policies that address Public Complaints, Discipline, Public Privacy, Use of Patrol Vehicles, Emergency Response, Uniform, Use, Training & Storage of Weapons, Records Management, Known Risk, Body Worn Camera, etc.
- February 23, 2023 – Committee of the Whole had the opportunity to review the requirements of the CPO Program and several of the required CPO Policies.

ANALYSIS:

- Attached policies have been drafted in accordance with the following as appropriate:
 1. Alberta Justice & Solicitor General - Public Security Peace Officer Program Policy & Procedures Manual, March 2022
 2. *Peace Officer Act, 2006*
 3. *Peace Officer (Ministerial) Regulation, 263/2021*
 4. *Peace Officer Regulation, 291/2006*
 5. *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*
 6. County Records Management Bylaw
- Attached policies require Council approval:
 - PS-001 CPO Code of Conduct
 - PS-002 CPO Public Complaint Process & Disciplinary Action
 - PS-003 CPO Traffic, Pursuit & Emergency Response
 - PS-004 CPO Body-Worn & In-Car Cameras

- PS-005 CPO Notebook
- PS-006 CPO Records Management System
- PS-009 CPO Known Risk
- PS-010 CPO Employer Reporting Requirements

STRATEGIC ALIGNMENT:

PILLAR 3: RURAL LIFESTYLE

Outcome - *County maintains its rural character and is recognized as a desirable location to invest, work, live and play*

GOAL 3 - Rural character and community safety is preserved by providing protective & enforcement services

Strategy 1 - Enhance enforcement of bylaws by expanding CPO Program

ADMINISTRATION RECOMMENDS THAT:

Council approve the following policies for the CPO Program:

- PS-001 CPO Code of Conduct
- PS-002 CPO Public Complaint Process & Disciplinary Action
- PS-003 CPO Traffic, Pursuit & Emergency Response
- PS-004 CPO Body-Worn & In-Car Cameras
- PS-005 CPO Notebook
- PS-006 CPO Records Management System
- PS-009 CPO Known Risk
- PS-010 CPO Employer Reporting Requirements



Policy Title: CPO – Code of Conduct

Policy Number: PS-001

Functional Area: Protective Services

PURPOSE

To establish and maintain a code of conduct for Community Peace Officers employed by the County of Barrhead.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to establish and maintain a code of conduct applicable to the duties and responsibilities of all Community Peace Officers employed by the County.

Code of Conduct is consistent with the requirements set out by the *Peace Officer Act, 2006* and *Peace Officer Ministerial Regulation 263/2021* as amended from time to time and follows the direction of the Public Security Peace Officer Program Policy & Procedures Manual.

As an authorized employer, the County of Barrhead is liable for the action and omissions of all Community Peace Officers employed by the County while they are acting within the scope of their authority, responsibility, and duties.

SCOPE

This policy applies to all Community Peace Officers employed by the County of Barrhead.

DEFINITIONS

- a) "CAO" means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) "County" means County of Barrhead No. 11
- c) "CPO" means a Community Peace Officer employed by the County of Barrhead
- d) "Director" means the Assistant Deputy Minister of the Public Security Division of Alberta Justice & Solicitor General that holds the title of Director of Law Enforcement.

GUIDELINES

1. Authority & Responsibility

1.1 A CPO is required to:

- a) Comply with the terms and conditions of the County's Authorization under the Public Security Peace Officer Program as approved by the Alberta Justice & Solicitor General.
- b) Comply with the terms of the CPOs appointment and shall enforce only such laws (municipal and provincial) as listed in their appointment and within their jurisdiction.
 - i. CPO encountering any Criminal Code violations or matters beyond their appointment or jurisdiction, will contact the RCMP.
- c) Comply with the County's Employee Code of Conduct in addition to this policy which is specific to CPOs.

- d) Adhere to the County's CPO Policy - Weapons & Use of Force and shall not apply excessive or otherwise inappropriate force in circumstances where force is used
- e) Comply with applicable County Bylaws and Policies
- f) Comply with applicable acts or regulations of the Parliament of Canada and the Legislature of Alberta
- g) Carry out their duties and responsibilities promptly, diligently and with integrity
 - i. CPO is accountable and transparent, being ultimately responsible for the results of their decisions, actions or inactions.
 - ii. CPO will use discretion and the principle of reasonableness when exercising their authority
 - iii. CPO will uphold a commitment to the truth, maintain professionalism and confidentiality.
 - iv. CPO will use their professional training, education, and experience to provide management with concise and impactful analysis and advice that will support the best possible decisions for the County.
 - v. CPO will conduct themselves in a manner that reflects positively on the County and inspires confidence and respect.
- h) Endeavour to learn continuously and consistently strive to improve their level of knowledge and competence
- i) Report to the CAO, complaints, job concerns, or personal issue that may affect aspects of their safety and their position

1.2 A CPO shall not act in:

- a) A disorderly or inappropriate manner which includes the use of profane, abusive or insulting language
- b) A manner, or engage in activities that may or will result in a conflict of interest or an apprehension of bias or a lack of integrity in the CPO or the County
- c) A manner that is likely to discredit the reputation of the Peace Officer Program, or the general reputation of law enforcement.

1.3 A CPO shall not:

- a) Apply the law differently or exercise authority on the basis of race, color, religion, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation, or in any manner that would contravene the *Alberta Human Rights Act*
- b) Withhold or suppress a complaint against or a report made about another CPO
- c) Willfully or negligently make or sign a false or misleading or inaccurate statement in any official document or record
- d) Destroy, mutilate or conceal an official document or record without lawful excuse
- e) Alter or erase an entry in an official document or record without lawful excuse
- f) Discuss or make generally known any matter that is the CPOs duty to keep in confidence, unless expressly authorized or legally required to do so
- g) Fail to account for, or to make a prompt and true return of, money or property that the CPO receives in their capacity as a CPO
- h) Directly or indirectly ask for or receive a payment, gift, pass, subscription, testimonial or favour without the express consent of the CAO
- i) Allow personal feelings, animosities or friendships influence official conduct

Policy Title: CPO – Public Complaint Process & Disciplinary Action

Policy Number: PS-002

Functional Area: Protective Services

PURPOSE

To establish and maintain a process for managing and responding to public complaints against Community Peace Officers (CPOs) employed by the County of Barrhead (County) and the process for taking disciplinary action if required.

POLICY STATEMENTS

Accountability and responsibility are major components of a CPO Program.

- CPOs acting under the County's authorization shall conduct themselves in a manner that is consistent with their peace officer appointment, legislation, policies, guidelines and training.

As an authorized employer, the County of Barrhead is required to:

- Comply with the *Peace Officer Act, 2006* and the *Peace Officer (Ministerial) Regulation 263/2021* as amended from time to time and operate a CPO Program that is consistent with the direction of the Public Security Peace Officer Program Policy & Procedures Manual.
- Provide a policy and process for managing and responding to public complaints against CPOs which includes a process for investigation of complaints and disciplinary action.

SCOPE

This policy applies to:

- the Public in filing a complaint
- all Community Peace Officers employed by the County of Barrhead
- County Manager (CAO)

DEFINITIONS

- a) "CAO" means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) "County" means County of Barrhead No. 11
- c) "CPO" means a Community Peace Officer employed by the County of Barrhead
- d) "Director" means the Assistant Deputy Minister (ADM) of Public Security Division of Alberta Justice & Solicitor General with the title of Director of Law Enforcement
- e) "Frivolous" means a complaint intended merely to harass or embarrass
- f) "Vexatious" means having no basis in fact or reason, with its purpose to bother, annoy and embarrass
- g) "Written" means by hardcopy letter or email

GUIDELINES

1. Receipt & Acknowledgement of Complaint

- 1.1 Any person may make a complaint regarding a CPO employed by the County
- 1.2 All complaints must be accepted and dealt with according to this policy
- 1.3 All complaints shall be directed to the CAO for review and action according to the *Peace Officer Act* and this policy
- 1.4 Complaints that allege or suspect a CPO has committed an offence in contravention of Federal or Provincial legislation, including allegations of excessive use of force, shall be referred to the police service of jurisdiction where the offence is believed to have occurred.
- 1.5 All complaints must be in writing or transcribed or recorded in written form
- 1.6 Written Complaints
 - a) CAO receives written complaints by hardcopy letter or email
 - b) Within 30 days of receiving a written complaint, the CAO shall in writing acknowledge receipt of complaint to the complainant
 - c) To facilitate principles of due process and fairness, CAO will provide notice to the CPO unless withholding of notification is required under s.6 of this policy.
- 1.7 Anonymous Complaints
 - a) Complaints either verbal or written without the identity of the complainant are not considered under the *Peace Officer Act*
 - b) Anonymous complaints that are considered serious will be reviewed by the CAO which may trigger an investigation under the *Peace Officer Act*
 - c) All anonymous complaints will be brought to the attention of the CPO
- 1.8 Indirect & Informal Complaints
 - a) Where the CAO becomes aware of a complaint that a CPO has failed to comply with the terms of the CPO appointment the CAO has a duty to investigate under *Peace Officer Act* s.16.
- 1.9 Quality of Service Complaints
 - a) Complaints related to interpretation of legislation and bylaws and the general operation and direction of the County are not considered complaints against the conduct or actions of a CPO
 - b) CAO may choose not to investigate these complaints; however, notification and reporting are still required as per this policy.

2. Investigation

- 2.1 CAO must investigate all public complaints in accordance with *Peace Officer Act* s.15 and this policy
- 2.2 CAO in accordance with *Peace Officer Act* s.15 may refuse to investigate or discontinue the investigation of a complaint if in the opinion of the CAO, the complaint is
 - a) Fictitious, vexatious or made in bad faith, or
 - b) Having regard to all of the circumstances, no investigation is necessary
- 2.3 Employer initiated investigations in response to anonymous, indirect and informal complaints are investigated in accordance with *Peace Officer Act* s.16
- 2.4 CAO may suspend the CPO with pay during the course of an investigation if considered necessary

- 2.5 Investigation of a complaint is conducted by interviewing the complainant, any witnesses, CPOs involved (with their consent) and any person who may have knowledge relevant to the occurrence.
- 2.6 CAO shall review any relevant documents, information, or recordings pertaining to the complaint.
- 2.7 CAO will present allegations made and the findings of the investigation to the CPO in writing
- 2.8 CPO will be given the opportunity to make a full response to the allegation
- 2.9 Any allegations or findings of criminal misconduct shall be turned over to the police service of jurisdiction for investigation.
 - a) CAO shall delay continuing the public complaint investigation until the police investigation has concluded.

3. Informal Resolution of Complaints

- 3.1 An informal complaint resolution process may be used to deal with public complaints with the agreement of the complainant and the CPO involved.
- 3.2 CAO will meet with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint.
- 3.3 If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.
- 3.4 All complaints resolved in this manner, pursuant to the Peace Officer Act will be reported to the Alberta Justice & Solicitor General on a monthly basis.

4. Disposition

- 4.1 CAO must dispose of the complaint by making one of the following decisions pursuant to *Peace Officer (Ministerial) Regulation s.22* and giving reason
 - a) *Complaint is unfounded* – on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis
 - b) *Complaint is unsubstantiated* – on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and whether it may or may not have occurred
 - c) *Complainant is found to have merit in whole or in part* – on the basis of a thorough investigation that in whole a reasonable belief exists that the CPO engaged in misconduct in regards to the entirety of the complaint, or

in part a reasonable belief exists that the CPO has engaged in misconduct in regards to a portion(s) of the complaint but not in its entirety
 - d) Complaint is frivolous, vexatious or made in bad faith – no investigation to occur
- 4.2 If the complaint is found to have merit in whole or in part, CAO must state disciplinary action taken in accordance with s. 8 of this Policy.

5. Notification

- 5.1 CAO must notify the complainant, CPO involved and Director of disposition of complaint pursuant to *Peace Officer (Ministerial) Regulation s.22*
- 5.2 CAO must notify in writing, the complainant, CPO involved (if appropriate), and Director of status of the investigation at least once every 45 days
- 5.3 CAO must provide a Conclusion Letter in writing, to the complainant, CPO involved, and Director which includes the following information:

- a) Disposition of the complaint (as per *Peace Officer (Ministerial) Regulation* s. 22 and s. 4 of this policy) and reasons
- b) Right of the complainant to have the CAOs disposition of the complaint reviewed by the Director as per the closing statement

“Please be advised you have the right to appeal these findings to the Director of Law Enforcement for the Province of Alberta pursuant to section 15(4) of the *Peace Officer Act*. An appeal must be in writing and initiated within 30 days of receipt of this decision, and any decision reached by the Director on appeal is final.”

Correspondence to the Director must be sent to:

Director of Law Enforcement by
Email : poprogram@gov.ab.ca
Mail: Director of Law Enforcement
c/o Peace Officer Program
Justice & Solicitor General
9th Floor, 10365 – 97 St.
Edmonton, AB T5J 3W7

- c) If disciplinary action is taken the following statement is used to communicate with complainant

“Discipline has been administered in accordance with CPO – Public Complaint Process & Disciplinary Action PS-002 as filed with the Director of Law Enforcement and the Public Security Peace Officer Program.”

6. Withholding Notification of Complaint to CPO

6.1 In circumstances where notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavorable position, notification may be delayed. Consideration to delay in the following circumstances:

- a) Complainant may be placed in danger
- b) Complainant may face other inappropriate action by the CPO should the CPO be informed
- c) Notification may impeded gathering of evidence
- d) Reasonable likelihood that the complaint may lead to federal or provincial charges
- e) Any other situation identified by the CPO or Director in which it may be appropriate to delaying informing the CPO

7. Duty to Report

7.1 Reporting for public complaints and employer-initiated investigations shall be submitted to the Director using the GOA Incident Report Form (PS3535).

7.2 CAO is required to notify the Director on a monthly basis of complaints made against CPOs employed by the County, and of investigations and disposition of complaints.

8. Disciplinary

8.1 If the CAO finds the CPO has committed a breach of policy the following action may be taken:

- a) Issue a documented verbal Warning
- b) Issue a written letter of Reprimand
- c) Suspend, without pay, for a period not exceeding 3 days

d) Terminate the CPO

8.2 All records of disciplinary action on a CPO will be kept on the CPOs employment file

9. Appeal

9.1 Complainants have the right of appeal of the CAOs disposition of the complaint as indicated in the notification letter (*Peace Officer Act s. 15(4)*)

9.2 CPOs whose appointment is cancelled have the right of appeal under *Peace Officer Act s.20* and may within 30 days from receipt of decision in writing, appeal the decision to the Director of Law Enforcement by filing a written notice of appeal.

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy& Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026



Policy Title: CPO – Traffic, Pursuit & Emergency Response

Policy Number: PS-003

Functional Area: Protective Services

PURPOSE

To establish guidelines and proper procedures for traffic control and enforcement and responding to calls for service in an Emergency Response (ER) capacity, including “closing the distance”, proper reporting procedures and training.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to:

- Comply with the *Peace Officer Act, 2006* and the *Peace Officer (Ministerial) Regulation 263/2021* as amended from time to time and operate a CPO Program that is consistent with the direction of the Public Security Peace Officer Program Policy & Procedures Manual.

Conducting traffic control and enforcement and responding to calls for service in an ER capacity will only be conducted following the guidelines of this policy.

- County, as an Authorized Employer shall have the authority for ER added to their employer authorization before CPOs are able to apply for the authorization to respond.
- CPOs shall ensure all requirements have been met and the authorization to respond has been added to their Peace Officer Appointment before they respond to any calls for service in an ER capacity.
- Public safety and the safety of the CPO will remain the primary concern in all traffic and ER situations.
- Motor vehicle pursuits present an extreme risk to public safety and are prohibited by any CPO appointed under the *Peace Officer Act*.

SCOPE

This policy applies to all Community Peace Officers employed by the County of Barrhead

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “Closing the Distance” means when a CPO operates a patrol vehicle different than normal traffic patterns in an attempt to “catch up” to a suspected violator to further a law enforcement effort. This is not considered a pursuit unless overt action by the suspected offender suggests an attempt to avoid apprehension.
- c) “County” means County of Barrhead No. 11
- d) “CPO” means a Community Peace Officer employed by the County of Barrhead
- e) “Director” means the Assistant Deputy Minister (ADM) of Public Security Division of Alberta Justice & Solicitor General with the title of Director of Law Enforcement

- f) "Pursuit" means when a CPO follows a vehicle with the intent to stop or identify the vehicle or driver, and the driver, being aware of the CPOs actions, fails to stop, and the driver initiates evasive action or ignores directions to stop/avoid apprehension

GUIDELINES

1. Traffic Enforcement

1.1 Jurisdiction

- a) CPOs have the authority within the municipal jurisdiction of the County of Barrhead to conduct enforcement on 3-digit highways, local paved and gravel roads, including hamlets.
- b) CPOs are responsible for implementing the County Traffic Safety Plan.

1.2 Stopping Offending Vehicles

- a) CPOs will ensure that both the offending vehicle and the patrol vehicle stop and park on the road shoulder as far over to the right of the highway as practical.
- b) CPOs will use proper types of communication with dispatch when conducting a vehicle or traffic stop (see Policy PS-008 CPO-Communication & Dispatch)
- c) Where possible, CPOs should use 1/3 offset, creating a safety pocket to approach the driver's side window.
- d) Emergency lights shall be left activated until the offending vehicle has re-entered the flow of traffic.

2. Vehicle Pursuit

2.1 CPO employed by the County will adhere to the current policy set forth by the Alberta Solicitor General's Office as defined in the Public Security Peace Officer Program Policy & Procedures Manual as amended from time to time.

2.2 CPOs employed by the County are prohibited from becoming involved in vehicle pursuits

- a) If a vehicle cannot be stopped safely within a short distance, the CPO shall not attempt to stop the vehicle

2.3 Upon encountering an individual who has chosen not to stop their vehicle when directed to do so, and the CPO has determined that "closing the distance" is not an option, the CPO will

- a) Immediately cease all efforts to stop the vehicle
- b) Disengage emergency siren and lights
- c) Reduce speed and pull over to the side of the road and place vehicle in park if it is safe to do so
- d) Contact the RCMP to confirm disengagement and provide details such as type and color of vehicle, number of occupants, license plate, and direction of travel
- e) Document incident in notebook

3. Closing the Distance

3.1 CPOs may engage in "Closing the Distance" or "Catch Up" maneuvers only when there is a reasonable likelihood of apprehending the suspected offender

3.2 Closing the distance is not normally considered an emergency; only emergency lights are used. CPO shall not operate a siren during "closing the distance" maneuvers

3.3 CPO must continually evaluate all factors that involve public and CPO safety. If the risk assessment indicates a risk to public safety or CPO safety, “closing the distance” maneuvers shall be terminated.

4. Spike Belts & Roadblocks

4.1 CPOs shall not participate or assist in:

- a) Deployment of a spike belt or similar device
- b) Implementation of a roadblock technique

5. Impaired Drivers

5.1 During the regular course of their duties, should a CPO encounter a driver that is suspected to be impaired by alcohol or drugs the immediate priority is public safety and requires the CPO to take the following actions:

- a) Immediately contact and request the attendance of the RCMP
- b) If the RCMP are unable to attend and sufficient grounds exist, the CPO should administer a 24-hr disqualification in accordance with their appointment under the *Traffic Safety Act*.

5.2 Making breath demands to conduct roadside screening of impairment is not an authority provided to CPOs.

5.3 CPOs shall only participate in Check Stops with the RCMP provided that their participation does not extend beyond providing traffic control on site.

6. Emergency Response Procedure

6.1 CPO may respond to calls for ER service utilizing emergency equipment (lights &/or siren) under the following circumstances and in accordance with this policy

- a) Injury collisions
- b) Providing backup to Police or Peace Officers where there is reasonable belief that the CPO is in serious danger and the CPO is or may be the closest assistance available
- c) Attending a fire or medical emergency at the specific request of the Fire or EMS personnel
- d) Any emergency situation if requested by the RCMP to attend in an ER capacity
- e) Any public safety emergency where there is likelihood of a continued safety concern pending emergency services attendance such as but not limited to emergent traffic hazards

6.2 ER will NOT be conducted for:

- a) Non-injury Motor Vehicle Collisions
- b) Providing backup to RCMP or Peace Officers where there is a RCMP closer and already responding to situation unless requested by the RCMP to attend
- c) Any other non-urgent situation

6.3 Situations where there is a possibility of an ER will be evaluated by the CPO to continually assess the risk between providing services on-scene, and the increased risk to the CPO and the public while responding in an emergency capacity.

6.4 Public safety and safety of CPO will remain primary concern in all ER situations

6.5 CPO choosing to respond to a situation in an emergency capacity shall notify Dispatch Services by radio of their response to that particular situation. Transmission will include the following:

- a) ID of unit responding

- b) Unit's departing location and destination
- c) Nature of call for service

6.6 A maximum speed of 25 km over the posted speed limit will be deemed allowable in an ER.

6.7 CPO shall obey the posted limits in school zones, construction zones and emergency zones

7. Response Codes

7.1 CPOs will use the following guidelines and response codes for emergency response situations:

- a) Code 1 Response – Non-emergency
 - i. No lights
 - ii. No siren
 - iii. Rules of the road followed
- b) Code 2 Response – Emergency
 - i. Lights activated
 - ii. No siren
 - iii. Rules of the road may be violated using proper techniques and safety precautions
- c) Code 3 Response – Emergency (or is this DELTA)
 - i. Lights activated
 - ii. Siren activated
 - iii. Rules of the road may be violated using proper techniques and safety precautions

8. Emergency Response Reporting

8.1 CPOs who have responded to an ER call for service will document the following information in an incident report:

- a) ID of unit responding
- b) Unit's departing location and destination
- c) Time of departure and time of arrival
- d) Nature of call for service

8.2 Any collisions resulting from an ER by a CPO will be reported to the CAO, RCMP and Director of Law Enforcement.

9. Training

9.1 A CPO wishing to have ER authorization added to their appointment must successfully complete a forty (40) hour Emergency Vehicle Operators Course (EVOC) based on police curriculum.

- a) For further clarification, pursuit driving elements of EVOC training are for skill development only, and in no manner does this training permit a CPO to engage in motor vehicle pursuits.

9.2 CPOs employed by the County may undergo recertification in the EVOC training after 5 years since last completion or sooner if directed by the County.

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy & Procedures Manual, 2022
 - 2) *Peace Officer Act, 2006*
 - 3) *Peace Officer (Ministerial) Regulation, 263/2021*
 - 4) *Traffic Safety Act*
 - 5) PS-008 CPO - Communication & Dispatch Policy
 - 6) County Traffic Safety Plan
-

Effective: Upon Receiving Authorized Employer Status

Approved by: Council **Resolution No:**

Replaces: N/A

Last Review: N/A

Next Review: 2026



Policy Title: CPO – Body-Worn & In-Car Cameras

Policy Number: PS-004

Functional Area: Protective Services

PURPOSE

To establish proper procedures for the operation of body-worn and in-car cameras including protecting the integrity of evidence and the privacy of the public.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to establish a policy to provide CPOs with instructions on when and how to use body-worn and in-car cameras.

Body-worn and in-car cameras are an effective law enforcement and training tool that can:

- Reduce confrontations and complaints against CPOs by providing accurate documentation of CPO-public encounters
- Be an important tool for collecting evidence for investigative and prosecutorial purposes and maintaining public trust
- Provide additional information for CPO evaluation and training
- Be useful in documenting emergency and accident scenes or other events that include the confiscation and documentation of evidence

County recognizes that video images may not always show the full story or capture the entire scene. Therefore body-worn and in-car cameras do not reduce the requirement to provide thorough written documentation of an incident. Individuals reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead

DEFINITIONS

- a) *“Body-worn camera”* means a camera system designed to be worn by a CPO on their torso to capture digital multimedia evidence
- b) *“CAO”* means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- c) *“County”* means County of Barrhead No. 11
- d) *“CPO”* means a Community Peace Officer employed by the County of Barrhead
- e) *“Digital Multimedia Evidence or DME”* means all digital recording, to include, but not limited to audio, video, photographs and the associated metadata.
- f) *“In-car camera”* means a video recording system installed in a vehicle to capture digital multimedia evidence
- g) *“Metadata”* means any digital identifiers that are captured as part of the actual recording such as date, time, GPS coordinates, labeling, etc.

GUIDELINES

1. Use of Body-Worn & In-Car Cameras

1.1 Proper use of body-worn and in-car cameras accomplishes the following:

- a) Collection of evidence that can be used in the prosecution of offenses
- b) Record contacts with the public in order to secure unbiased evidence in connection with investigations
- c) Allow for supervisory review to ensure that County policies and procedures are followed
- d) Capture footage that would be helpful for training

1.2 Prior to use of body-worn and in-car cameras, CPOs shall receive approved training on proper operation and care

- a) Additional training shall be provided periodically to ensure continued effective use of equipment, proper performance, and to incorporate any changes, updates or revisions in procedures or equipment

1.3 Body-worn and in-car cameras should be used with reasonable care to ensure proper functioning.

- a) Equipment malfunctions shall be brought to the attention of the CAO as soon as possible.

2. Operation

2.1 Prior to each shift, CPOs shall inspect and test body-worn and in-car cameras to verify proper functioning of equipment.

2.2 If a body worn camera is lost, the CPO shall immediately notify the CAO.

2.3 CPOs shall wear body-worn cameras on their torso and in a position designed to produce effective recording.

2.4 CPOs shall activate:

- a) Body-worn cameras to record all enforcement and complaint-based contacts with the public in the performance of official duties
- b) In-car cameras to record all traffic stops and at motor vehicle collisions where the emergency equipment has been activated

2.5 CPOs, whenever possible, should inform individuals that they are being recorded

- a) CPOs have no obligation to stop recording if the recording is pursuant to a traffic stop, an investigation, a complaint response, arrest, lawful search or circumstances that dictate that recording is necessary
- b) CPOs should evaluate the situation and when appropriate honor the public's request to stop recording. Before the recording is turned off the following is required:
 - i. Request to turn off recording should be recorded
 - ii. CPOs response to the request should be recorded

2.6 Deactivation of a body-worn or in-car camera should occur when:

- a) Event is concluded
- b) Emergency equipment has been turned off
- c) Contact with the subject(s) is concluded
- d) CPO is communicating with other enforcement or police personnel

- e) CPO is on a break or otherwise engaged in personal activities
 - f) CPO is in a location where individuals have a reasonable expectation of privacy such as a restroom or break room
 - g) CPO is communicating with other County staff or participating in general County activities
- 2.7 If a CPO fails to activate a body-worn or in-car camera, or fails to record the entire contact, the CPO shall document reasons for doing so.
- 2.8 CPOs shall store issued body-worn cameras under lock and key, accessible only to the CPO and CAO, while off duty or when not in use
- 2.9 While on duty, CPOs shall only use County issued body-worn and in-car cameras

3. Handling of DME

- 3.1 All files from body-worn and in-car cameras shall be securely downloaded as soon as reasonably possible
- 3.2 Each file shall contain information related to the date, time and CPO who wore or used the camera
- 3.3 CPOs shall be allowed to review their recordings from their body-worn or in-car cameras at any time and are encouraged to do so when preparing reports
- 3.4 DME from body-worn and in-car cameras may be shown for training purposes upon completion of any proceedings related to the recordings.
- 3.5 DME from body-worn and in-car cameras shall be securely stored in accordance with CPO Policy - Record Management System

4. Legal & Confidentiality

- 4.1 Body-worn and in-car camera equipment and all DME captured, recorded or otherwise produced by the equipment is the property of the County.
- 4.2 DME from a body-worn or in-car camera shall
- a) be considered a Law Enforcement Record
 - b) only be used for the purposes intended under this policy
 - c) only be viewed by CPO and personnel from the Office of the CAO or upon written consent from the CAO.
 - d) not be edited, altered, erased, duplicated, copied, shared or otherwise distributed in any manner without prior written approval of the CAO
 - e) be attached to a digital evidence case file, if such recordings exist in relation to an incident, to be provided as disclosure to the Crown Prosecutor
 - f) be subject to the County's Records Management Bylaw
- 4.3 Requests for disclosure of DME from the accused or their representative pertaining to a legal charge shall be referred to the Crown Prosecutor's office for proper review through the justice system's legal disclosure procedure
- 4.4 Requests for disclosure of DME from a body-worn or in-car camera shall be considered according to the following:
- a) Consultation and/or referral to the Crown Prosecutor's office or County's legal counsel for proper review if the request is pertaining to a legal charge
 - b) Exemption from disclosure in accordance with *FOIPP Act*

- i. *s. 17 Disclosure Harmful to Personal Privacy*
 - ii. *S. 18 Disclosure Harmful to Individual or Public Safety*
 - iii. *s. 20 Disclosure Harmful to Law Enforcement*
- c) Permissible disclosure in accordance with *FOIPP Act s. 40 Disclosure of Personal Information*

4.5 Requests for disclosure under the *FOIPP Act* shall be dealt with by the County's FOIP Coordinator

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy& Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*
- 4) *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*
- 5) County Records Management Bylaw
- 6) CPO Policy - Record Management System

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026



Policy Title: CPO – Notebook

Policy Number: PS-005

Functional Area: Protective Services

PURPOSE

To implement a process for the proper use and storage of notebooks utilized by CPOs.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to:

- Operate a CPO Program that is consistent with the direction of the Public Security Peace Officer Program Policy & Procedures Manual and compliant with the *Peace Officer Act, 2006* and the *Peace Officer (Ministerial) Regulation 263/2021* as amended from time to time.

Any notebook issued to a CPO will be maintained with concise and accurate details and remains the property of the County.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “County” means County of Barrhead No. 11
- c) “CPO” means a Community Peace Officer employed by the County of Barrhead
- d) “Minister” means the Minister responsible for the *Peace Officer Act*

GUIDELINES

1. Issuance & Ownership of Notebooks

1.1 Notebooks shall be issued by the County and remain the property of the County

- a) Issued notebooks shall be bound
- b) Only 1 notebook shall be issued at a time to a CPO

1.2 Inspections of the notebook may be performed by

- a) CAO at their discretion, but at least quarterly
- b) Alberta Solicitor General during any audit process or upon their request

1.3 Any other requests to inspect the CPO notebook shall be considered pursuant to *FOIPP*

1.4 Notebooks shall be included in court briefs as required and may be entered into any court proceedings

1.5 Notebooks shall be turned into the CAO and filed by calendar date and kept in accordance with the County Records Management Bylaw

1.6 Notebooks shall be immediately surrendered to the CAO upon the CPO ceasing to be an employee of the County

2 Use of Notebooks

2.1 CPO shall document their name and officer identification number on the face of their notebook

2.2 During each shift, CPO shall at a minimum write the date, shift start and end time, and the unit number of the patrol vehicle being used

2.3 CPO notebooks shall, as necessary, indicate all times, dates, interactions with the public, observations, and shall be compatible with any reports generated

2.4 CPO notebooks shall be sequentially numbered on the outside of the notebook and include the date of the 1st and last entry recorded in the notebook

2.5 CPO notebooks shall not be kept in vehicles, or left unprotected

a) At the end of every shift CPO notebooks shall be locked up and secured

2.6 CPO notebook format and content:

a) Notebooks shall only include work-related information

b) Notes should thoroughly describe the details of an occurrence and answer – who, what, when, where, why and how

c) Notes should contain professional language, unless documenting verbatim comments

d) Notes should be factual and descriptive enough to explain decisions made and actions taken

e) Sketches and measurements if used should enhance the quality of notes

f) Notes should be taken in dark ink (black or blue)

g) Notebook entries shall not be erased or pages removed from the notebook; instead, deletion of notes should be stroked out with a single line and initialed

h) Notebooks shall have no blank spaces or lines left anywhere in the notebook which would allow additional information to be added at a later date. Portions of a notebook not used should have a line through the blank portion of the page.

i) External pieces of paper are not to be added to the notebook; they must be added to the paper file or scanned into an electronic file including CPO name, date, and occurrence.

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

1) Alberta Solicitor General – Public Security Peace Officer Program Policy & Procedures Manual, 2022

2) *Peace Officer Act, 2006*

3) *Peace Officer (Ministerial) Regulation, 263/2021*

4) *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*

5) County Records Management Bylaw 2-2023, as amended

Effective: Upon Receiving Authorized Employer Status

Approved by: Council **Resolution No:**

Replaces: N/A

Last Review: N/A

Next Review: 2026



Policy Title: CPO – Records Management System

Policy Number: PS-006

Functional Area: Protective Services

PURPOSE

To establish proper procedures for the retention of personnel and operational records of the CPO Program.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to establish and maintain a records management system for personnel files for each CPO and an operational records system in accordance with the *Peace Officer (Ministerial) Regulation 263/2021* as amended from time to time:

County has implemented a records and information management system; where record retention, disclosure and destruction support 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.

County is actively encouraging electronic record retention.

SCOPE

This policy applies to the following County employees or employees carrying out the specific function:

CPO	FOIPP Coordinator
Human Resources	CAO
Records & Information Management Administrator	

DEFINITIONS

- a) "CAO" means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) "County" means County of Barrhead No. 11
- c) "CPO" means a Community Peace Officer employed by the County of Barrhead
- d) "Digital Multimedia Evidence or DME" means all digital recording, to include, but not limited to audio, video, photographs and the associated metadata.
- e) "FOIPP" means *Freedom of Information & Protection of Privacy Act*, as amended from time to time
- f) "Information Management System" or "IMS" means an electronic platform for the storage, retrieval and disposition of records. For further clarity, at the time drafting this policy, the Information Management System in use was Mfiles.

GUIDELINES

1. Electronic Records

- 1.1 CPO will make every effort to, where practical, create documents in an electronic format when performing their duties.

- 1.2 CPO will scan and save, where practical, any hardcopy documents to the County IMS, excluding the CPO notebook.
- 1.3 Electronic documents will be saved in the County IMS in accordance with the County Records Management Bylaw.

2. Personnel Files

- 2.1 Following CPO personnel files will be retained electronically in the County IMS and in accordance with the County Records Management Bylaw and this policy:
 - a) CPO employment records which include but are not limited to the employment offer, date of hire and/or termination, benefits, compensation, pension, performance reviews, disciplinary action if applicable
 - b) CPO Oath of Office
 - c) CPO Letter of Appointment
 - d) CPO training records and certificates
 - e) Investigation of complaints and incidents against the CPO
- 2.2 CPO may retain hardcopies of their own personnel files in their private office.

3. Operational & Program Records

- 3.1 Following operational records will be retained electronically in the County IMS and in accordance with the County Records Management Bylaw and this policy:
 - a) Investigation files including supporting documents, DME, and disposition of the investigation
 - b) Tickets issued
 - c) Complaints (after a file number has been assigned)
 - d) MOU with the Barrhead RCMP Detachment
 - e) Plans, reports and programs
 - f) Shift schedules
 - g) CPO Policies
- 3.2 CPO notebook whether in use or complete will be stored in accordance with CPO Policy – Notebook.
- 3.3 Hardcopies of working files such as but not limited to tracking sheets, call and complaint logs, activity logs may be kept in a locked drawer in the CPOs private office.

4. Access & Retention of Records

- 4.1 All records relating to complaints about CPOs, investigations, including disposition of complaints, will be kept in the County IMS for a minimum of 10 years after the complaint was made.
- 4.2 All records relating to the CPO Program including but not limited to administration, management and operations will be kept in the County IMS for a minimum of 10 years after the documents were created.
- 4.3 Records that are presented to Council during a regular or special meeting of Council will have a permanent retention schedule.
- 4.4 All confidential records stored in the County IMS will have access restricted to only those employees identified by the CAO.

Policy Title: CPO – Known Risk

Policy Number: PS-009

Functional Area: Protective Services

PURPOSE

To implement a process for identifying and documenting individuals and locations within the County of Barrhead that pose a known risk to CPOs and employees and how to address the risk.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to:

- Comply with the *Peace Officer Act, 2006* and the *Peace Officer (Ministerial) Regulation 263/2021* as amended from time to time and operate a CPO Program that is consistent with the direction of the Public Security Peace Officer Program Policy & Procedures Manual.
- Provide a policy and process to ensure CPOs can reasonably identify and assess risk to officer safety prior to attending a property and request the required back-up required to undertake their duties with the lowest risk possible.

SCOPE

This policy applies to all CPOs and other employees of the County of Barrhead

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “County” means County of Barrhead No. 11
- c) “CPO” means a Community Peace Officer employed by the County of Barrhead
- d) “KRD” means a Known Risk Database managed and used by the County to track and assess risk of persons and properties. KRD may be a secure excel file, GIS mapping tool, or Report Exec.

GUIDELINES

1. Pre-Site Visit Procedure

- 1.1 Before a CPO attends a property in the County, they shall perform a name and/or address search in the KRD for any caution flags for any reason and take precautionary steps and provide notification as outlined in section 3 of this policy.
- 1.2 CPOs are exempt from this requirement if they are attending a location in an emergency response capacity; however, the KRD should be checked as soon as practical for any caution flags and others notified if required to attend.

2. Use & Management of Known Risk Database (KRD)

- 2.1 KRD is for internal use only, to log and manage information about dangerous persons, animals and properties for the purpose of assessing risk.
- 2.2 A known risk is dangerous person(s), animal(s) and property as described below:

- a) A person or animal expresses, displays or otherwise engages in violent, aggressive, threatening or intimidating behavior towards a CPO or other County employee, volunteer, partner, or contractor working on behalf of the County, other emergency services, or government employees.
- b) Dangerous behavior can be physical, verbal, non-verbal threats or using a means of communication, including but not limited to email, voicemail, text, fax, letter, social media post.

2.3 Updates to the KRD are performed by a CPO with instruction from the CAO

2.4 Information in the KRD includes current known information and new information as CPOs become aware, including information provided by other law enforcement agencies

2.5 Submission of Dangerous Person, Animal & Property Report

- a) If any CPO or other County employee becomes aware of a person, animal or property that meets the criteria described in s. 2.2 of this policy, a report shall be filed with the CAO for review as soon as practicable
 - i. If the information was obtained by way of an incident, an incident report is also filed with the Safety Officer in accordance with the County Health & Safety Program
- b) Upon receipt of a report filed under s.2.5(a), the CAO will review the report with the person who filed the report, the CPO and RCMP as required to determine if a cautionary flag is to be applied in the KRD.
 - i. If a cautionary flag is not warranted, the CAO will notify the CPO to close the file
 - ii. If a cautionary flag is required, the level of risk will be determined; the CPO will be notified to update the file
- c) All information contained in the Submission of Dangerous Person, Animal & Property Report is confidential and for the sole purpose of administering this policy.

2.6 All caution flags will be reviewed by the CAO and a CPO at least annually to determine if the caution flag accurately reflects the level of risk

3. Levels of Risk & Required Action

3.1 CPO will notify CAO, or designate, of their intent to visit properties with caution flags of any level of risk and arrange for call-in when leaving the property; this does not preclude the CPO from following standard communications protocol using 10 codes

3.2 The following levels of caution will be used with the appropriate action:

a) Caution Flag - Level 1 (Green)

Low Level Hazard – such as aggressive, threatening or vicious dog, uncooperative, potentially verbally abusive, but not threatening or violent person

Action: Caution to be used on property; No special requirements or additional staff needed

b) Caution Flag – Level 2 (Yellow)

Medium Level Hazard – such as aggressive/belligerent person, known to have mental health concerns or suicidal tendencies

Action: Minimum of 2 County employees or 1 staff and 1 CPO

c) Caution Flag – Level 3 (Red)

High Level Hazard – such as known threat, known violent person, weapons may be present

Action: Staff (including CPOs) are not permitted to attend this property unless escorted by at least 1 RCMP member; conduct CPIC query

3.3 If a property with a caution flag of any level of risk is visited a report shall be submitted to the CAO to assist with the ongoing review of properties with caution flags to assess level of risk.

4. Confidentiality

4.1 All information collected, reviewed or added to the KRD is for the intended purpose of enhancing the safety of individuals attending a location where a known risk or threat exists or may exist.

4.2 Unauthorized sharing or distribution of any information relating to caution flags, including but not limited to locations, names or other personal information is strictly prohibited pursuant to *FOIPP*

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy & Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*
- 4) *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*
- 5) County Health & Safety Program – Incident Reporting

Effective: Upon Receiving Authorized Employer Status

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026

Policy Title: CPO – Reporting Requirements

Policy Number: PS-010

Functional Area: Protective Services

PURPOSE

To establish proper procedures for incident and investigation reporting and administrative reporting requirements.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead reports to the Director of Law Enforcement as per the Public Security Peace Officer Program Policy & Procedures Manual and associated legislation.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead and the CAO as the authorized employer representative.

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “County” means County of Barrhead No. 11
- c) “CPO” means a Community Peace Officer employed by the County of Barrhead
- d) “Director of Law Enforcement” means the Assistant Deputy Minister (ADM) of Public Security Division of Alberta Justice & Solicitor General

GUIDELINES

1. Incident & Investigation Reporting Requirements:

- 1.1 Requirement to report under this section must be completed on Incident Report Form PS3535 and submitted to popprogram@gov.ab.ca

Incident Type	Submission Timeline	Details
Discharge of firearm	Immediate – 24 hours	<p>Discharge of shotgun in response to perceived threat or accidentally during training</p> <p>Discharge of shotgun not related to duties under <i>Animal Protection Act</i>, <i>Dangerous Dog Act</i>, <i>Stray Animals Act</i>, or <i>Wildlife Act</i></p> <p>Discharge of shotgun not related to a training situation</p>
Allegations of excessive force	Immediate	Any allegation that a CPO used excessive force

<p>Serious injury or death involving a CPO</p>	<p>Immediate</p>	<p>Any incident with a CPO involving serious injury or death of any person</p> <p>Does not include circumstances where the CPO provided traffic control for police at a fatal or serious MVC</p>
<p>Serious or sensitive situation related to the actions of a CPO</p>	<p>Immediate</p>	<p>Any matter of a serious or sensitive nature related to actions of a CPO</p> <p><i>(if uncertain, report the matter)</i></p>
<p>Allegations of pursuit</p>	<p>Immediate</p> <p>24 hours</p>	<p>Provide in-car & body camera video</p> <p>Submit PS3535 with CPO notes, Employer decision to suspend or admin leave pending Employer-initiated investigation</p> <p>Employer-initiated investigation & disposition reporting upon completion.</p>
<p>Use of weapon (extendible baton, OC Spray)</p>	<p>24 hours – 2 days</p>	<p>Each use of a weapon</p> <p>Use of weapon in relation to duties under <i>Animal Protection Act, Dangerous Dog Act, Stray Animals Act, or Wildlife Act</i> are exempt</p>
<p>CPO charged or convicted of an offence under <i>Criminal Code, Controlled Drugs & Substances Act</i> or any other enactment of Canada</p>	<p>24 hours / Immediate</p>	<p>CPO shall notify employer within 24 hours</p> <p>Employer provides notification as soon as known</p>
<p>CPO arrested or charged of an offence under a provincial statute of Alberta (<i>Child, Youth & Family Enhancement Act; Gaming, Liquor & Cannabis Act; TSA; Maintenance Enforcement Act</i>)</p>	<p>24 hours / Immediate</p>	<p>CPO shall notify Employer within 24 hours</p> <p>Employer provides notification as soon as known</p>
<p>Allegations of criminal acts by a CPO</p>	<p>24 hours / Immediate</p>	<p>Reported to RCMP & Director</p> <p>Employer may proceed with Public Complaint or employer initiated investigation unless police are investigating</p>

Disposition of charges by the courts (including withdrawal)	48 hours	CPO to report to Employer & Director
Public complaint under <i>POA s. 14</i>	Within 30 days of receipt of complaint Every 45 days until file is concluded Conclusion of investigation	Submit PS3535 with complaint, acknowledgement & notification letters Submit follow-up PS3535 with updates Submit final PS3535 with investigation report, disposition letters, discipline if any
Code of Conduct violation <i>(Employer initiated investigation)</i>	Conclusion of Employer investigation (unless addressed elsewhere in the reporting requirements)	Incidents in which a CPO has violated the employer's CPO Code of Conduct Policy.
Employer initiated investigation under <i>POA s.16</i>		Incident in which a CPO has failed to comply with terms of appointment. Submit final PS3535 with investigation report, notice of investigation letter, disposition letter, discipline if any
<i>TSA</i> violations issued out of jurisdiction		Describe why ticket was issued, where, when, ticket # Identify if RCMP was contacted prior to incident

2. Administrative Reporting Requirements

2.1 Requirement to report under this section is submitted to peaceofficerinfo@gov.ab.ca

Incident Type	Submission Timeline	Details
Policy amendments & new policy requirements	Immediate	Any changes or additions to the mandatory policy requirements for employers must be submitted immediately
Change of contacts	Immediate	Changes to primary & secondary contacts or contact information submitted to ensure effective communication between Employer & Program
CPO leave of absence for medical or maternity leave of > 6 months	Immediate on notification	Employer retains appointment, ID cards, equipment. Provide start & end dates (update

		as required)
Employer suspension or termination of CPO CPO terminates employment	24 hours 10 days	Employer initiated; employer reports including rationale CPO initiated; Employer reports & returns ID card
Return to active duty following suspension, administrative leave or hold	10 days prior to return to active duty	Provide notice of return as amendment appointment must be issued prior to return to duty
Employer annual report (<i>POMR s.12</i>) <i>(Program use only; not released publicly)</i>	Annually in January (unless other date approved)	Provide brief overview, describe services provided, enforcement & enforcement related activities including statistical data. State name & contact information for employer representative (CAO); list of CPOs employed
Loss of CPO identification card	Immediately	CPO reports to RCMP, Employer & Director
Loss of CPO Authorized Weapons	Immediately	CPO reports to RCMP, Employer & Director

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy & Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*
- 4) *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*

Effective: Upon Receiving Authorized Employer Status

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026



2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2023-173	Directed CAO to work with RCMP to finalize Traffic Safety Plan & submit to Alberta Justice & Solicitor General with application for Authorized Employer under Peace Officer Program.	CAO	Traffic Safety Plan sent to RCMP for feedback/approval	Underway
2023-172	Authorized signing agreements of road reconstruction project 742	CAO/EA	Contracts signed	Complete May 17/23
2023-171	Escalate project 26-740 from 10-year capital plan to 2023 capital budget as project 23-742 at \$182,657	CAO/PW/ FIN	Will reflect in May reporting	Underway
2023-170	Cancel project 23-741 and remove from 2023 Capital budget at \$272,686	CAO/PW/ FIN	Will reflect in May reporting	Underway
2023-169	Authorized signing agreements of road reconstruction project 640	CAO/EA	Contracts signed	Complete May 17/23
2023-168	Award 2023 pavement repair contract to Central City Paving to max of \$180,000	PW	Contractor notified	Underway
2023-167	Award 2023 grass cutting contract at MacGill estates to Virginia MacGillivray	CAO/PW	Contract sent to contractor for signature May 17	Underway
2023-164	Appointed Chelsea Jaeger as Weed Inspector & Pest Inspector	CAO/AG		
2023-163	Authorized signing agreement with Ducks Unlimited Canada	CAO/AG	Agreement sent to Ducks Unlimited May 17	Underway
2023-162	Approved community grant of \$1,000 to Barrhead Indigenous Day committee	CAO/EA	Approval letter and payment sent.	Complete May 19/23
2023-161	Proclaimed May 29 – June 2, 2023, as Alberta Rural Health Week.	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-160	Declared June 5-11, 2023 as Seniors' Week	COMM/EA	Posted in County office & on website	Complete May 19/23



2023-155	Withdraw membership with GROWTH support ongoing participation of Councillor Preugschas on WILD Alberta Committee.	CAO	Letter sent to current GROWTH members, copied to CAOs of member municipalities.	Complete May 10/23
2023-151	Sign the ASB 2022-2024 Grant Amendment	CAO/AG	Agreement signed, sent to GOA	Underway
2023-150	Sign agreements for Acquisition of Land for ROW for 2023 Bridge Replacement Project BF 78033, to purchase 0.37 acre each from 2 landowners	CAO/EA	Agreements signed	Complete May 3/23
2023-143	Adopted 2023 Property Tax Bylaw 3-2023	FIN/COMM	Posted to website	Complete May 10/23
2023-138-139	Approved 3-Year Financial Plan & 10-Year Capital Plan	FIN/CAO	Posted to website May 10, 2023	Complete May 10/23
2023-137	Revised 2023 Capital Budget from \$14,775,734 to \$14,761,841	FIN/CAO	Posted Operating Budget, Capital Budget, Budget Presentation and Budget Overview to website May 10, 2023	Complete May 10/23
2023-136	Adopt 2023 Operating Budget as presented with operating expenditures & revenue of \$19,128,153	FIN/CAO		Complete May 10/23
2023-128	Approved supporting Reeve Drozd's application to the RMA Committee on Quasi-Judicial Agencies and to receive per diem's if appointed.	CAO	Reeve has submitted application (Reeve was selected by RMA)	Complete Apr 18/23
2023-126	Dispersed Unit 312 & Unit 313 to Michener Allen Auctioneering Ltd. for \$750,000 with any monies over \$820,000 received at the auction to be split 90/10 in favour of the County	PW/FIN	Units have been picked up, payment of \$750,000 received. Sale occurred May 5-6, 2023; Received additional cheque for \$36,000	Complete May 19/23
2023-125	Declared May 8-14, 2023 as National Nursing Week in the County of Barrhead.	COMM/EA	Posted in County office & on website	Complete Apr 24/23
2023-124	Denied application from Barrhead Golf & Recreation Area Society for a donation of \$2,500 under Community Grants Policy for painting of lines in the parking lot was not eligible	CAO/EA	Applicant notified of decision	Complete Apr 20/23
2023-123	Approved application from Barrhead Street Festival committee for \$2,500 under Community Grants Policy to assist with Barrhead Street Festival event.	CAO/EA	Approval letter and payment sent.	Complete Apr 20/23

2023-122	Approved encroachment agreement with Stanley & Faye Schultz for site within road allowance west of and adjacent to Plan 4589NY Lot 1	CAO/EA	Agreement finalized.	Complete Apr 19/23
2023-117	CAO to sign Conditional Grant (\$146,570) under Intermunicipal Collaboration Component of 2022-23 ACP Program in support of Feasibility Study to repurpose ADLC as a joint civic center	CAO	Fully executed May 15, 2023; Agreement signed & sent Apr 14/23, awaiting return; Waiting for agreement	Complete May 15/23
2023-116	CAO to sign Alberta Crime Prevention Grant Agreement (Minister of Public Safety & Emergency Services) to receive \$26,685 to continue with the BARCC workplan.	CAO	Finalized agreement received; Agreement signed & sent Apr 5/23, awaiting return	Complete Apr 6/23
2023-113	Approved Compassionate Gift Policy AD-004 as amended	CAO/EA	Amended, included for information in Apr 18/23 agenda pkg	Complete Apr 14/23
2023-112	Denied the request to cancel or reduce Fire Invoice IVC00002618.	CAO/EA	Letter sent	Complete Apr 20/23
2023-106-108	Approved 2022 audited Financial Statements, and FIR, and to publish to website	CAO/FIN	Published to website	Complete Apr 5/23
2023-103	Authorize Reeve Drozd to sign the Acknowledgement of Consultation for the RCMP Annual Performance Plan.	CAO/EA	Reeve has signed and returned	Complete Apr 13/23
2023-099	Disperse Unit 306 D6T Dozer to Ritchie Bros Auctioneers (Canada) Ltd. for the price of \$375,000 plus GST	FIN/PW	Unit has been picked up.	Complete Apr 13/23
2023-098	Cost share (50:50) with TOB purchase of 2023 John Deere 755K Landfill Track Loader (\$608,000 plus GST) from Brandt Tractor Ltd. as per 2023 Waste Management Capital	FIN/PW	Ordered	Underway
2023-097	Approve purchase of steamer pressure washer from Water Blast Manufacturing LP (\$18,245.81 plus GST), reflect changes in 2023 Capital budget.	FIN/PW	Received May 16; Ordered	Complete May 16/23
2023-096	Deny the request to upgrade a currently undeveloped road allowance to SE 26-59-6-W5 for recreational use only.	DEV/CAO	Landowner notified of decision	Complete Apr 12/23

2023-091	Request business documents from GROWTH/WILD for past 2 years; bring back a report for Council to assess County membership in GROWTH/WILD.	CAO	On May 2/23 Council agenda; Documents received March 23, 24, April 10-13/23; Request has been made to Chair, copied to other 3 members	Complete May 2/23
2023-087	Bring results of 2023 TL Lagoon groundwater monitoring back to Council for review to develop management and/or upgrade plan for the facility.	PW/CAO		Not Started
2023-086	Add \$16,000 to 2023 budget for installation of 4 groundwater monitoring wells at TL Lagoon	FIN/CAO	Budget updated; final budget to be brought to Council for approval	Complete Mar 8/23
2023-085	Replace Lightning Bay's gate opener with access card; Lightning Bay residents informed that access to TL Lagoon cut off if volumes reach 5,821 m ³ in order to ensure compliance.	PW	Lightning Bay residents have been notified and switched to card access	Complete Mar 13/23
2023-084	Set max yearly incoming volume of TL Lagoon to 4,366 m ³ to all customers other than Lightning Bay	PW/CAO	Maximum is in place and will be monitored	Complete Mar 13/23
2023-081	Adopted Records Management Bylaw No. 2-2023	CAO/EA	Signed & filed	Complete Mar 15/23
2023-077	Renew 10 year lease with Misty Ridge for ski hill operations on 10 acre parcel in SW 16-62-4-W5	CAO/EA	Lease finalized	Complete Mar 15/23
2023-076	Appointed Fire Guardians for 2023-24	CAO/EA	Guardians and Fire Chief notified; New list available April 1 and to be posted to website	Complete Mar 13/23
2023-073	Approved application from Community Gardens for \$2,500 in-kind support under Community Grant policy	CAO/EA	Approval Letter sent to applicant	Complete Mar 8/23
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	Disposal approved Apr 4/23; Put out to tender - closes Mar 31; Not suitable for Landfill, report to Council as per policy	Complete Apr 4/23
2022-235, 484	Community Hall Strategy identified in the 2022-2026 Strategic Plan be escalated to begin in 2022.	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



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



May 31, 2023

To Whom It May Concern,

**RE: BARRHEAD AND DISTRICT FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)
- APPLICATION FOR COMMUNITY & HOME SUPPORTS FUNDING FOR OLDER ADULTS**

Please accept this letter as support from the County of Barrhead for Barrhead & District FCSS's application for funding from Healthy Aging Alberta for enhancing home-based support programs.

We recognize the Barrhead & District FCSS as an important organization in ensuring the overall inclusion and wellness of the older adult population in our community. The County of Barrhead has adults aged 55 and older who make up approximately 35 % (2,035) of our population with another 315 reaching that age in the next 5 years.

A majority of these adults live in a rural setting within the County of Barrhead and benefit greatly from home support services that FCSS organizes. FCSS wishes to enhance home supports by providing the following services:

- Transportation
- Meal Preparation
- Yard Maintenance
- Friendly Visitor (Mental Health Checks)

The County recognizes and respects the commitment and efforts of FCSS and their continued work to provide a variety of services for residents. We welcome the overall positive influence FCSS provides to the Older Adult Community and the County of Barrhead.

Thank you for considering this request for funding from Healthy Aging Alberta for Barrhead & District FCSS's home-based support programs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Debbie Oyarzun', is written above the typed name.

Debbie Oyarzun, M.Sc.
County Manager (CAO)



AAIP Rural Renewal Stream Monthly Status Report



TO DATE
(Nov 7, 2022 - May 31, 2023)

May 2023

EMPLOYERS		
Employers that have expressed interest	2	20
Employers enrolled	2	15 (9 active employers with open vacancies)

CANDIDATES		
Candidates that have expressed interest*	6	47
Candidates endorsed	10	31
(Current temp. foreign worker in Canada)	(2)	(10)
(International applicants)	(8)	(21)

POSITIONS		
Positions supported by RRS	6	51 (27 positions currently vacant)
Positions filled through RRS	10	31
(Started working & living in community)	(2)	(9)
(Pending nomination/arrival to Canada)	(8)	(22)

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



COUNTY OF BARRHEAD NO. 11
 CASH, INVESTMENTS, & TAXES RECEIVABLE
 April 30, 2023



	April YTD 2023	April YTD 2022
CASH:		
On Hand	\$300	\$300
Deposits	244,610	367,997
Payroll and Disbursements	568,524	114,453
Savings	5,198,721	3,002,294
Tax Trust	22,487	21,694
Municipal Reserve	494,673	455,000
SHORT TERM DEPOSITS:		
31 day Notice	1,645,386	66,317
60 day Notice	2,793,451	1,011,231
90 day Notice	9,141,322	12,672,323
Total Cash and Temporary Investments	<u><u>20,109,475</u></u>	<u><u>17,711,608</u></u>
INVESTMENTS		
Term Deposits	2,103,706	2,000,000
Funds Held In Trust	1,523,523	-
Other Investments	10,034	31,459
Total Investments	<u><u>3,637,263</u></u>	<u><u>2,031,459</u></u>
TAXES AND GRANTS IN LIEU RECEIVABLE:		
Current	(637,480)	(312,103)
Arrears	510,938	878,978
Forfeited Land	4,719	6,856
	<u>(121,822)</u>	<u>573,731</u>
Allowance for Uncollectible Taxes	(100,000)	(464,531)
Total Taxes & Grants in Lieu Receivable	<u><u>(221,822)</u></u>	<u><u>109,200</u></u>
# of Tax Rolls on TIPP	252	192



**Payments Issued
For Month Ending April 30, 2023**

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided
ALBE001	Alberta / NWT Command	2023-04-03	910937	315.00	No
BARR005	Barrhead & District Senior Citizens Society	2023-04-03	910938	300.00	No
LAND001	Land Stewardship Centre	2023-04-03	910939	367.50	No
HOUS001	House Of Print	2023-04-03	910940	1,134.00	No
STIN001	Stingray Radio Inc.	2023-04-03	910941	252.00	No
STIN002	Stingray Radio Inc.	2023-04-03	910942	153.30	No
UFAC001	UFA Co-operative Limited	2023-04-03	910943	362.86	No
WSPE001	WSP E&I Canada Limited	2023-04-03	910944	1,219.05	No
STAH001	Stahl Peterbilt Inc.	2023-04-03	910945	1,299.86	No
RECE001	Receiver General For Canada	2023-04-06	910946	84,675.28	No
BRAN001	Branden, Faye	2023-04-17	910947	55.00	No
CARD001	Card, Lisa	2023-04-17	910948	558.15	No
DROZ001	Drozd, Doug	2023-04-17	910949	246.58	No
FARM004	Farm Womens Day Committee	2023-04-17	910950	250.00	No
GATE001	Gateway Research Organization	2023-04-17	910951	7,000.00	No
GOVE002	Government of Alberta Land Titles	2023-04-17	910952	92.00	No
GOVE009	Government of Alberta	2023-04-17	910953	12,141.07	No
JESP001	Jespersen, Lorrie	2023-04-17	910954	181.18	No
JETP001	JetPro Consultants Inc.	2023-04-17	910955	3,990.00	No
LANE001	Lane, William	2023-04-17	910956	506.70	No
MECH001	MechJager Mechanical Ltd.	2023-04-17	910957	16.62	No
PRAI001	Prairie Battery	2023-04-17	910958	259.84	No
PREU001	Preugschas, Walter	2023-04-17	910959	245.70	No
PROP002	Properzi, Paul	2023-04-17	910960	219.78	No
PURO001	Purolator Courier Ltd.	2023-04-17	910961	50.83	No
SCHL001	Schlitter, Devan	2023-04-17	910962	175.00	No
SHAZ001	Shazel Cleaning	2023-04-17	910963	693.00	No
SHIE001	Shield, Audrey Ruth	2023-04-17	910964	100.47	No
WEST011	Westlock County	2023-04-17	910965	331.08	No
BOWV001	Bow Valley Bridge Services Ltd.	2023-04-17	910966	2,787.75	No
BIOC001	BioComposites Group Inc.	2023-04-17	910967	141.75	No
ATHA001	Athabasca County	2023-04-17	910968	328.36	No
BARR033	Barrhead Registries	2023-04-17	910969	200.00	No
AMSC002	AMSC (BMO PCARD)	2023-04-19	910970	12,103.68	No
5969001	596947 Alberta Ltd.	2023-04-04	EFT000000000860	37,448.25	No
SMAL001	Small Power Ltd.	2023-04-04	EFT000000000861	127.62	No
COUN004	Country Comfort Consulting Ltd.	2023-04-14	EFT000000000865	3,851.40	No

LOND001	London Life	2023-04-14	EFT000000000866	250.00	No
NEER003	Neerlandia Co-op Association	2023-04-14	EFT000000000867	25,743.18	No
PEMB004	Pembina West Co-op	2023-04-14	EFT000000000868	2,168.96	No
QUED003	Quedenbaum, Nadine	2023-04-14	EFT000000000869	160.78	No
REDL002	Red Lion Express Inc.	2023-04-14	EFT000000000870	111.45	No
WILD005	Wild About Flowers - Native Plant Nursery	2023-04-14	EFT000000000871	191.76	No
1737001	1737069 Alberta Ltd.	2023-04-18	EFT000000000872	2,411.85	No
ALTO001	Altogether Shredding Services	2023-04-18	EFT000000000873	84.00	No
BARR030	Barrhead Public Library	2023-04-18	EFT000000000874	32,764.25	No
CANO001	Canoe Procurement Group of Canada	2023-04-18	EFT000000000875	11,734.14	No
CERT002	Certified Tracking Solutions	2023-04-18	EFT000000000876	452.34	No
EDMO005	Edmonton Trailer Sales & Leasing Ltd.	2023-04-18	EFT000000000877	2,717.63	No
GOVE010	Government of Alberta - RCM	2023-04-18	EFT000000000878	269,075.00	No
GREA001	Great West Newspapers LP	2023-04-18	EFT000000000879	1,471.69	No
GREG001	Gregg Distributors Ltd.	2023-04-18	EFT000000000880	2,008.25	No
INDI001	Indixio	2023-04-18	EFT000000000881	4,515.00	No
LUKE001	Luke's Contract Hauling	2023-04-18	EFT000000000882	4,102.12	No
PEMB002	Pembina Hills School Division	2023-04-18	EFT000000000883	1,099.41	No
PURE001	Pure Glass	2023-04-18	EFT000000000884	42.00	No
ROAD001	Roadata Services Ltd.	2023-04-18	EFT000000000885	336.00	No
SMAL001	Small Power Ltd.	2023-04-18	EFT000000000886	824.42	No
TOTA001	Total Plumbing & Heating	2023-04-18	EFT000000000887	1,046.85	No
XERO100	Xerox Canada Ltd.	2023-04-18	EFT000000000888	358.66	No
TRAN004	TransAlta Energy Marketing	2023-04-05	EFT000000000889	8,656.04	No
GREG001	Gregg Distributors Ltd.	2023-04-24	EFT000000000890	1,933.81	No
PEMB004	Pembina West Co-op	2023-04-24	EFT000000000891	26,161.29	No
PURE001	Pure Glass	2023-04-24	EFT000000000892	1,323.00	No
TOWN001	Town of Barrhead	2023-04-24	EFT000000000893	110,735.00	No
ARLE001	Arlen & Marian Stocking	2023-04-24	EFT000000000894	372.75	No
DIRE001	Direct Energy Business	2023-04-03	EFT000000000895	3,847.78	No

Payments Issued

690,880.07



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Summary of All Units
 For the Four Months Ending April 30, 2023



	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Municipal taxes	-	\$12,275,694	\$12,275,694	100.00%	-	\$11,825,764
Local improvement levy	-	21,885	21,885	100.00%	-	21,885
Aggregate levy	13,352	100,000	86,648	86.65%	8,077	112,328
User fees and sale of goods	218,638	1,239,621	1,020,982	82.36%	155,066	1,238,615
Rental income	24,798	78,585	53,787	68.44%	25,737	66,726
Allocation for in-house equip Rental	2,950	792,986	790,036	99.63%	4,856	715,620
Penalties and costs on taxes	26,781	150,000	123,219	82.15%	45,445	167,712
Licenses, permits and fees	2,700	16,579	13,879	83.71%	5,011	17,371
Returns on investment	272,359	326,482	54,123	16.58%	40,328	455,914
Other governments transfer for operating	83,905	1,811,662	1,727,757	95.37%	94,750	1,113,484
Other revenue	17,999	1,584,490	1,566,492	98.86%	14,245	129,179
Drawn from unrestricted reserves	-	399,391	399,391	100.00%	-	162,586
Drawn from operating reserves	3,750	307,476	303,726	98.78%	98,500	634,445
Contribution from capital program	1,650	23,302	21,652	92.92%	-	98,890
TOTAL REVENUE	668,881	19,128,153	18,459,271	96.50%	492,017	16,760,518
EXPENDITURES						
Salaries and benefits	1,229,147	4,198,880	2,969,734	70.73%	1,190,277	3,875,618
Materials, goods, supplies	363,621	3,033,565	2,669,944	88.01%	431,144	2,899,317
Utilities	32,776	133,040	100,264	75.36%	34,667	125,376
Contracted and general services	336,308	2,475,115	2,138,808	86.41%	394,558	1,846,404
Purchases from other governments	35,524	300,240	264,716	88.17%	37,869	297,897
Transfer to other governments	210,211	2,816,919	2,606,709	92.54%	193,424	1,152,559
Transfer to individuals and organizations	10,758	79,881	69,123	86.53%	5,000	605,555
Transfer to local boards and agencies	79,886	165,523	85,636	51.74%	59,736	157,621
Interest on long term debt	-	114,671	114,671	100.00%	-	119,183
Principal payment for debenture	-	167,303	167,303	100.00%	-	162,586
Provision for allowances	-	40,425	40,425	100.00%	-	(334,106)
Bank charges and short term interest	435	1,970	1,535	77.91%	503	1,255
Tax cancellations	-	20,000	20,000	100.00%	0	9,890
Other expenditures	0	2,068	2,068	100.02%	0	2,226
Requisitions	809,429	2,774,205	1,964,776	70.82%	783,498	2,836,126
Transfer to operating reserves	-	266,747	266,747	100.00%	37,923	627,110
Transfer to capital reserves	23,246	1,835,438	1,812,192	98.73%	1,525,347	1,951,613
Transfer to capital program	-	702,164	702,164	100.00%	-	117,558
TOTAL EXPENDITURES	3,131,339	19,128,153	15,996,813	83.63%	4,693,944	16,453,788
NET COST / (REVENUE):	2,462,458	0	(2,462,458)	701554981	4,201,927	(306,730)
NET COST - OPERATING FUND	2,444,612	(2,074,181)	(4,518,793)	217.86%	2,737,158	(2,107,091)
NET COST - RESERVE FUND	19,496	1,395,318	1,375,822	98.60%	1,464,770	1,781,693
NET COST - CAPITAL FUND	(1,650)	678,862	680,512	100.24%	-	18,669



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 GENERAL GOVERNMENT
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Municipal taxes	-	\$12,275,694	\$12,275,694	100.00%	-	\$11,825,764
Penalties and costs on taxes	26,781	150,000	123,219	82.15%	45,445	167,712
Returns on investment	261,451	307,000	45,549	14.84%	35,775	413,547
Other governments transfer for operating	-	-	-	0.00%	1,422	4,829
Other revenue	-	283	283	100.00%	-	2,068
Drawn from unrestricted reserves	-	392,391	392,391	100.00%	-	162,586
Drawn from operating reserves	-	220,767	220,767	100.00%	-	-
TOTAL REVENUE	288,232	13,346,135	13,057,903	97.84%	82,642	12,576,506
EXPENDITURES						
Provision for allowances	-	10,000	10,000	100.00%	-	(364,531)
Tax cancellations	-	20,000	20,000	100.00%	0	9,890
Other expenditures	-	2,068	2,068	100.00%	-	2,226
Requisitions	809,429	2,774,205	1,964,776	70.82%	783,498	2,836,126
Transfer to operating reserves	-	167,303	167,303	100.00%	-	531,946
Transfer to capital reserves	-	50,000	50,000	100.00%	-	-
TOTAL EXPENDITURES	809,429	3,023,576	2,214,147	73.23%	783,498	3,015,657
NET COST / (REVENUE):	521,197	(10,322,559)	(10,843,756)	105.05%	700,856	(9,560,849)
NET COST - OPERATING FUND	521,197	(9,926,704)	(10,447,902)	105.25%	700,856	(9,930,209)
NET COST - RESERVE FUND	-	(395,854)	(395,854)	100.00%	-	369,360



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 General Municipal
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Penalties and costs on taxes	\$26,781	\$150,000	\$123,219	82.15%	\$45,445	\$167,712
Returns on investment	261,451	307,000	45,549	14.84%	35,775	413,547
Other governments transfer for operating	-	-	-	0.00%	1,422	4,829
Drawn from unrestricted reserves	-	392,391	392,391	100.00%	-	162,586
Drawn from operating reserves	-	210,767	210,767	100.00%	-	-
TOTAL REVENUE	288,232	1,060,158	771,926	72.81%	82,642	748,674
EXPENDITURES						
Transfer to operating reserves	-	167,303	167,303	100.00%	-	167,415
Transfer to capital reserves	-	50,000	50,000	100.00%	-	-
TOTAL EXPENDITURES	-	217,303	217,303	100.00%	-	167,415
NET COST / (REVENUE):	(288,232)	(842,854)	(554,622)	65.80%	(82,642)	(581,259)
NET COST - OPERATING FUND	(288,232)	(457,000)	(168,768)	36.93%	(82,642)	(586,088)
NET COST - RESERVE FUND	-	(385,854)	(385,854)	100.00%	-	4,829



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Tax & Requisitions
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Municipal taxes	-	\$12,275,694	\$12,275,694	100.00%	-	\$11,825,764
Other revenue	-	283	283	100.00%	-	2,068
Drawn from operating reserves	-	10,000	10,000	100.00%	-	-
TOTAL REVENUE	-	12,285,977	12,285,977	100.00%	-	11,827,832
EXPENDITURES						
Provision for allowances	-	10,000	10,000	100.00%	-	(364,531)
Tax cancellations	-	20,000	20,000	100.00%	0	9,890
Other expenditures	-	2,068	2,068	100.00%	-	2,226
Requisitions	809,429	2,774,205	1,964,776	70.82%	783,498	2,836,126
Transfer to operating reserves	-	-	-	0.00%	-	364,531
TOTAL EXPENDITURES	809,429	2,806,272	1,996,843	71.16%	783,498	2,848,242
NET COST / (REVENUE):	809,429	(9,479,704)	(10,289,134)	108.54%	783,498	(8,979,590)
NET COST - OPERATING FUND	809,429	(9,469,704)	(10,279,134)	108.55%	783,498	(9,344,121)
NET COST - RESERVE FUND	-	(10,000)	(10,000)	100.00%	-	364,531



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 ADMINISTRATION & LEGISLATIVE
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$3,411	\$8,929	\$5,518	61.80%	\$4,275	\$12,044
Other governments transfer for operating	-	146,570	146,570	100.00%	14,333	34,333
Other revenue	8,982	51,428	42,446	82.53%	2,244	46,309
Drawn from operating reserves	-	9,881	9,881	100.00%	-	6,604
TOTAL REVENUE	12,393	216,808	204,415	94.28%	20,852	99,290
EXPENDITURES						
Salaries and benefits	389,567	1,228,046	838,479	68.28%	409,674	1,180,836
Materials, goods, supplies	37,750	62,944	25,194	40.03%	38,852	49,910
Utilities	4,752	17,800	13,048	73.30%	4,923	16,007
Contracted and general services	139,021	612,213	473,192	77.29%	139,298	447,227
Bank charges and short term interest	435	1,970	1,535	77.91%	503	1,255
Transfer to operating reserves	-	4,804	4,804	100.00%	875	3,319
Transfer to capital reserves	-	70,000	70,000	100.00%	70,000	70,000
TOTAL EXPENDITURES	571,525	1,997,776	1,426,251	71.39%	664,125	1,768,554
NET COST / (REVENUE):	559,132	1,780,968	1,221,837	68.61%	643,272	1,669,265
NET COST - OPERATING FUND	559,132	1,716,046	1,156,914	67.42%	572,397	1,602,550
NET COST - RESERVE FUND	-	64,923	64,923	100.00%	70,875	66,714



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Legislative
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
Other revenue	\$1,362	\$4,500	\$3,138	69.74%	\$565	\$4,313
Drawn from operating reserves	-	2,381	2,381	100.00%	-	5,082
TOTAL REVENUE	1,362	6,881	5,519	80.21%	565	9,396
EXPENDITURES						
Salaries and benefits	90,608	315,767	225,159	71.31%	97,886	284,240
Materials, goods, supplies	761	3,789	3,028	79.92%	4,772	5,760
Contracted and general services	13,333	44,265	30,932	69.88%	13,304	66,513
Transfer to operating reserves	-	875	875	100.00%	875	875
TOTAL EXPENDITURES	104,702	364,696	259,994	71.29%	116,838	357,388
NET COST / (REVENUE):	103,340	357,815	254,475	71.12%	116,273	347,992
NET COST - OPERATING FUND	103,340	359,321	255,981	71.24%	115,398	352,199
NET COST - RESERVE FUND	-	(1,506)	(1,506)	100.00%	875	(4,207)



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Administration
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$3,411	\$8,929	\$5,518	61.80%	\$4,275	\$12,044
Other governments transfer for operating	-	146,570	146,570	100.00%	14,333	34,333
Other revenue	7,620	46,928	39,308	83.76%	1,679	41,996
Drawn from operating reserves	-	7,500	7,500	100.00%	-	1,522
TOTAL REVENUE	<u>11,031</u>	<u>209,927</u>	<u>198,895</u>	<u>94.75%</u>	<u>20,287</u>	<u>89,894</u>
EXPENDITURES						
Salaries and benefits	298,959	912,279	613,320	67.23%	311,788	896,596
Materials, goods, supplies	36,989	59,155	22,166	37.47%	34,080	44,151
Utilities	4,752	17,800	13,048	73.30%	4,923	16,007
Contracted and general services	125,687	567,947	442,260	77.87%	125,903	380,623
Bank charges and short term interest	435	1,970	1,535	77.91%	503	1,255
Transfer to operating reserves	-	1,429	1,429	100.00%	-	2,444
Transfer to capital reserves	-	70,000	70,000	100.00%	70,000	70,000
TOTAL EXPENDITURES	<u>466,823</u>	<u>1,630,580</u>	<u>1,163,757</u>	<u>71.37%</u>	<u>547,196</u>	<u>1,411,076</u>
NET COST / (REVENUE):	455,791	1,420,653	964,861	67.92%	526,909	1,321,182
NET COST - OPERATING FUND	455,791	1,356,724	900,933	66.41%	456,909	1,250,260
NET COST - RESERVE FUND	-	63,929	63,929	100.00%	70,000	70,922



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Elections & Plebiscites
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Contracted and general services	-	-	-	0.00%	\$91	\$91
Transfer to operating reserves	-	2,500	2,500	100.00%	-	-
TOTAL EXPENDITURES	-	2,500	2,500	100.00%	91	91
NET COST / (REVENUE):	-	2,500	2,500	100.00%	91	91
NET COST - OPERATING FUND	-	-	-	0.00%	91	91
NET COST - RESERVE FUND	-	2,500	2,500	100.00%	-	-



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 PROTECTIVE SERVICES
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$1,250	\$60,000	\$58,750	97.92%	\$7,600	\$91,952
Licenses, permits and fees	100	4,329	4,229	97.69%	611	1,671
Other governments transfer for operating	-	237,494	237,494	100.00%	-	38,071
Other revenue	-	3,500	3,500	100.00%	48	9,127
Drawn from operating reserves	-	3,500	3,500	100.00%	85,000	85,776
TOTAL REVENUE	1,350	308,823	307,473	99.56%	93,259	226,598
EXPENDITURES						
Salaries and benefits	10,222	104,803	94,581	90.25%	12,615	48,162
Materials, goods, supplies	879	31,442	30,563	97.20%	767	3,908
Contracted and general services	4,225	52,763	48,538	91.99%	5,194	13,016
Purchases from other governments	8,775	175,000	166,225	94.99%	7,375	165,193
Transfer to other governments	170,076	792,779	622,704	78.55%	157,021	657,710
Transfer to individuals and organizations	-	8,500	8,500	100.00%	-	7,288
Transfer to operating reserves	-	30,500	30,500	100.00%	27,048	36,127
Transfer to capital reserves	-	107,000	107,000	100.00%	182,000	182,000
TOTAL EXPENDITURES	194,177	1,302,787	1,108,611	85.10%	392,021	1,113,403
NET COST / (REVENUE):	192,827	993,964	801,138	80.60%	298,762	886,805
NET COST - OPERATING FUND	192,827	859,964	667,138	77.58%	174,714	754,455
NET COST - RESERVE FUND	-	134,000	134,000	100.00%	124,048	132,350



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Enhanced Policing Services / Prior Year SRO
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Other governments transfer for operating	-	\$173,159	\$173,159	100.00%	-	-
TOTAL REVENUE	-	<u>173,159</u>	<u>173,159</u>	<u>100.00%</u>	-	-
EXPENDITURES						
Transfer to other governments	68,836	373,109	304,273	81.55%	50,918	251,157
Transfer to individuals and organizations	-	1,000	1,000	100.00%	-	1,000
TOTAL EXPENDITURES	<u>68,836</u>	<u>374,109</u>	<u>305,273</u>	<u>81.60%</u>	<u>50,918</u>	<u>252,157</u>
NET COST / (REVENUE):	68,836	200,950	132,114	65.74%	50,918	252,157
NET COST - OPERATING FUND	68,836	200,950	132,114	65.74%	50,918	252,157



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Fire Services
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$1,250	\$60,000	\$58,750	97.92%	\$7,600	\$91,952
Other governments transfer for operating	-	34,987	34,987	100.00%	-	35,408
TOTAL REVENUE	<u>1,250</u>	<u>94,987</u>	<u>93,737</u>	<u>98.68%</u>	<u>7,600</u>	<u>127,360</u>
EXPENDITURES						
Salaries and benefits	569	510	(59)	(11.53%)	-	544
Contracted and general services	-	2,090	2,090	100.00%	-	49
Purchases from other governments	8,775	175,000	166,225	94.99%	7,375	165,193
Transfer to other governments	94,159	377,490	283,331	75.06%	84,863	321,594
Transfer to operating reserves	-	25,000	25,000	100.00%	25,000	25,000
Transfer to capital reserves	-	97,000	97,000	100.00%	97,000	97,000
TOTAL EXPENDITURES	<u>103,503</u>	<u>677,090</u>	<u>573,587</u>	<u>84.71%</u>	<u>214,238</u>	<u>609,380</u>
NET COST / (REVENUE):	102,253	582,103	479,850	82.43%	206,638	482,020
NET COST - OPERATING FUND	102,253	460,103	357,850	77.78%	84,638	360,020
NET COST - RESERVE FUND	-	122,000	122,000	100.00%	122,000	122,000



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Disaster Services
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Salaries and benefits	\$2,790	\$9,185	\$6,394	69.62%	\$3,598	\$11,347
Materials, goods, supplies	-	150	150	100.00%	-	110
Contracted and general services	403	2,080	1,677	80.63%	391	860
Transfer to operating reserves	-	2,000	2,000	100.00%	2,000	2,000
TOTAL EXPENDITURES	3,193	13,415	10,222	76.20%	5,989	14,317
NET COST / (REVENUE):	3,193	13,415	10,222	76.20%	5,989	14,317
NET COST - OPERATING FUND	3,193	11,415	8,222	72.03%	3,989	12,317
NET COST - RESERVE FUND	-	2,000	2,000	100.00%	2,000	2,000



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 By-Law Enforcement
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Licenses, permits and fees	\$100	\$4,329	\$4,229	97.69%	\$611	\$1,671
Drawn from operating reserves	-	-	-	0.00%	85,000	85,000
TOTAL REVENUE	<u>100</u>	<u>4,329</u>	<u>4,229</u>	<u>97.69%</u>	<u>85,611</u>	<u>86,671</u>
EXPENDITURES						
Salaries and benefits	-	57,757	57,757	100.00%	-	-
Materials, goods, supplies	-	23,546	23,546	100.00%	-	-
Contracted and general services	660	8,402	7,742	92.14%	433	565
Transfer to other governments	7,080	42,180	35,100	83.21%	21,240	84,960
Transfer to capital reserves	-	10,000	10,000	100.00%	85,000	85,000
TOTAL EXPENDITURES	<u>7,740</u>	<u>141,885</u>	<u>134,145</u>	<u>94.54%</u>	<u>106,673</u>	<u>170,525</u>
NET COST / (REVENUE):	7,640	137,556	129,916	94.45%	21,062	83,854
NET COST - OPERATING FUND	7,640	127,556	119,916	94.01%	21,062	83,854
NET COST - RESERVE FUND	-	10,000	10,000	100.00%	-	-



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Ambulance Services
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Transfer to individuals and organizations	-	\$7,500	\$7,500	100.00%	-	\$6,288
TOTAL EXPENDITURES	-	7,500	7,500	100.00%	-	6,288
NET COST / (REVENUE):	-	7,500	7,500	100.00%	-	6,288
NET COST - OPERATING FUND	-	7,500	7,500	100.00%	-	6,288



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Safety Program
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Other revenue	-	\$3,500	\$3,500	100.00%	\$48	\$9,127
Drawn from operating reserves	-	3,500	3,500	100.00%	-	776
TOTAL REVENUE	-	7,000	7,000	100.00%	48	9,903
EXPENDITURES						
Salaries and benefits	6,863	37,351	30,488	81.63%	9,017	36,270
Materials, goods, supplies	879	7,246	6,367	87.87%	767	3,798
Contracted and general services	2,702	9,011	6,309	70.01%	4,251	7,427
Transfer to operating reserves	-	3,500	3,500	100.00%	48	9,127
TOTAL EXPENDITURES	10,444	57,108	46,664	81.71%	14,084	56,622
NET COST / (REVENUE):	10,444	50,108	39,664	79.16%	14,036	46,719
NET COST - OPERATING FUND	10,444	50,108	39,664	79.16%	13,988	38,368
NET COST - RESERVE FUND	-	-	-	0.00%	48	8,350



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Barrhead and Regional Crime Coalition (BARCC)
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Other governments transfer for operating	-	\$29,348	\$29,348	100.00%	-	\$2,663
TOTAL REVENUE	-	29,348	29,348	100.00%	-	2,663
EXPENDITURES						
Materials, goods, supplies	-	500	500	100.00%	-	-
Contracted and general services	460	31,180	30,720	98.52%	120	4,115
TOTAL EXPENDITURES	460	31,680	31,220	98.55%	120	4,115
NET COST / (REVENUE):	460	2,332	1,872	80.28%	120	1,452
NET COST - OPERATING FUND	460	2,332	1,872	80.28%	120	1,452



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 TRANSPORTATION SERVICES
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
Aggregate levy	\$13,352	\$100,000	\$86,648	86.65%	\$8,077	\$112,328
User fees and sale of goods	73,026	342,806	269,780	78.70%	41,469	287,435
Rental income	9,538	11,075	1,538	13.88%	7,840	10,915
Allocation for in-house equip Rental	2,950	792,986	790,036	99.63%	4,856	715,620
Returns on investment	-	4,135	4,135	100.00%	-	5,448
Other governments transfer for operating	8,505	1,008,236	999,731	99.16%	8,995	644,541
Other revenue	-	-	-	0.00%	-	29,100
Drawn from operating reserves	-	30,620	30,620	100.00%	-	5,067
TOTAL REVENUE	107,370	2,289,858	2,182,487	95.31%	71,238	1,810,453
EXPENDITURES						
Salaries and benefits	631,260	2,138,543	1,507,284	70.48%	587,623	1,990,504
Materials, goods, supplies	287,444	2,593,106	2,305,662	88.92%	363,820	2,404,473
Utilities	22,592	84,090	61,498	73.13%	22,545	81,211
Contracted and general services	114,641	1,228,445	1,113,804	90.67%	127,128	954,677
Transfer to operating reserves	-	25,000	25,000	100.00%	-	-
Transfer to capital reserves	13,352	1,195,726	1,182,374	98.88%	1,073,847	1,370,310
Transfer to capital program	-	702,164	702,164	100.00%	-	117,558
TOTAL EXPENDITURES	1,069,289	7,967,074	6,897,785	86.58%	2,174,962	6,918,732
NET COST / (REVENUE):	961,919	5,677,217	4,715,298	83.06%	2,103,725	5,108,279
NET COST - OPERATING FUND	948,567	3,784,946	2,836,380	74.94%	1,029,877	3,625,477
NET COST - RESERVE FUND	13,352	1,190,106	1,176,754	98.88%	1,073,847	1,365,244
NET COST - CAPITAL FUND	-	702,164	702,164	100.00%	-	117,558



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Public Works
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
Aggregate levy	\$13,352	\$100,000	\$86,648	86.65%	\$8,077	\$112,328
User fees and sale of goods	73,026	342,806	269,780	78.70%	41,469	287,435
Allocation for in-house equip Rental	2,950	792,986	790,036	99.63%	4,856	715,620
Returns on investment	-	4,135	4,135	100.00%	-	5,448
Other governments transfer for operating	-	991,226	991,226	100.00%	-	631,226
Other revenue	-	-	-	0.00%	-	29,100
Drawn from operating reserves	-	30,620	30,620	100.00%	-	5,067
TOTAL REVENUE	<u>89,328</u>	<u>2,261,773</u>	<u>2,172,445</u>	<u>96.05%</u>	<u>54,403</u>	<u>1,786,223</u>
EXPENDITURES						
Salaries and benefits	630,760	2,135,473	1,504,714	70.46%	587,623	1,988,704
Materials, goods, supplies	287,382	2,586,106	2,298,724	88.89%	363,117	2,398,935
Utilities	21,752	79,940	58,188	72.79%	21,343	76,865
Contracted and general services	105,508	1,197,570	1,092,062	91.19%	118,486	928,815
Transfer to operating reserves	-	25,000	25,000	100.00%	-	-
Transfer to capital reserves	13,352	1,177,726	1,164,374	98.87%	1,055,847	1,352,310
Transfer to capital program	-	702,164	702,164	100.00%	-	117,558
TOTAL EXPENDITURES	<u>1,058,754</u>	<u>7,903,979</u>	<u>6,845,225</u>	<u>86.60%</u>	<u>2,146,416</u>	<u>6,863,187</u>
NET COST / (REVENUE):	969,426	5,642,207	4,672,781	82.82%	2,092,014	5,076,964
NET COST - OPERATING FUND	956,074	3,767,936	2,811,863	74.63%	1,036,166	3,612,162
NET COST - RESERVE FUND	13,352	1,172,106	1,158,754	98.86%	1,055,847	1,347,244
NET COST - CAPITAL FUND	-	702,164	702,164	100.00%	-	117,558



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Airport Services
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Rental income	\$9,538	\$11,075	\$1,538	13.88%	\$7,840	\$10,915
Other governments transfer for operating	8,505	17,010	8,505	50.00%	8,995	13,315
TOTAL REVENUE	18,043	28,085	10,043	35.76%	16,835	24,230
EXPENDITURES						
Salaries and benefits	500	3,070	2,570	83.71%	-	1,800
Materials, goods, supplies	63	7,000	6,937	99.11%	703	5,537
Utilities	840	4,150	3,310	79.76%	1,202	4,346
Contracted and general services	9,132	30,875	21,743	70.42%	8,642	25,862
Transfer to capital reserves	-	18,000	18,000	100.00%	18,000	18,000
TOTAL EXPENDITURES	10,535	63,095	52,560	83.30%	28,546	55,545
NET COST / (REVENUE):	(7,507)	35,010	42,517	121.44%	11,711	31,315
NET COST - OPERATING FUND	(7,507)	17,010	24,517	144.13%	(6,289)	13,315
NET COST - RESERVE FUND	-	18,000	18,000	100.00%	18,000	18,000



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 UTILITIES AND WASTE MANAGEMENT
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Local improvement levy	-	\$21,885	\$21,885	100.00%	-	\$21,885
User fees and sale of goods	106,587	362,900	256,313	70.63%	86,752	360,071
Rental income	10,970	46,720	35,750	76.52%	11,058	35,624
Returns on investment	-	2,476	2,476	100.00%	-	22,872
Other revenue	-	1,500,000	1,500,000	100.00%	-	-
Contribution from capital program	1,650	23,302	21,652	92.92%	-	14,850
TOTAL REVENUE	119,207	1,957,283	1,838,075	93.91%	97,810	455,302
EXPENDITURES						
Salaries and benefits	42,748	129,444	86,696	66.98%	37,551	124,165
Materials, goods, supplies	6,494	65,726	59,232	90.12%	10,355	35,286
Utilities	5,202	25,600	20,398	79.68%	6,958	22,972
Contracted and general services	45,545	239,871	194,326	81.01%	37,690	145,337
Purchases from other governments	26,749	125,240	98,491	78.64%	30,494	132,703
Transfer to other governments	21,260	1,585,040	1,563,780	98.66%	19,278	70,057
Provision for allowances	-	30,425	30,425	100.00%	-	30,425
Transfer to capital reserves	-	207,846	207,846	100.00%	157,000	228,742
TOTAL EXPENDITURES	147,997	2,409,192	2,261,194	93.86%	299,325	789,687
NET COST / (REVENUE):	28,790	451,909	423,119	93.63%	201,515	334,385
NET COST - OPERATING FUND	30,440	267,365	236,925	88.61%	44,515	120,493
NET COST - RESERVE FUND	-	207,846	207,846	100.00%	157,000	228,742
NET COST - CAPITAL FUND	(1,650)	(23,302)	(21,652)	92.92%	-	(14,850)



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Water & Sewer Utility Holders
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
Local improvement levy	-	\$21,885	\$21,885	100.00%	-	\$21,885
User fees and sale of goods	91,955	298,375	206,420	69.18%	81,929	296,148
Rental income	10,970	46,720	35,750	76.52%	11,058	35,624
Returns on investment	-	2,476	2,476	100.00%	-	22,872
Other revenue	-	1,500,000	1,500,000	100.00%	-	-
TOTAL REVENUE	102,926	1,869,456	1,766,531	94.49%	92,986	376,530
EXPENDITURES						
Salaries and benefits	25,978	76,608	50,630	66.09%	25,721	76,003
Materials, goods, supplies	4,325	24,450	20,125	82.31%	4,800	17,910
Utilities	4,649	18,969	14,320	75.49%	5,952	20,242
Contracted and general services	8,577	102,166	93,589	91.61%	8,655	41,989
Purchases from other governments	25,151	116,140	90,989	78.34%	29,759	122,319
Transfer to other governments	-	1,500,000	1,500,000	100.00%	-	-
Transfer to capital reserves	-	88,885	88,885	100.00%	67,000	109,072
TOTAL EXPENDITURES	68,679	1,927,218	1,858,539	96.44%	141,888	387,534
NET COST / (REVENUE):	(34,246)	57,762	92,008	159.29%	48,902	11,004
NET COST - OPERATING FUND	(34,246)	(31,123)	3,123	(10.03%)	(18,098)	(98,068)
NET COST - RESERVE FUND	-	88,885	88,885	100.00%	67,000	109,072



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Truck Fill
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$3,591	\$19,525	\$15,934	81.61%	\$1,715	\$24,175
TOTAL REVENUE	3,591	19,525	15,934	81.61%	1,715	24,175
EXPENDITURES						
Salaries and benefits	415	1,216	801	65.87%	392	1,128
Materials, goods, supplies	298	1,000	702	70.18%	2,292	2,536
Utilities	347	1,700	1,353	79.58%	472	1,333
Contracted and general services	5,633	6,181	548	8.87%	508	745
Purchases from other governments	1,598	6,100	4,502	73.80%	735	7,385
Transfer to capital reserves	-	3,328	3,328	100.00%	-	-
TOTAL EXPENDITURES	8,292	19,525	11,233	57.53%	4,399	13,127
NET COST / (REVENUE):	4,701	0	(4,701)	(109066025)	2,684	(11,048)
NET COST - OPERATING FUND	4,701	(3,328)	(8,028)	241.27%	2,684	(11,048)
NET COST - RESERVE FUND	-	3,328	3,328	100.00%	-	-



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Lagoons
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$11,041	\$45,000	\$33,959	75.46%	\$3,108	\$39,747
Contribution from capital program	1,650	17,650	16,000	90.65%	-	14,850
TOTAL REVENUE	12,691	62,650	49,959	79.74%	3,108	54,597
EXPENDITURES						
Salaries and benefits	2,401	8,936	6,535	73.13%	1,264	4,631
Materials, goods, supplies	-	1,200	1,200	100.00%	-	183
Utilities	206	4,931	4,725	95.82%	534	1,397
Contracted and general services	1,868	23,950	22,082	92.20%	184	15,716
Purchases from other governments	-	3,000	3,000	100.00%	-	3,000
Transfer to capital reserves	-	20,633	20,633	100.00%	-	29,669
TOTAL EXPENDITURES	4,475	62,650	58,175	92.86%	1,982	54,597
NET COST / (REVENUE):	(8,216)	0	8,216	210664625	(1,126)	0
NET COST - OPERATING FUND	(6,566)	(2,983)	3,583	(120.11%)	(1,126)	(14,819)
NET COST - RESERVE FUND	-	20,633	20,633	100.00%	-	29,669
NET COST - CAPITAL FUND	(1,650)	(17,650)	(16,000)	90.65%	-	(14,850)



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 General Utility Services
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Salaries and benefits	\$9,799	\$22,734	\$12,935	56.90%	\$9,084	\$21,744
Materials, goods, supplies	842	4,076	3,234	79.33%	993	1,911
Contracted and general services	4,929	13,716	8,787	64.06%	2,022	2,291
Transfer to capital reserves	-	50,000	50,000	100.00%	50,000	50,000
TOTAL EXPENDITURES	15,570	90,526	74,955	82.80%	62,099	75,946
NET COST / (REVENUE):	15,570	90,526	74,955	82.80%	62,099	75,946
NET COST - OPERATING FUND	15,570	40,526	24,955	61.58%	12,099	25,946
NET COST - RESERVE FUND	-	50,000	50,000	100.00%	50,000	50,000



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Waste Management
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Contribution from capital program	-	\$5,652	\$5,652	100.00%	-	-
TOTAL REVENUE	-	5,652	5,652	100.00%	-	-
EXPENDITURES						
Salaries and benefits	4,155	19,950	15,795	79.17%	1,090	20,658
Materials, goods, supplies	1,028	35,000	33,972	97.06%	2,269	12,747
Contracted and general services	24,539	93,858	69,319	73.86%	26,321	84,596
Transfer to other governments	21,260	85,040	63,780	75.00%	19,278	70,057
Provision for allowances	-	30,425	30,425	100.00%	-	30,425
Transfer to capital reserves	-	45,000	45,000	100.00%	40,000	40,000
TOTAL EXPENDITURES	50,981	309,273	258,292	83.52%	88,957	258,483
NET COST / (REVENUE):	50,981	303,621	252,640	83.21%	88,957	258,483
NET COST - OPERATING FUND	50,981	264,273	213,292	80.71%	48,957	218,483
NET COST - RESERVE FUND	-	45,000	45,000	100.00%	40,000	40,000
NET COST - CAPITAL FUND	-	(5,652)	(5,652)	100.00%	-	-



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 COMMUNITY SUPPORT SERVICES
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Transfer to other governments	\$18,875	\$75,500	\$56,625	75.00%	\$17,125	\$68,500
TOTAL EXPENDITURES	<u>18,875</u>	<u>75,500</u>	<u>56,625</u>	<u>75.00%</u>	<u>17,125</u>	<u>68,500</u>
NET COST / (REVENUE):	18,875	75,500	56,625	75.00%	17,125	68,500
NET COST - OPERATING FUND	18,875	75,500	56,625	75.00%	17,125	68,500



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Family and Community Support Services (FCSS)
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Transfer to other governments	\$18,875	\$75,500	\$56,625	75.00%	\$17,125	\$68,500
TOTAL EXPENDITURES	<u>18,875</u>	<u>75,500</u>	<u>56,625</u>	<u>75.00%</u>	<u>17,125</u>	<u>68,500</u>
NET COST / (REVENUE):	18,875	75,500	56,625	75.00%	17,125	68,500
NET COST - OPERATING FUND	18,875	75,500	56,625	75.00%	17,125	68,500



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 PLANNING & DEVELOPMENT
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	-	\$262,858	\$262,858	100.00%	-	\$278,160
Rental income	4,290	12,790	8,500	66.46%	6,840	14,787
Licenses, permits and fees	2,600	12,250	9,650	78.78%	4,400	15,700
Returns on investment	7,636	9,600	1,964	20.46%	1,096	10,590
Other revenue	9,017	20,500	11,483	56.02%	11,953	33,838
Drawn from operating reserves	-	18,065	18,065	100.00%	8,500	515,443
Contribution from capital program	-	-	-	0.00%	-	80,075
TOTAL REVENUE	23,543	336,063	312,520	92.99%	32,789	948,593
EXPENDITURES						
Salaries and benefits	64,343	213,746	149,403	69.90%	67,277	198,087
Materials, goods, supplies	2,979	131,613	128,634	97.74%	888	281,806
Contracted and general services	9,580	127,930	118,350	92.51%	58,667	119,199
Transfer to individuals and organizations	-	-	-	0.00%	-	498,508
Transfer to operating reserves	-	17,500	17,500	100.00%	10,000	10,000
Transfer to capital reserves	9,894	174,866	164,972	94.34%	12,499	70,561
TOTAL EXPENDITURES	86,796	665,655	578,859	86.96%	149,331	1,178,160
NET COST / (REVENUE):	63,253	329,592	266,339	80.81%	116,542	229,567
NET COST - OPERATING FUND	53,359	155,291	101,932	65.64%	102,543	744,524
NET COST - RESERVE FUND	9,894	174,301	164,407	94.32%	13,999	(434,882)
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(80,075)



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Land Use Planning & Dev
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
Licenses, permits and fees	\$2,600	\$12,250	\$9,650	78.78%	\$4,400	\$15,700
Returns on investment	7,636	9,600	1,964	20.46%	1,096	10,590
Other revenue	9,017	20,500	11,483	56.02%	11,953	33,838
Drawn from operating reserves	-	11,565	11,565	100.00%	-	8,435
TOTAL REVENUE	<u>19,253</u>	<u>53,915</u>	<u>34,662</u>	<u>64.29%</u>	<u>17,449</u>	<u>68,563</u>
EXPENDITURES						
Salaries and benefits	40,921	124,814	83,894	67.21%	40,668	120,162
Materials, goods, supplies	2,906	31,268	28,362	90.71%	727	34,866
Contracted and general services	3,779	73,832	70,053	94.88%	9,176	37,582
Transfer to operating reserves	-	17,500	17,500	100.00%	10,000	10,000
Transfer to capital reserves	9,894	29,600	19,706	66.57%	12,499	40,651
TOTAL EXPENDITURES	<u>57,499</u>	<u>277,014</u>	<u>219,515</u>	<u>79.24%</u>	<u>73,071</u>	<u>243,260</u>
NET COST / (REVENUE):	38,246	223,099	184,853	82.86%	55,622	174,697
NET COST - OPERATING FUND	28,352	187,564	159,212	84.88%	33,123	132,481
NET COST - RESERVE FUND	9,894	35,535	25,641	72.16%	22,499	42,216



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Economic Development
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Drawn from operating reserves	-	\$6,500	\$6,500	100.00%	\$8,500	\$507,008
TOTAL REVENUE	-	6,500	6,500	100.00%	8,500	507,008
EXPENDITURES						
Salaries and benefits	23,422	88,932	65,510	73.66%	26,608	77,926
Materials, goods, supplies	73	1,000	927	92.67%	161	341
Contracted and general services	5,802	35,551	29,749	83.68%	19,728	38,487
Transfer to individuals and organizations	-	-	-	0.00%	-	498,508
TOTAL EXPENDITURES	29,297	125,483	96,186	76.65%	46,497	615,261
NET COST / (REVENUE):	29,297	118,983	89,686	75.38%	37,997	108,254
NET COST - OPERATING FUND	29,297	125,483	96,186	76.65%	46,497	615,261
NET COST - RESERVE FUND	-	(6,500)	(6,500)	100.00%	(8,500)	(507,008)



COUNTY OF BARRHEAD NO. 11
 YTD BUDGET REPORT
 Subdivision & Land Development
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	-	\$262,858	\$262,858	100.00%	-	\$278,160
Contribution from capital program	-	-	-	0.00%	-	80,075
TOTAL REVENUE	-	<u>262,858</u>	<u>262,858</u>	100.00%	-	<u>358,235</u>
EXPENDITURES						
Materials, goods, supplies	-	99,345	99,345	100.00%	-	246,599
Contracted and general services	-	18,547	18,547	100.00%	29,487	42,924
Transfer to capital reserves	-	145,266	145,266	100.00%	-	29,910
TOTAL EXPENDITURES	-	<u>263,158</u>	<u>263,158</u>	100.00%	<u>29,487</u>	<u>319,433</u>
NET COST / (REVENUE):	-	300	300	100.00%	29,487	(38,802)
NET COST - OPERATING FUND	-	(144,966)	(144,966)	100.00%	29,487	11,363
NET COST - RESERVE FUND	-	145,266	145,266	100.00%	-	29,910
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(80,075)



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Land, Housing & Building Rentals
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
Rental income	\$4,290	\$12,790	\$8,500	66.46%	\$6,840	\$14,787
TOTAL REVENUE	4,290	12,790	8,500	66.46%	6,840	14,787
EXPENDITURES						
Contracted and general services	-	-	-	0.00%	275	206
TOTAL EXPENDITURES	-	-	-	0.00%	275	206
NET COST / (REVENUE):	(4,290)	(12,790)	(8,500)	66.46%	(6,565)	(14,581)
NET COST - OPERATING FUND	(4,290)	(12,790)	(8,500)	66.46%	(6,565)	(14,581)



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 AGRICULTURAL SERVICES
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$34,364	\$192,978	\$158,614	82.19%	\$14,971	\$198,653
Rental income	-	8,000	8,000	100.00%	-	5,400
Other governments transfer for operating	75,400	282,032	206,632	73.27%	70,000	244,379
Other revenue	-	4,999	4,999	100.00%	-	5,437
Drawn from unrestricted reserves	-	7,000	7,000	100.00%	-	-
Drawn from operating reserves	-	9,643	9,643	100.00%	-	10,505
TOTAL REVENUE	109,764	504,652	394,888	78.25%	84,971	464,374
EXPENDITURES						
Salaries and benefits	91,007	366,898	275,890	75.20%	75,538	310,009
Materials, goods, supplies	26,358	138,872	112,514	81.02%	14,531	108,245
Utilities	230	5,550	5,320	95.86%	240	5,187
Contracted and general services	22,327	195,249	172,922	88.56%	24,572	147,569
Transfer to other governments	-	4,000	4,000	100.00%	-	3,598
Transfer to individuals and organizations	7,008	51,431	44,423	86.37%	-	70,834
Transfer to operating reserves	-	11,986	11,986	100.00%	-	32,100
Transfer to capital reserves	-	30,000	30,000	100.00%	30,000	30,000
TOTAL EXPENDITURES	146,929	803,986	657,057	81.72%	144,880	707,541
NET COST / (REVENUE):	37,165	299,333	262,168	87.58%	59,910	243,167
NET COST - OPERATING FUND	37,165	273,990	236,825	86.44%	29,910	191,571
NET COST - RESERVE FUND	-	25,343	25,343	100.00%	30,000	51,595



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Ag Services
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$15,636	\$26,550	\$10,914	41.11%	\$14,312	\$26,648
Rental income	-	8,000	8,000	100.00%	-	5,400
Other governments transfer for operating	-	129,907	129,907	100.00%	-	126,879
Other revenue	-	4,999	4,999	100.00%	-	5,437
Drawn from unrestricted reserves	-	7,000	7,000	100.00%	-	-
Drawn from operating reserves	-	1,273	1,273	100.00%	-	2,135
TOTAL REVENUE	15,636	177,730	162,094	91.20%	14,312	166,499
EXPENDITURES						
Salaries and benefits	57,883	257,282	199,398	77.50%	50,421	231,913
Materials, goods, supplies	12,737	105,561	92,824	87.93%	2,644	75,075
Utilities	230	5,550	5,320	95.86%	240	5,187
Contracted and general services	18,945	83,669	64,724	77.36%	21,520	62,893
Transfer to other governments	-	4,000	4,000	100.00%	-	3,598
Transfer to individuals and organizations	7,000	19,000	12,000	63.16%	-	1,000
Transfer to capital reserves	-	30,000	30,000	100.00%	30,000	30,000
TOTAL EXPENDITURES	96,795	505,062	408,266	80.83%	104,825	409,666
NET COST / (REVENUE):	81,159	327,332	246,173	75.21%	90,513	243,167
NET COST - OPERATING FUND	81,159	305,606	224,446	73.44%	60,513	215,302
NET COST - RESERVE FUND	-	21,727	21,727	100.00%	30,000	27,865



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Highway 2 Conservation (H2C) / ALUS
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$18,728	\$166,428	\$147,700	88.75%	\$659	\$172,005
Other governments transfer for operating	75,400	152,125	76,725	50.44%	70,000	117,500
Drawn from operating reserves	-	8,370	8,370	100.00%	-	8,370
TOTAL REVENUE	94,128	326,923	232,795	71.21%	70,659	297,875
EXPENDITURES						
Salaries and benefits	33,124	109,616	76,492	69.78%	25,117	78,096
Materials, goods, supplies	13,620	33,311	19,691	59.11%	11,887	33,169
Contracted and general services	3,382	111,580	108,198	96.97%	3,052	84,675
Transfer to individuals and organizations	8	32,431	32,423	99.98%	-	69,834
Transfer to operating reserves	-	11,986	11,986	100.00%	-	32,100
TOTAL EXPENDITURES	50,134	298,924	248,790	83.23%	40,056	297,875
NET COST / (REVENUE):	(43,995)	(27,999)	15,996	(57.13%)	(30,603)	-
NET COST - OPERATING FUND	(43,995)	(31,615)	12,379	(39.16%)	(30,603)	(23,731)
NET COST - RESERVE FUND	-	3,616	3,616	100.00%	-	23,731



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 RECREATION & CULTURE
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	-	\$9,150	\$9,150	100.00%	-	\$10,300
Returns on investment	3,272	3,272	-	0.00%	3,458	3,458
Other governments transfer for operating	-	137,330	137,330	100.00%	-	147,330
Other revenue	-	3,780	3,780	100.00%	-	3,300
Drawn from operating reserves	3,750	15,000	11,250	75.00%	5,000	11,050
Contribution from capital program	-	-	-	0.00%	-	3,965
TOTAL REVENUE	7,022	168,532	161,510	95.83%	8,458	179,402
EXPENDITURES						
Salaries and benefits	-	17,400	17,400	100.00%	-	23,856
Materials, goods, supplies	1,717	9,862	8,145	82.59%	1,932	15,691
Contracted and general services	969	18,645	17,675	94.80%	2,010	19,380
Transfer to other governments	-	359,600	359,600	100.00%	-	352,694
Transfer to individuals and organizations	3,750	19,950	16,200	81.20%	5,000	28,925
Transfer to local boards and agencies	79,886	165,523	85,636	51.74%	59,736	157,621
Interest on long term debt	-	114,671	114,671	100.00%	-	119,183
Principal payment for debenture	-	167,303	167,303	100.00%	-	162,586
Transfer to operating reserves	-	9,654	9,654	100.00%	-	13,619
TOTAL EXPENDITURES	86,323	882,607	796,285	90.22%	68,678	893,554
NET COST / (REVENUE):	79,301	714,076	634,775	88.89%	60,220	714,152
NET COST - OPERATING FUND	83,051	719,421	636,370	88.46%	65,220	715,548
NET COST - RESERVE FUND	(3,750)	(5,346)	(1,596)	29.85%	(5,000)	2,569
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(3,965)



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Recreation
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	%	April 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	-	\$9,150	\$9,150	100.00%	-	\$10,300
Returns on investment	3,272	3,272	-	0.00%	3,458	3,458
Other revenue	-	3,780	3,780	100.00%	-	3,300
Drawn from operating reserves	2,500	10,000	7,500	75.00%	5,000	9,550
Contribution from capital program	-	-	-	0.00%	-	3,965
TOTAL REVENUE	5,772	26,202	20,430	77.97%	8,458	30,572
EXPENDITURES						
Salaries and benefits	-	17,400	17,400	100.00%	-	23,856
Materials, goods, supplies	1,717	9,862	8,145	82.59%	1,932	8,050
Contracted and general services	969	18,645	17,675	94.80%	2,010	15,399
Transfer to other governments	-	355,700	355,700	100.00%	-	351,625
Transfer to individuals and organizations	2,500	10,000	7,500	75.00%	5,000	22,475
Interest on long term debt	-	114,671	114,671	100.00%	-	119,183
Principal payment for debenture	-	167,303	167,303	100.00%	-	162,586
Transfer to operating reserves	-	9,654	9,654	100.00%	-	13,619
TOTAL EXPENDITURES	5,186	703,235	698,048	99.26%	8,942	716,793
NET COST / (REVENUE):	(585)	677,033	677,618	100.09%	484	686,221
NET COST - OPERATING FUND	1,915	677,379	675,464	99.72%	5,484	686,116
NET COST - RESERVE FUND	(2,500)	(346)	2,154	(622.75%)	(5,000)	4,069
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(3,965)



COUNTY OF BARRHEAD NO.11
 YTD BUDGET REPORT
 Culture
 For the Four Months Ending April 30, 2023

	April 2023 YTD	2023 Budget	Budget Variance	% Variance	April 2022 YTD	PY (2022)
REVENUE						
Other governments transfer for operating	-	\$137,330	\$137,330	100.00%	-	\$147,330
Drawn from operating reserves	1,250	5,000	3,750	75.00%	-	1,500
TOTAL REVENUE	<u>1,250</u>	<u>142,330</u>	<u>141,080</u>	<u>99.12%</u>	-	<u>148,830</u>
EXPENDITURES						
Materials, goods, supplies	-	-	-	0.00%	-	7,640
Contracted and general services	-	-	-	0.00%	-	3,981
Transfer to other governments	-	3,900	3,900	100.00%	-	1,069
Transfer to individuals and organizations	1,250	9,950	8,700	87.44%	-	6,450
Transfer to local boards and agencies	79,886	165,523	85,636	51.74%	59,736	157,621
TOTAL EXPENDITURES	<u>81,136</u>	<u>179,373</u>	<u>98,236</u>	<u>54.77%</u>	<u>59,736</u>	<u>176,761</u>
NET COST / (REVENUE):	79,886	37,043	(42,844)	(115.66%)	59,736	27,931
NET COST - OPERATING FUND	81,136	42,043	(39,094)	(92.99%)	59,736	29,431
NET COST - RESERVE FUND	(1,250)	(5,000)	(3,750)	75.00%	-	(1,500)

County of Barrhead
April 2023 YTD Capital Report



	Admin & General	Enforce.	Fire & ERC	Public Works	Airport	Waste Mgmt	Utilities	Planning & Dev.	Subdiv & Land Dev.	Ag Services	Rec & Culture	Total - APR 2023 YTD	2023 BUDGET
1 CAPITAL APPLIED													
2 Land & Land Improvements				-		-						-	50,760
3 Buildings			-	-						-		-	336,868
4 Machinery & Equipment	13,354	-	-	39,546		-						52,900	3,118,342
5 Engineered Structures												-	
6 Sidewalks												-	
7 Road Construction				1,300								1,300	1,094,698
8 Paving & Overlays				2,603								2,603	7,167,160
9 Bridges				-								-	845,000
10 Neerlandia Lagoon							6,014					6,014	85,018
11 Vehicles												-	205,255
12 Land Improvements												-	
13 Subtotal: Capital Assets Purchased/Constructed	13,354	-	-	43,449	-	-	6,014	-	-	-	-	62,817	12,903,101
14 Transfer to Individuals												-	-
15 Transfer to Local Governments												-	-
16 Transfer to Operating	-	-	-	-	-	-	1,650	-	-	-	-	1,650	23,302
17 Transfer to Capital Reserves	-	-	-	1,138,352	-	-	-	9,894	-	-	-	1,148,246	1,835,438
18 TOTAL CAPITAL APPLIED	13,354	-	-	1,181,801	-	-	7,664	9,894	-	-	-	1,212,713	
20 BUDGETED CAPITAL APPLIED:	252,224	95,000	175,450	13,320,135	18,000	395,652	265,514	29,600	145,266	65,000	-	14,761,841	14,761,841
21 CAPITAL ACQUIRED													
22 Sale of Land												-	-
23 Sale of Buildings												-	-
24 Sale of Machinery & Equipment				(1,125,000)		-						(1,125,000)	1,139,200
25 Sale of Vehicles			-	-								-	21,500
26 Contributions from Individuals -Develop. Agree.												-	-
27 Contributions from individuals to Other Reserves												-	-
28 Contributions from Individuals for Capital Assets												-	-
29 Federal Grants				387								387	2,735,939
30 Provincial Grants Capital-Bridges												-	633,750
31 Provincial Grants Capital-MSI				1,829								1,829	3,749,536
32 Local Governments Contributions												-	-
33 Contributions from Operating												-	702,164
34 Contributions from Operating to Capital Reserves	-	-	-	1,138,352	-	-	-	9,894	-	-	-	1,148,246	1,835,438
35 Contributions from Reserves to Operating	-	-	-	-	-	-	1,650	-	-	-	-	1,650	23,302
36 Contributions from Reserves for Capital	13,354	-	-	1,166,233	-	-	6,014	-	-	-	-	1,185,601	3,921,012
37 TOTAL CAPITAL ACQUIRED	13,354	-	-	1,181,801	-	-	7,664	9,894	-	-	-	1,212,713	
BUDGETED CAPITAL ACQUIRED:	252,224	95,000	175,450	13,320,135	18,000	395,652	265,514	29,600	145,266	65,000	-	14,761,841	14,761,841

Capital Report
2023 Capital Expenditures

YTD APRIL 2023								2023 BUDGET
EXPENDITURE	FUNDING SOURCE							
YTD APRIL 2023	GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN		
ADMINISTRATION								
Projector for Council Chambers	2,604		2,604					8,800
Interior Upgrades								34,418
Carpet (CF)								19,000
Telephone System (CF)								20,000
CAMAlot Assessment Software								37,500
Records Management Software	10,750		10,750					12,506
	13,354	-	13,354	-	-	-	-	132,224
FIRE								
Command 2 (50%)								62,500
Radios (50%)								10,000
OnSite Training Facility (50%) (CF)								5,950
	-	-	-	-	-	-	-	78,450
ENFORCEMENT								
New Peace Officer vehicle								85,000
	-	-	-	-	-	-	-	85,000

CF - denotes carry forward

Capital Report
2023 Capital Expenditures

		YTD APRIL 2023							
		EXPENDITURE	FUNDING SOURCE						
		YTD APRIL 2023	GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	2023 BUDGET
TRANSPORTATION									
	# miles								
Bridges									
	BF 78033 SW 17-62-3-W5 (STIP approved) (CF)								310,000
	BF 70370 RGE RD 51 (STIP Funding Pending) (CF)								150,000
	BF 70917 RGE RD 20 (STIP funding pending)								385,000
Road Construction									
	22-340 Completion (CF)	1,300		1,300					14,000
	23-640 WofNW5,8,17-61-4-W5 (Buruma North)								429,478
	23-440 NE&NW 16-59-4-W5 (D.Mackenzie West)								186,771
	(CF)	1							191,763
	23-740 - RGE RD 32 (Mast North) (CF)	1							272,686
	23-741 - RGE RD 32 (Visser North)	1.5							
Paving									
	2022/3-340 W of 25 & 36 59-4-W5 (Autoparts Road) - 2 miles	2	387			387			2,120,959
	Rge Rd 22 - 4 miles	4	1,829				1,829		4,613,749
	Thunder Lake Overlay	387		387					432,452
Equipment Replacement									
	2 x 2022 Scrapers (CF)	-		750,000				(750,000)	2,604,000
	2023 Dozer (purchased in 2022, sell old in 2023)	-		375,000				(375,000)	
	2023 Pintle Hitch Tri-Axle Trailer								55,990
	2023 Post Pounder	21,300		21,300					21,300
	2023 Steamer Pressure Washer	18,246		18,246					18,246
	2023 Pick Up Truck								57,755
Buildings, Land, & Land Improvements									
	Concrete pad & foundation & eavestroughes								42,500
	Salt shed								200,000
	County welcome sign (CF)								5,760
	Fencing PW Yard								30,000
		11.75	43,449	-	1,166,233	387	1,829	(1,125,000)	-
									12,142,409

CF - denotes carry forward

Capital Report
2023 Capital Expenditures

	YTD APRIL 2023							2023 BUDGET
	EXPENDITURE	FUNDING SOURCE						
	YTD APRIL 2023	GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
CF - denotes carry forward								
AIRPORT								
	-	-	-	-	-	-	-	-
WASTE MANAGEMENT								
Track Loader Waste Handler (50%)								330,000
Non-Compliance Rehab Work (50%) (CF)								15,000
	-	-	-	-	-	-	-	345,000
UTILITIES								
Neerlandia lagoon power & access								38,000
Neerlandia lagoon CF	6,014		6,014					47,018
	6,014	-	6,014	-	-	-	-	85,018
AGRICULTURAL SERVICES								
Building repairs								20,000
Concrete pad repairs								15,000
	-	-	-	-	-	-	-	35,000
ECONOMIC DEVELOPMENT								
	-	-	-	-	-	-	-	-
RECREATION								
	-	-	-	-	-	-	-	-
TOTAL	62,817	-	1,185,601	387	1,829	(1,125,000)	-	12,903,101

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 APRIL	2023 BUDGET	YTD 2023 APRIL	2023 BUDGET	YTD 2023 APRIL	2023 BUDGET
ADMINISTRATION & GENERAL						
Computer & Equipment Reserve		70,000			(13,354)	(78,806)
Office		50,000				(53,418)
	-	120,000	-	-	(13,354)	(132,224)
FIRE						
ERC Equipment Reserve		-				
Fire Equipment Reserve		87,000				(65,500)
Emergency Response Bldg.		10,000				(5,950)
	-	97,000	-	-	-	(71,450)
ENFORCEMENT						
Enforcement Equipment		10,000				(85,000)
	-	10,000	-	-	-	(85,000)
TRANSPORTATION						
P.W. Graders		507,275				
P.W. Equipment	1,125,000	510,451			(39,546)	(1,616,091)
Aggregate Reserve	13,352	100,000			(387)	(681,685)
P.W. - Local Roads & Bridge Construction		-			(1,300)	(603,784)
Public Works Shop		50,000				(272,500)
Land Right of Way Reserve		10,000				(5,760)
	1,138,352	1,177,726	-	-	(41,233)	(3,179,820)

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 APRIL	2023 BUDGET	YTD 2023 APRIL	2023 BUDGET	YTD 2023 APRIL	2023 BUDGET
AIRPORT						
Airport		18,000				
	-	18,000	-	-	-	-
WASTE MANAGEMENT						
Transfer Station Bins		5,000		(5,652)		-
Landfill Equipment Reserve		25,000				(317,500)
Landfill		15,000				(15,000)
		45,000	-	(5,652)	-	(332,500)
UTILITIES						
Utility Officer Truck		-				
Offsite Levy Reserve - Neerlandia		-				
Offsite Levy Reserve - Manola		-				
Water & Sewer Capital Reserve		67,000				
Regional Water & Sewer Lines / Future W&S Development		50,000				
Truck Fill		3,328				
Lagoons		20,633	(1,650)	(17,650)	(6,014)	(85,018)
Future Development - Fire Suppression		21,885				
	-	162,846	(1,650)	(17,650)	(6,014)	(85,018)
PLANNING & DEVELOPMENT						
Money in Lieu (of Municipal Reserve)	9,894	29,600				
	9,894	29,600	-	-	-	-

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 APRIL	2023 BUDGET	YTD 2023 APRIL	2023 BUDGET	YTD 2023 APRIL	2023 BUDGET
SUBDIVISION & LAND DEVELOPMENT						
Future Development		145,266				
	-	145,266	-	-	-	-
AGRICULTURAL SERVICES						
Ag Vehicle & Equipment		20,000				
Ag Building		10,000				(35,000)
		30,000	-	-	-	(35,000)
RECREATION						
		-	-	-	-	-
TOTAL	1,148,246	1,835,438	(1,650)	(23,302)	(60,601)	(3,921,012)



COUNTY OF BARRHEAD NO.11
Elected Official Remuneration Report
For the Four Months Ending April 30, 2023



	April 2023 YTD	2023 Budget	Budget Variance	% Variance
Division 1 - Doug Drozd (Reeve)				
<i># of per diems</i>	9.00	56.50	47.50	0.84
Base salary	9,712.72	29,138.18	19,425.46	66.67%
Per diems	2,526.84	15,862.70	13,335.86	84.07%
Taxable mileage	314.16	1,700.00	1,385.84	81.52%
Benefits	2,363.83	8,912.74	6,548.91	73.48%
Salary and benefits	14,917.55	55,613.62	40,696.07	73.18%
Other mileage	38.08	680.00	641.92	94.40%
Training and conventions	1,059.86	4,000.00	2,940.14	73.50%
	16,015.49	60,293.62	44,278.13	73.44%
Division 2 - Marvin Schatz (Deputy Reeve)				
<i># of per diems</i>	21.00	67.50	46.50	0.69
Base salary	7,466.68	22,400.06	14,933.38	66.67%
Per diems	5,895.96	18,951.01	13,055.05	68.89%
Taxable mileage	246.84	1,088.00	841.16	77.31%
Benefits	2,439.42	8,607.60	6,168.18	71.66%
Salary and benefits	16,048.90	51,046.67	34,997.77	68.56%
Other mileage	1,146.29	1,360.00	213.71	15.71%
Training and conventions	1,558.98	4,000.00	2,441.02	61.03%
	18,754.17	56,406.67	37,652.50	66.75%
Division 3 - Ron Kleinfeldt				
<i># of per diems</i>	15.00	62.00	47.00	0.76
Base salary	5,220.60	15,661.82	10,441.22	66.67%
Per diems	4,211.40	17,406.85	13,195.45	75.81%
Taxable mileage	306.68	952.00	645.32	67.79%
Benefits	2,229.45	7,950.51	5,721.06	71.96%
Salary and benefits	11,968.13	41,971.18	30,003.05	71.48%
Other mileage	194.28	544.00	349.72	64.29%
Training and conventions	994.53	4,000.00	3,005.47	75.14%
	13,156.94	46,515.18	33,358.24	71.71%
Division 4 - Bill Lane				
<i># of per diems</i>	23.00	65.50	42.50	0.65
Base salary	5,220.60	15,661.82	10,441.22	66.67%
Per diems	6,457.48	18,389.50	11,932.02	64.88%
Taxable mileage	618.80	2,720.00	2,101.20	77.25%
Benefits	1,661.07	5,980.97	4,319.90	72.23%
Salary and benefits	13,957.95	42,752.29	28,794.34	67.35%
Other mileage	409.30	680.00	270.70	39.81%
Training and conventions	1,245.58	2,557.23	1,311.65	51.29%
	15,612.83	45,989.52	30,376.69	66.05%
Division 5 - Paul Properzi				
<i># of per diems</i>	11.00	49.50	38.50	0.78
Base salary	5,220.60	15,661.82	10,441.22	66.67%
Per diems	3,088.36	13,897.41	10,809.05	77.78%
Taxable mileage	342.72	1,632.00	1,289.28	79.00%
Benefits	2,084.43	7,802.25	5,717.82	73.28%
Salary and benefits	10,736.11	38,993.48	28,257.37	72.47%
Other mileage	147.66	408.00	260.34	63.81%
Training and conventions	1,063.17	4,000.00	2,936.83	73.42%
	11,946.94	43,401.48	31,454.54	72.47%
Division 6 - Walter Preugschas				
<i># of per diems</i>	21.50	72.00	50.50	0.70
Base salary	5,220.60	15,661.82	10,441.22	66.67%
Per diems	6,036.34	20,214.40	14,178.06	70.14%
Taxable mileage	406.64	1,632.00	1,225.36	75.08%
Benefits	1,653.40	5,989.89	4,336.49	72.40%
Salary and benefits	13,316.98	43,498.11	30,181.13	69.38%
Other mileage	97.15	816.00	718.85	88.09%
Training and conventions	1,533.20	4,000.00	2,466.80	61.67%
	14,947.33	48,314.11	33,366.78	69.06%
Division 7 - Jared Stoik				
<i># of per diems</i>	6.50	55.50	49.00	0.88
Base salary	5,220.60	15,661.82	10,441.22	66.67%
Per diems	1,824.94	15,581.94	13,757.00	88.29%
Taxable mileage	603.84	2,652.00	2,048.16	77.23%
Benefits	2,012.67	7,995.89	5,983.22	74.83%
Salary and benefits	9,662.05	41,891.65	32,229.60	76.94%
Other mileage		340.00	340.00	100.00%
Training and conventions		4,000.00	4,000.00	100.00%
	9,662.05	46,231.65	36,569.60	79.10%



Public Works Director of Infrastructure Report June 6, 2023

R

Graders

- Blading gravel roads and rough areas on oiled roads.

Gravel Haul

- Working out of Fort Assiniboine pit gravelling 2023 road maintenance projects and delivering private gravel sales.

MG30 Dust Control

- Project 350 (MacGill Estates road ½ mile) was jointly split between Town and County.
- Project 450 (Regional Landfill road) and Project 750 (Township 613/614 west of Hwy 769) were completed, each being approximately 2 miles in length.
- 75 private dust control applications were completed May 15 - 18, 2023 for a total length of 13.95 km.

Road Construction

- Work continues on Project #440 (through 16-59-4-W5).

Paving Contract

- Central City Asphalt started crushing gravel for the paving projects at the Fort Assiniboine gravel pit on May 19, 2023.
- Base course work is planned to start June 5, 2023, on the Auto Parts road.

BF 78033 (SW 17-62-3-W5)

- Tender has been posted and bids will be accepted until 2:00 p.m. June 16, 2023

Vega Gravel Crushing

- On May 30, 2023, a site visit and gravel test pits were dug utilizing the County excavator. Site visit was mandatory for contractors to attend if providing a price to crush gravel. Tenders will be received until 11:00 am, June 13, 2023.

Drainage

- Building and extending approaches, replacing culverts utilizing the backhoe and tandem gravel truck.

Labour

- Washing bridges, sign repairs, campground and transfer station clean up and hand brushing including removal of deadfall trees from road ditches.

Road Bans

- Effective June 8, 2023, all oiled roads went from 75% to 90% with the exception of the Lac La Nonne ring roads, subdivisions and hamlets.

Shop

- Peterbilt engine repairs, exhaust manifold and turbo replacement.
- Landfill dozer repairs and tractor and mower maintenance and repairs.

Utilities

- A water leak was repaired on Kiel Industrial Park fire suppression service line. Leak was caused by a faulty fusion fitting near one of the fire hydrants, likely defective since installation.
- Utility Officer has been installing new radio heads on some of the water meters that have never had them.
- Progress is being made on the utility map digitization project with CC data being collected for the hamlet of Neerlandia to be put into the digital maps that have been created by Associated Engineering.
- Staff continue to monitor Lagoon levels at Dunstable and Thunder Lake, which have dropped slightly with the warm and dry weather experienced this spring.
- SEGO contracting carried out an inspection and maintenance on the Neerlandia fire pump. It was discovered that our control board is defective, so utility staff are working to have a new board constructed as the old one is obsolete and non-repairable.
- All other testing and monitoring are being carried out as per normal operations.

Barrhead and Community Indigenous Event Committee

c/o Barrhead & District FCSS Society



June 1, 2023

To: Reeve & County Council

From: Barrhead and Community Indigenous Committee

**RE: Invite to Indigenous Day Event, Barrhead AB
June 21, 2023
11:00 AM – 7:00 PM**

The Barrhead & Community Indigenous Committee would like to invite you to be a part of our Indigenous Day celebrations in Barrhead, AB.

This opportunity to recognize the diverse Indigenous culture in our area will commence with a walk for reconciliation in front of the Town of Barrhead Office. A Smudging Ceremony, performed by a local Knowledge Keeper and Indigenous Committee member, will begin at 11:00 am and the walk down Main Street will follow.

The second portion of the event is scheduled from 1 PM – 7 PM, in Cecile Martin Park. Various food vendors, musical performers and artisans will be on site, as well as interactive activities for the children.

If you would be interested in participating in or volunteering for this event, please respond to cdvc@barrheadfcss.org. Should you have any questions, do not hesitate to contact us. We look forward to hearing from you.

Yours truly,

Members of the Barrhead and Community Indigenous Committee

Box 4616 Barrhead, AB T7N 1A5
780-674-3341



Next agenda pkg

From: Info <info@uccab.ca>

Sent: Thursday, May 18, 2023 1:59 PM

To: Khrystyna Halchuk <Khrystyna.Halchuk@uccab.ca>

Subject: [EXTERNAL] - Invitation to Ukrainian Day Celebration - August 20, 2023

Some people who received this message don't often get email from info@uccab.ca. [Learn why this is important](#)

Dear Reeve and Esteemed Council Members,

I hope this email finds you in good health and high spirits. I am writing to extend a warm invitation to you and the entire council to join us for the annual Ukrainian Day celebration, organized by the Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC). This highly anticipated event will take place on Sunday, August 20, 2023, at the picturesque Ukrainian Cultural Heritage Village.

Ukrainian Day holds great significance in our community and has been a cherished tradition for over 70 years. It is a joyous occasion where we come together to celebrate Ukrainian culture, heritage, and the vibrant contributions that Ukrainian Canadians have made to our society.

To provide you with more detailed information about the event and the various sponsorship opportunities available, we have attached our Sponsorship Package to this email. Should you have any questions or require further information, please do not hesitate to reach out to our office via phone or email at info@uccab.ca.

On behalf of the UCC-APC Ukrainian Day Committee, I extend our heartfelt thanks for considering our invitation. We truly hope that you and your esteemed council members will be able to join us in celebrating Ukrainian culture, heritage, and community spirit.

Thank you for your attention, and we look forward to the honor of your presence at Ukrainian Day.

UCC-APC Ukrainian Day Committee

Orysia Boychuk, President

Ukrainian Canadian Congress – Alberta Provincial Council

[Click here to subscribe to our e-newsletter!](#)

Follow us on [Facebook](#) and [Instagram](#)

Contact us:

#8, 8103 127 Avenue

T5C 1R9, Edmonton, AB

(780)414-1624



Ukrainian Day

Opening our Hearts

August 20, 2023

SPONSORSHIP & ADVERTISING OPPORTUNITIES!

On Sunday, August 20th 2023, the UCC-APC will be celebrating our annual Ukrainian Day at the Ukrainian Cultural Heritage Village. This annual festival has been a signature community event for over 70 years!

The festival includes several activities, talent showcases, and commemorative events promoting and celebrating Ukrainian-Albertan heritage and culture. The event will feature a Music Jam, Cheremosh & Tryzub dancers, choirs, food vendors, presentations, children's activities, displays and much more!

We encourage you to show your support of the Ukrainian-Canadian community, the largest population of Ukrainians outside of Ukraine itself, especially during this time of Russia's invasion of Ukraine. Ukrainian Day is a unique opportunity to showcase your organization, business or services to a large, diverse audience. A chance to show your community spirit and caring, while at the same time fostering brand recognition throughout the Ukrainian community. All sponsors will be profiled to maximum capacity by UCC-APC.

You can show your support of Alberta's vibrant Ukrainian community at one of several different levels of sponsorship. All Ukrainian Day sponsors will be acknowledged. In addition, each level of sponsorship has a wide variety of profile and marketing opportunities.

All sponsors will be provided with:

- **Logo and recognition on UCC-APC website, e-Bulletins, program booklet and media releases**
- **Prominent signage at Ukrainian Day (sponsor to provide banner)**
- **Announcements and recognition of sponsorship by the Emcee at the Showcase Concert**
- **Opportunity to distribute corporate marketing item/brochure (must be approved by the UCC-APC)**
- **Acknowledgement in the UCC-APC newsletter article about Ukrainian Day.**

A. 2022 Ukrainian Day Presenting Sponsor \$5,000

The Presenting Sponsorship is a unique opportunity for a company/organization to attach its name and reputation to an important annual event and be associated with the broader community in Alberta. This is a co-branding opportunity with the potential for lasting recognition and offers the chance for your corporate/organization name and logo to be prominently melded into all 2022 Ukrainian Day advertising and promotion. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Naming opportunity of the event, i.e. UCC-APC and ‘your company’ present Ukrainian Day 2023**
- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Opportunity to develop a special marketing item/component at the Ukrainian Day event**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s presenting sponsorship**
- **Corporate Logo on an email announcement acknowledging and promoting the sponsorship (5000+)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the cover of the Ukrainian Day program book, 3000+ distributed at the event and mailed around Alberta**
- **Full page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Half page ad in the UCC-APC newsletter, distributed to 1500+ contacts**
- **Special VIP luncheon with unique entertainment**

B. 2022 Ukrainian Day Concert Showcase Sponsor \$3,000



This Sponsor receives many benefits from sponsoring the headline event of the afternoon at Ukrainian Day, the Ukrainian Showcase performance. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s concert sponsorship**
- **Opportunity for corporate/organization name and logo to be displayed on the main stage (banner to be provided by the sponsor)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Quarter page ad in the UCC-APC newsletter, distributed to 1500+ contacts, and on-line**
- **Special VIP luncheon with unique entertainment**

C. 2022 Ukrainian Day

Silver Sponsor

\$2,000

This sponsor will receive many benefits and prominent positioning of your organization's name and logo on all Ukrainian Day promotion and advertising materials. In addition to the opportunities mentioned above, you will also receive:

- **Opportunity to use 'Ukrainian Day Sponsor' on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization's website**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book 3000+**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Acknowledgement in the UCC-APC newsletter, distributed to 1500+ contacts, and online**

D. 2022 Ukrainian Day

Bronze Sponsor

\$750

For your sponsorship of this special event, you will receive positioning of your organization as follows:

- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Quarter page ad in the Ukrainian Day program book (3000+ copies)**
- **Logo and recognition on the UCC-APC website**
- **Announcements and recognition of sponsorship by the Emcee at the Showcase Concert**
- **Prominent on site signage**
- **Acknowledgement in the UCC-APC newsletter article about Ukrainian Day, and on-line**

E. 2022 Ukrainian Day

Activity Sponsor

\$500

Businesses and organizations also have an opportunity to sponsor a specific component of Ukrainian Day 2022. Activity areas include:

- **Stage Sponsor**
- **Arts and Crafts Sponsor**
- **Market Sponsor**
- **Children's activities and games**

For your sponsorship of this special component, you will receive positioning of your organization as follows:

- **Quarter page ad in the Ukrainian Day program book (3000+ copies)**
- **Logo and recognition on the UCC-APC website**
- **Prominent Signage at the sponsorship area (banner to be provided by the sponsor)**
- **Recognition on the acknowledgement page of the Ukrainian Day program book**
- **Acknowledgement in UCC-APC newsletter article about Ukrainian Day, and on-line.**

F. In-Kind Sponsor

To mount any event there are many needs and opportunities for businesses to provide in-kind support for items such as:

- **Decorations**
- **Tents**
- **Design of Promotional Materials**
- **Printing of Promotional Materials**
- **Technical equipment and support**

If you are interested in an in-kind sponsorship, recognition will be provided at the level of support provided - in Program booklet, website, e-Bulletin. Please contact our office for more details.

UCC-AB Provincial Council
#8, 8103-127 Ave, Edmonton, T5C 1R9
community@uccab.ca
(780) 414-1624

**The Ukrainian Day Souvenir
Program Booklet
Advertising Opportunities!**

Printed in full colour!

The Ukrainian Day Booklet is distributed free of cost to all attendees during annual Ukrainian Day festivities.

Advertising rates:

Taxes do not apply to prices!

Full page

$7\frac{1}{4}'' \times 9\frac{1}{4}'' = \800

Half page

$3\frac{1}{2}'' \times 9\frac{1}{4}''$ or $7\frac{1}{4}'' \times 4\frac{1}{2}'' = \535

Quarter page

$3\frac{1}{2}'' \times 4\frac{1}{2}'' = \325

Business card

$3\frac{1}{2}'' \times 2'' = \190

DEADLINES:

Ad space reservation - **July 5, 2023**

Ad material submission - **July 15, 2023**

** Orders received after the deadline will only be accepted based on space availability*



MINUTES
Economic and Community Development Committee
May 26, 2023
County of Barrhead Council Chambers – 9:00 A.M.



Attendance:

Walter Preugschas, Councillor, Chair
Marvin Schatz, Councillor, Member
Ron Kleinfeldt, Councillor, Member
Doug Drozd, Reeve, Ex-officio Member
Colleen Stein, Councilor, Member at Large
Gerald (Gunnar) Kronstedt, Member at Large
Jenny Bruns, Planning & Development
Tara Troock, Planning & Development

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

Call to order

Meeting was called to order at 9:00 am by Acting Chair, Doug Drozd.

Election of Chairperson

An election was called to nominate a chairperson for this year’s Economic & Community Development Committee (ECDC). Reeve Drozd called for nominations. Marvin Schatz nominated Walter Preugschas. Walter Preugschas accepted nominations. Reeve Drozd called for nominations 3 more times.

Ron Kleinfeldt moved that Walter Preugschas be appointed as chair.

Carried Unanimously.

Approval of Agenda

Colleen Stein moved that the agenda be approved as presented.

Carried Unanimously.

Minutes of Meeting Held September 14, 2022

Committee briefed new members on the December 2022 joint discussion with Agricultural Service Board regarding the Land Use Bylaw project.

Ron Kleinfeldt moved the minutes to be approved as presented.

Carried Unanimously.

Land Use Bylaw Review – Update

Committee discussed the public survey sent out to all rate payers who attended the Land Use Bylaw Open House on May 3, 2023. Committee shared comments and suggestions that will be compiled and taken into consideration in developing recommendations for the project.



MINUTES
Economic and Community Development Committee
May 26, 2023
County of Barrhead Council Chambers – 9:00 A.M.

Economic Development Plan

Jenny Bruns went through the Economic Development Plan and the various items within the workplan and their status.

- Marketing Kiel Industrial Park:
 - Invest Alberta Campaign
 - Updates to website, including broad band project, etc.
 - Ongoing conversations with industry
 - Efforts from commercial realtor Cushman Wakefield
- Marketing Community to Business & Workforce:
 - Alberta Advantage Immigration Program (AAIP), Rural Renewal Stream Community Designation. Jenny presented stats of employers who have expressed interest, the number of employees enrolled, candidates that have expressed interest, and positions supported/filled by Rural Renewal Stream.
 - Celebration of existing success stories continues on webpage
 - Supply chain development – discussed existing supply chains that are being investigated and promoted (hemp, ag plastics, etc.). Committee expressed interest in discussing this topic in greater detail at the next meeting.
- Tourism Initiatives
 - Wild Tourism Guide advertisement complete, and update on WILD committee work by Walter Preugschas
 - Passport to Summer 2023 booklet in the local paper as an insert, committee was shown outcome.
 - Continued website promotion on County page and collaboration on Better in Barrhead page.
- Business Retention & Expansion
 - Reviewed existing partnerships and highlighted some of the projects administration is involved with, such as CFYE Agri-food project, Business Support Network training opportunities, Chamber of Commerce involvement.
 - Non-Residential Tax Incentive Bylaw – 10 potential businesses. Out of ten, nine applied. Potential tax exemption of \$17,413.98.
 - Physician and healthcare recruitment participation.
- Business Licensing
 - Discussion was centered around the benefits of having a ‘business license’ versus a ‘business registry and the pros and cons to each, such as mill rates could have subclasses using different criteria for taxation, good knowledge of existing businesses helps us promote them, and the potential for an online directory to assist those who didn’t have a web presence. Committee reiterated that they want to see the program proceed.



MINUTES
Economic and Community Development Committee
May 26, 2023
County of Barrhead Council Chambers – 9:00 A.M.

Round Table Sharing

Each committee member shared their thoughts in the round table discussion.

Colleen – Spoke about the challenges in the hemp industry and how the industry has been pulling back. Focus of her company is to proceed with the seed processing and slow down on the fiber processing, continue to work on whole plant utilization.

Gunnar – Bought forward the idea of vertical integration. Would like to know why there isn't more meat processing in the area. Committee discussed reasons why and other supply chain opportunities.

Ron – Stated some concerns with increased cost of construction that may be delaying development in Kiel.

Doug – Selected for Quasi-judicial Agency Review Committee with RMA to look at agencies and impact of their decisions on municipal governments (Alberta Utilities Commission, etc.).

Marvin – Attended a small business conference and has spoken with some small businesses in the area that are very happy with the increased speed and quality of internet to rural residents and businesses since the completion of the County-MCSnet Broadband Project.

Walter – Attended EDA Conference with regional collaboration being the key drive and reported that Fort Assiniboine will be having a 200-year celebration to be held July 8 & 9, 2023. County of Barrhead will be offering camping at the Klondyke Ferry Campsite. Alberta Open Farm Days will be held August 19 & 20, 2023 across the province.

Jenny – Spoke about the grants available through Alberta Agriculture and sharing with the business community. Provided an update on the feasibility study to repurpose the ADLC as a joint municipal facility with potential for additional tenants and the Community Hall Strategy.

Next Meeting

Next meeting is tentatively scheduled for the week of August 7, 2023 (to be confirmed). Agenda to include further discussion on supply chain issues and opportunities.

Possibility of a July meeting to provide input into the ADLC Feasibility Study project (to be confirmed)

Adjournment

Ron Kleinfeldt moved the meeting to adjourn at 12:15 p.m.

Carried Unanimously.



Board of Directors Meeting

February 9, 2023

Virtual

Draft Meeting Minutes



Meeting Summary:

The Athabasca Watershed Council (AWC) held a virtual board meeting the morning of February 9, 2023. The board heard and approved staff activities and a financial update for the third quarter of 2022-23 (October through December). They also approved a preliminary 2023-24 budget, noting that the budget will be adjusted when AEPA core funding is confirmed. Directors discussed and approved some minor change to the Board Terms of Reference. These changes help to better define our purpose (through our vision, mission and goals) and our board composition. The board then discussed its role in achieving our purpose, and whether or not staff are providing the information and tools (e.g., budgets, strategies, reports, etc.) needed for the board to do its work. Finally, a round table of sector updates and information about upcoming events was shared before the meeting was adjourned. The next board meeting will be held in person on Saturday June 17, following the Annual General Meeting.

Meeting Attendees:

SEAT	DIRECTOR	ALTERNATE	Quorum
AEP Representative	Abdi Siad Omar		√
Provincial/Federal Government	vacant		
Municipal (Upper Basin)	vacant		
Municipal (Middle Basin)	Rob Minns		√
Municipal (Lower Basin)	Lorin Tkachuk		√
Forestry	regrets	Jennifer Knievel	√
Oil & Gas	regrets		
Small Agricultural Producer	vacant		
Agriculture	Kennedy Deregt-Taschuk		√
Mining/Utilities	vacant		
Indigenous	regrets		
Indigenous	Alyssa Mae Laviolette		√
Indigenous	vacant		
Health or Environment	Brian Deheer		√
Health or Environment	Julie Hink		√
Stewardship	regrets		

Stewardship	Paula Evans	Alia Schamehorn	√
Research and Academia	regrets		
Member-at-Large	Laura Pekkola		√
Member-at-Large	vacant		
Past President	vacant		
Quorum = >50% filled seats (14) = >7			10
Guests: Ida Edwards, Athabasca County Nancy Sand, MD Lesser Slave River Walter Preugschas, Barrhead County Staff present: Petra Rowell, AWC Executive Director Sarah MacDonald, Watershed Science Coordinator Ashley Johnson, Science and Outreach Coordinator			

Actions arising from the February 9, 2023 AWC Board meeting:

Action (Lead):	To be completed by:
<i>Action: Post the approved Nov. 22 2022 meeting minutes to the website.</i>	
<i>ACTION: Develop and share list of all previous funders with the board and continue the discussion about potential funding sources.</i>	
<i>ACTION: add a stakeholder discussion to the next meeting.</i>	
<i>ACTION: Board members think about how to be an ambassador for the Athabasca Watershed Council.</i>	

1. Welcome

a. Call to Order, Health and Safety, Quorum

AWC Secretary-Treasurer Paula Evans called the meeting to order at 10:03 a.m. Executive Director Petra Rowell confirmed health and safety logistics and that quorum was met. She also welcomed a number of municipal representatives returning or newly assigned as representatives last fall.

Rob Minns from Athabasca County, Lorin Tkachuk from Lac La Biche County and our new members, Nancy Sand from MD Lesser Slave River, Paul Properzi, Walter Preugschas from County of Barrhead, and Ida Edwards from the Town of Athabasca. Petra noted that Yellowhead County has resigned their seat

and she asked that Brigitte Lemieux be formally thanked for her time serving on the board, which was approved by consensus.

b. Treaty Land Acknowledgements

The Chair provided a Treaty Land acknowledgement as follows: *The Athabasca Watershed Council acknowledges that our watershed is located on Treaty 6, 8 and 10 territories. We make this acknowledgment as an act of Truth and Reconciliation, showing our respect for the land and the Indigenous ancestors who came before us. We also acknowledge and respect the languages and culture of today’s First Nation and Metis people, whose presence continues to enrich our watershed.*

c. Round Table Introductions

The Chair invited all participants to introduce themselves and to say a few words about their favorite winter get away or activity.

2. Administration

a. Review Meeting Objectives and Approve Meeting Agenda

As per the agenda circulated prior to the meeting, meeting objectives were as follows:

- Hear updates / celebrate achievements
- Approve a 2023-24 preliminary core operational budget
- Discuss and approve a renewed vision, mission and values (and the Board TOR)
- Discuss board, committee and staff roles in achieving our vision and mission

The agenda was approved by consensus as presented with no additions or deletions.

b. Review Action Items and Approve Meeting Minutes

Petra went through the Nov. 22, 2022 meeting’s action log and minutes: all action items have either been completed or are in progress.

Action (Lead):	Status:
Post the approved Sept 15 2022 board meeting minutes to the website. (Ashley)	Done
Continue to work with the board to review their policies and processes: circulate the approved honorarium and expense policy (to be included in Directors Binders) and add a discussion about the vision, mission and board terms of reference to the Feb. 9/23 board meeting agenda. (Petra)	Ongoing
Work with the ATB to ensure Sarah has signing authority and access to all AWC bank accounts. (Petra, Sarah)	Yet to be done.
Draft a letter reflecting the AWC board consensus review of the LARP and seek consensus from the board before submitting it to the LUF Secretariat. (Petra)	Done.
Post the approved updated strategic plan document on the AWC website. (Ashley)	Done.

The minutes were approved by consensus as presented.

Action: Post the approved Nov. 22 2022 meeting minutes to the website.

3. Reports and Updates

a. Review and approve Q3 activities and financial reports

The Q3 report was included in the agenda meeting package. Staff reviewed some of the highlights for the October – December period:

1. As Executive Director, Petra went over some administration and governance highlights and mentioned that it was her 2-year work anniversary Feb. 8, 2023. Adding additional staff was a great highlight in the last few months. Caity and Jason are interns from the University of Alberta's Sustainability Council Adaptation and Resiliency Training program. Caity works on the state of drinking water in the Athabasca watershed. Jason is looking at warming waters as an indicator of climate change and what tools municipal planners have to reduce the impact of development on waterbodies. Additionally, Hugh, a SAIT capstone student is preparing a report on ponds and dams in the Athabasca watershed (numbered to be about 140 regulated ponds). Another highlight: We were very happy to have an in-person board meeting in November, our first in two years! Staff performance reviews occurred in December.
2. As Education and Outreach Coordinator, Ashley's highlights were completing a newsletter refresh, the World Water Day social media campaign, receiving the TD FEF grant money to run the X-Stream Science program, and helping to promote the Water Management in Alberta's Boreal conference.
3. As Watershed Science Coordinator, Sarah's highlights were collecting benthic invertebrate samples in October, a fall planting in Jarvie, an open house in Tawatinaw with over 40 attendees, the Pembina watershed working group water quality monitoring project, and finding the interactive atlas files!
4. Petra also provided a financial update for the third quarter (to Dec. 31, 2022). Petra informed the board that every year we receive a core operational grant from Alberta Environment. We are on track to expend our budget by March 31st of this year. We are on track to expend the Watershed Resiliency and Restoration Project funds that we received 3 years ago. Staff have been busy applying for a number of other grants to help in project implementation moving forward, and will be keeping the board posted.

The board approved the activity and financial reports as presented by consensus.

b. Review and approve a 2023-24 core operational budget

Petra presented a preliminary 2023-2024 operating budget (based on previous years), and informed the board that the amount from the Government of Alberta has yet to be confirmed. Petra asked for an increase in core funding for 2023-24. We are going into a new 4-year agreement. WPAC managers met with AEPA Minister Sonya Savage to talk about an increase in funding. There should be an

announcement fairly soon. If additional funds are received (above \$200k), Petra would like to see them go to increase staff wages (including adding a new Project Coordinator position) and to travel (we have more people doing more things). Depending on AEPA funds received, Petra will bring another budget to be approved in June. There was some discussion with a few questions about how WPACs are funded, where we get additional funds from (grants, industry, municipalities, etc.). It was suggested we look to agriculture for dollars (although Petra noted we get in-kind support through our partnerships with West Central Forage Association, ALUS, etc.). It was also requested that we develop a list of all funding to date (Petra noted that she plans on doing this for our 15th year anniversary report for 2024).

The preliminary 2023-24 budget was approved by the board by consensus.

ACTION: Develop and share list of all previous funders with the board to inform continued discussion about potential funding sources.

4. Governance

a. Approve a renewed board terms of reference including an updated vision, mission and values.

Petra went over the Board of Directors Terms of Reference. She noted that a few small changes were needed to provide a bit more clarity.

The vision was adjusted to: “The Athabasca watershed is ecologically healthy, supporting resilient communities and a sustainable economy”. Comments included an appreciation that the statement focuses on the health of the water and is inclusive.

The mission was shortened to: “To demonstrate leadership and facilitate informed decision-making in the Athabasca watershed by bringing stakeholders and Indigenous peoples together to achieve our shared vision”. Comments included that collaboration is a major role for this organization. We bring stakeholders together to work on watershed opportunities.

Finally, values were discussed. Petra noted that the values are the same but for better graphical presentation, they have been combined into 3 statements (rather than a long list).

Board seats were also discussed. Petra proposed changing Small Ag Producer to just “Ag or Industry”. This gives us greater flexibility. The remaining changes were just providing more clarity to environment and stewardship seats.

Petra reminded the group that these are living documents and should be reviewed from time to time. The revised Board Terms of Reference was approved by consensus.

b. Discuss staff, Executive and Board roles in achieving our mission

Petra gave a presentation on the board’s 4 key roles and the tools staff provide to the board to help them in turn, work towards our vision and mission. Thinking about the 4 roles of WPAC organizations can help guide the board. She then asked board members if they feel informed enough to talk about the work of the AWC? A question was asked: do we have a definition of stakeholder anywhere? Petra – it would be great to talk about that at the board meeting.

ACTION: add a stakeholder discussion to the next meeting to inform development of a definition.

5. Engaging Our Sectors (Round Table Updates and Announcements)

Petra asked for a round table of updates from our sectors/ affiliations:

- a. Paula noted that the Crooked Creek Conservancy has a grant to rejuvenate the land trust aspect of their mandate.
- b. Rob is happy to see the Tawatinaw group forming and is looking forward to the 2023 Fort Assiniboine Voyageur Canoe Brigade.
- c. Lorin noted that Lac La Biche County is making good progress on implementing the LLB watershed management plan through an update of their Land Use Bylaw and by working with a multi-stakeholder LLB WMP Implementation Committee (chaired by Brian Deheer).
- d. Kennedy has been working with producers to access the farm climate action fund. She is looking forward to working on the Eco-buffer site together May 25th and May 26th.
- e. Alyssa-mae noted that her community is concerned about the ice road - Peace-River overflow is impacting access to Fort Chipewyan. Last year the winter access road was open just over 30 days. The season keeps getting shorter.
- f. Julie noted there was a lot of push back on an Environmental Reserve bylaw in Lac La Biche. Her and Lorin noted that more education is needed to enlighten shore owners. Education is important.
- g. Brian – the LLB Implementation committee has great support from Lac La Biche County and Indigenous communities. Keepers of the water group are concerned about tailings ponds release. Regulations are being developed.
- h. Laura – Inside Education is hosting a youth conference in Canmore in March. Schools from across Alberta are coming. Fort McMurray and Westlock will be there. Laura is excited to have Ashley there to help out.
- i. Walter noted he is the Chairman of Wild Alberta. He is interested in the concept of having historic markers along the river.
- j. Ida – Athabasca is having a deer study on the Tawatinaw and Muskeg Creek involving schools, Athabasca Watershed Council, and Crooked Creek Conservancy. She also noted that the RCMP will have a 150 birthday this year – maybe an opportunity to collaborate?
- k. Nancy – interested in sport fishing side of the Athabasca watershed. Noted that the Hamlet of Smith is involved in the brigade.

ACTION: Board members think about how to be an ambassador for the Athabasca Watershed Council.

6. Next Steps / Meetings:

Staff provided details on some upcoming events, including Water Management in Alberta's Boreal, the World Water Day webinar, and the Fort Assiniboine Bicentennial Voyageur Canoe Brigade.

Important Dates:

- a. Feb. 15-16 Northern WPACs conference in Grande Prairie
- b. March 22 World Water Day webinar
- c. May 25-26 Sangudo Riparian planting and outreach event (board members please attend!)
- d. June 17/23 – combined in person AGM and board meeting
- e. July 6 – 13 Fort Assiniboine Bicentennial Voyageur Canoe Brigade (a paddle from Whitecourt to Athabasca, with community events in Whitecourt, Blue Ridge, Fort Assiniboine, and Athabasca. There can be 6 to 8 paddlers per canoe, so each team is approximately 12 people.)
- f. Sept. 21/23 – board meeting (in person)
- g. Nov. 23/23 – hybrid
- h. Feb 15/24 - online

Paula adjourned the meeting at 12:02.

Meeting Adjourned.



Delegation Request Form



Name of persons or organization requesting to appear before Council			
Council Meeting Date Requested (please provide 1 st and 2 nd choice)			
Contact Information			
Name			
Address			
Email			
Phone		Cell	
Purpose of Delegation / Presentation			
<input type="checkbox"/> Information sharing			
<input checked="" type="checkbox"/> Request for action, funds, consideration			
<input type="checkbox"/> Other (provide details)			
Topic of discussion (include title and background information)			
Technical Requirements			
<input type="checkbox"/> Computer (for use with memory stick)			
<input type="checkbox"/> Other (what's needed?)			
For Office Use Only			
<input checked="" type="checkbox"/> Added to Agenda		<input type="checkbox"/> Referred to:	
Other Departments required to be in attendance?			
In Camera?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	



Barrhead
Fire Services
Fire Chief's
Quarterly Report
2023 - 1st
Quarter



2023 - 1st Quarter Fire
Services Incidents

Incident Type	Data	COUNTY			2023 COUNTY Total	2022 COUNTY Total	TOW N			TOWN Total	2023 TOTALS
		JAN	FEB	MAR			JAN	FEB	MAR		
ALARMS RINGING	Number of Incidents	2	1	1	4	3	4	7	11	22	26
	Time Total	46min	1hr 44min	2hr 20min	4hr 50min	3hr 6min	3hr 1min	1hr 29min	3hr 36min	8hr 6min	12hr 56min
AMBULANCE ASSIST	Number of Incidents	4	2	3	9	7	14	16	13	43	52
	Time Total	5hr 8min	2hr 11min	4hr 2min	11hr 21min	7hr 24min	10hr 25min	9hr 10min	7hr 39min	27hr 14min	38hr 35min
FIRE RESPONSE	Number of Incidents	1			1	3		1	1	2	3
	Time Total	1hr 3min			1hr 3min	8hr 29min		1hr 5min	41min	1hr 46min	2hr 49min
GRASS/ WILDLAND	Number of Incidents										
	Time Total										
OTHER	Number of Incidents			1	1	1	1			1	2
	Time Total			2hr 23min	2hr 23min	24min	18min			18min	2hr 41min
RESCUE	Number of Incidents										
	Time Total										
HAZARDOUS MATERIALS	Number of Incidents										
	Time Total										
Total Count	Number of Incidents	7	3	5	15	14	19	24	25	68	83
	Time Total	6hr 57min	3hr 55min	8hr 45min	19hr 37min		13hr 44min	11hr 44min	11hr 56min	37hr 24min	57hr 1min
Q#1 GRAND TOTAL Incidents											88

MOTOR VEH COLLISION (Alberta Transportation)	Number of Incidents	3	1		4	5
	Time Total	2hr 37min	1hr		3hr 37min	9hr 12min
MUTUAL AID	Number of Incidents			1	1	
	Time Total			3min	3min	