

1.0 CALL TO ORDER**2.0 APPROVAL OF AGENDA****3.0 MINUTES****3.1 REGULAR MEETING HELD NOVEMBER 21, 2023**[Schedule A](#)**4.0 ACTION ITEMS:****4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-756
NW 11-60-4-W5 (POPLAR ROSE FARM)**

Administration recommends that Council approve subdivision application 23-R-756 proposing to create a 2.02 ha (4.99 acre) farmstead separation within NW 11-60-4-W5 with the conditions as presented.

[Schedule B](#)**4.2 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-757
NE 33-58-2-W5 (MANTEY)**

Administration recommends that Council approve subdivision application 23-R-757 proposing to create a 6.07 ha (15.0 acre) farmstead separation and a fragmented parcel within NE 33-58-2-W5 with the conditions as presented.

[Schedule C](#)**4.3 BRFS FIREWORKS TEAM - COMMUNITY GRANT REQUEST**

Administration recommends that Council approves the application from BRFS Fireworks Team by providing a financial contribution in the amount of \$1,250 under the Community Grants Policy to assist with the fireworks display on New Years Eve.

[Schedule D](#)**4.4 2024 MEMBER-AT-LARGE APPOINTMENTS TO LIBRARY BOARD**

Administration recommends that Council appoint 2 members-at-large to the Barrhead Library Board for a term from January 1, 2024 to December 31, 2026 as recommended by the Barrhead Library Board.

[Schedule E](#)**4.5 2024 APPOINTMENT OF CANDIDATES TO ALUS PARTNERSHIP ADVISORY
COMMITTEE (PAC)**

Administration recommends that:

- Council appoints Lorrie Jespersen as the County of Barrhead ASB member on the PAC as recommended by the ASB
- Council re-appoint Nadine Quedenbaum as the public member from the County of Barrhead
- Council accepts the nominations from Westlock County and County of Athabasca.

[Schedule F](#)**4.6 REAFFIRM HEALTH & SAFETY POLICY AD-001**

Administration recommends that Council reaffirms the Health & Safety Policy AD-001 as presented.

[Schedule G](#)

4.7 PROPOSED AMENDMENT TO POLICY 23-22-005 - BRFS FIRE FIGHTER PAY SCHEDULE

Administration recommends that Council approve the further revisions to Policy 23-22-005.

[Schedule H](#)

4.8 2024 JOINT BUDGET - BARRHEAD REGIONAL AIRPORT

Administration recommends that Council approve the following:

- 2024 Barrhead Johnson Airport Operating Budget in the amount of \$45,875 as amended to include the purchase of new couch for the terminal building, requiring a contribution of \$17,320 from each municipality to be incorporated into the County's 2024 Operating Budget.
- Barrhead Johnson Airport 2025-2027 3-Year Financial Plan as recommended by the Committee for incorporation into the County's Financial Plan.
- 2024 Barrhead Johnson Airport Capital Budget in the amount of \$nil as amended, which includes a contribution of \$nil from each municipality to be incorporated into the County's 2024 Capital Budget.
- Barrhead Johnson Airport 10-Year Capital Plan as recommended by the Committee for incorporation into the County's Capital Plan.

[Schedule I](#)

5.0 REPORTS**5.1 COUNTY MANAGER REPORT**

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

- Resolution Tracking List

[Schedule J](#)

- October AAIP Monthly Status Report

[Schedule K](#)

5.2 PUBLIC WORKS REPORT

(11:00 a.m.)

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

[Schedule L](#)

5.3 COUNCILLOR REPORTS**6.0 INFORMATION ITEMS:****6.1 FCSS Minutes – October 19, 2023**

[Schedule M](#)

7.0 DELEGATIONS**7.1 11:30 a.m. Fire Chief Gary Hove, BRFS – Quarterly Report**

[Schedule N](#)

8.0 ADJOURNMENT

REGULAR MEETING OF COUNCIL - HELD NOVEMBER 21, 2023

Regular Meeting of the Council of the County of Barrhead No. 11 held November 21, 2023 was called to order by Reeve Drozd at 9:02 a.m.

PRESENT

Reeve Doug Drozd
Deputy Reeve Marvin Schatz
Councillor Ron Kleinfeldt
Councillor Bill Lane
Councillor Paul Properzi (left at 12:02 p.m.)
Councillor Walter Preugschas
Councillor Jared Stoik (left at 2:29 p.m.)

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

STAFF

Debbie Oyarzun, County Manager	Tamara Molzahn, Director of Corporate Services
Pam Dodds, Executive Assistant	Ken Hove, Director of Infrastructure
Jenny Bruns, Development Officer	Tara Troock, Development Clerk

ATTENDEES

Karen Gariepy, Executive Director FCSS
Elaine Dickie, Jane Kusal, Kyle Hughes – Barrhead Public Library
Sergeant Bob Dodds & Corporal Fil Vicente – Barrhead RCMP Detachment

Barry Kerton - Town and Country Newspaper

APPROVAL OF AGENDA

2023-387 Moved by Councillor Lane that the agenda be approved as presented.
Carried Unanimously.

MINUTES OF ORGANIZATIONAL MEETING HELD OCTOBER 17, 2023

2023-388 Moved by Councillor Preugschas that the minutes of the Organizational Meeting of Council held October 17, 2023 be approved as circulated.
Carried Unanimously.

MINUTES OF REGULAR MEETING HELD OCTOBER 17, 2023

2023-389 Moved by Councillor Kleinfeldt that the minutes of the Regular Meeting of Council held October 17, 2023 be approved as circulated.
Carried Unanimously.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-733
NE 14-60-3-W5 (MIEDEMA/BIELERT)**

2023-390 Moved by Councillor Preugschas that Council approve subdivision application 23-R-733 proposing to do a boundary adjustment from 4.03 ha (9.96 acre) increasing to 6.07 ha (14.99 acre) within NE 14-60-3-W5 with the conditions as presented.
Carried 5-2.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-746
NW 20-61-4-W5 (RICARD)**

2023-391 Moved by Councillor Properzi that Council approve subdivision application 23-R-746 proposing to create a 1.02 ha (2.52 acre) lot split out of a previously subdivided 10 acre parcel within part of NW 20-61-4-W5 with the conditions as presented except for the width of the “panhandle” driveway which is reduced from 66 ft to 45 ft.
Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD NOVEMBER 21, 2023

LAND USE BYLAW REVIEW PROJECT – WHAT WE HEARD REPORT

- 2023-392 Moved by Councillor Kleinfeldt that Council accept the Land Use Bylaw Review ‘What We Heard Report’ for information.
- Carried Unanimously.

ECONOMIC DEVELOPMENT INITIATIVE - YOLO NOMADS

- 2023-393 Moved by Councillor Preugschas that Council directs Administration to purchase an annual subscription with YOLO Nomads to market and promote the County of Barrhead, including both the resident and worker recruitment module and the investor attraction module.
- Carried Unanimously.

Jenny Bruns and Tara Troock left the meeting at 9:55 a.m.

Ken Hove joined the meeting at 10:00 a.m.

MISTY RIDGE SKI CLUB - COMMUNITY GRANT APPLICATION

- 2023-394 Moved by Councillor Lane that Council approves the application from Misty Ridge Ski Club by providing a financial contribution in the amount of \$2,500 under the Community Grants Policy to assist with snowmaking at the hill.
- Carried 6-1.

PUBLIC WORKS REPORT

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

- 2023-395 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.
- Carried Unanimously.

STIP APPLICATION FUNDING REQUEST WITH ALBERTA TRANSPORTATION FOR BRIDGE FILES 72815,77360, 74538, 74947

- 2023-396 Moved by Councillor Properzi that Council authorizes the Reeve to sign the STIP grant application letters for the 4 structures BF 72815, 77360, 74538, 74974, and further that these bridges are included in the Capital Plan contingent upon available funding.
- Carried Unanimously.

Ken Hove departed the meeting at 10:30 a.m.

RECESS

Reeve Drozd recessed the meeting at 10:30 a.m.

Reeve Drozd reconvened the meeting at 10:38 a.m.

2024 JOINT BUDGET - FCSS

Karen Gariepy, Executive Director FCSS, reviewed the 2024 FCSS operating budget and answered questions from Council.

- 2023-397 Moved by Councillor Properzi that Council approve the 2024 FCSS operating budget of \$648,462 with the County contribution of \$77,149 to be included in the County 2024 Interim Operating budget.
- Carried Unanimously.

Council thanked Karen Gariepy for her report and she departed at 10:48 p.m.

REGULAR MEETING OF COUNCIL - HELD NOVEMBER 21, 2023

IN-CAMERA SESSION

- 2023-398 Moved by Councillor Properzi that Council move in-camera at 10:50 a.m. for discussion on:
Member-at-Large applications - FOIPP s. 19 Confidential Evaluations.
Carried Unanimously.
- 2023-399 Moved by Deputy Reeve Schatz that Council move out of in-camera at 11:07 a.m.
Carried Unanimously.

Tamara Molzahn joined the meeting at 11:10 a.m.

2024 LIBRARY BUDGET

Elaine Dickie, BPL Director, Jane Kusal, Library Board Chair, and Kyle Hughes provided a presentation, reviewed the 2024 FCSS operating budget and answered questions from Council.

- 2023-400 Moved by Councillor Kleinfeldt that Council approves the 2024 Library Operating Budget of \$376,759 with the County contribution of \$141,202 which includes the funding based on \$22.75 per capita and 50% share of utilities to a maximum of \$7,500 be included in the County 2024 Interim Operating Budget.
Carried Unanimously.

Council thanked the delegation for their report and Elaine Dickie, Jane Kusal & Kyle Hughes departed the meeting at 11:34 a.m.

Tamara Molzahn departed the meeting at 11:34 a.m.

DELEGATION – BARRHEAD RCMP DETACHMENT

Sergeant Bob Dodds and Corporal Fil Vicente of the Barrhead RCMP Detachment met with Council to discuss the quarterly statistics and give an update on policing in the community.

- 2023-401 Moved by Councillor Kleinfeldt that Council accepts the report from Sgt Dodds and Cpl Vicente as information.
Carried Unanimously.

Council thanked Sgt Dodds and Cpl Vicente for their report and they departed the meeting at 12:01 p.m.

Councillor Properzi departed the meeting at 12:02 p.m.

LUNCH RECESS

Reeve Drozd recessed the meeting at 12:02 p.m.

Reeve Drozd reconvened the meeting at 1:02 p.m.

2024 MEMBER-AT-LARGE APPOINTMENTS TO COUNCIL COMMITTEES

- 2023-402 Moved by Councillor Preugschas that Valerie Ehrenholz, Grace Huisman, Margaret Gentry-Burton, and Lorrie Jespersen be appointed as public members-at-large on the **Agricultural Service Board**, for the term commencing January 1, 2024 and expiring December 31, 2024.
Carried 6-0.
- 2023-403 Moved by Councillor Kleinfeldt that Valerie Ehrenholz, Rick Mueller, Jim Greilach, Wayne Visser, and Brian Geis each be appointed to the **Agricultural Pests Appeal Committee** for the term commencing January 1, 2024 and expiring December 31, 2024.
Carried 6-0.

REGULAR MEETING OF COUNCIL - HELD NOVEMBER 21, 2023

2023-404 Moved by Councillor Lane that Valerie Ehrenholz, Rick Mueller, Jim Greilach, Wayne Visser, and Brian Geis each be appointed to the **Weed Control Appeal Panel** for the term commencing January 1, 2024 and expiring December 31, 2024.

Carried 6-0.

2023-405 Moved by Deputy Reeve Schatz that Colleen Stein and Tyson Bergsma be appointed as public members-at-large on the **Economic & Community Development Committee** for the term commencing January 1, 2024 and expiring December 31, 2024.

Carried 6-0.

2023-406 Moved by Councillor Stoik that paper ballots used during the incamera discussion for member-at-large appointments be destroyed

Carried 6-0.

2023-407 Moved by Councillor Kleinfeldt that Ivan Kusal be appointed as public member-at-large on the **Barrhead Regional Fire Services Committee** for the term commencing January 1, 2024 and expiring December 31, 2024.

Carried 6-0.

2023-408 Moved by Councillor Lane that Wade Evans and Pete Stupniski be appointed as public members-at-large on the **Barrhead Regional Airport Committee** for the term commencing January 1, 2024 and expiring December 31, 2024.

Carried 6-0.

2023-24 DIRECTOR-AT-LARGE APPOINTMENT TO BRWC

2023-409 Moved by Councillor Preugschas that Council nominates Ivan Kusal to be recommended to the BRWC for appointment to the director-at-large position.

Carried 6-0.

BYLAW ENFORCEMENT OFFICER BYLAW 7-2023

2023-410 Moved by Deputy Reeve Schatz that first reading be given to Bylaw 7-2023 Bylaw Enforcement.

Carried 6-0.

Moved by Councillor Preugschas that Bylaw 7-2023 be given second reading.

2023-411 Moved by Councillor Stoik to amend the title of Bylaw 7-2023 to read Bylaw Enforcement Officer Bylaw instead of Bylaw Enforcement Bylaw.

Carried 6-0.

2023-412 Motion by Councillor Preugschas that Bylaw 7-2023 be given second reading as amended.

Carried 6-0.

2023-413 Moved by Councillor Lane that Bylaw 7-2023 be considered for third and final reading.

Carried 6-0.

2023-414 Moved by Councillor Kleinfeldt that Bylaw Enforcement Officer Bylaw 7-2023 be given third reading.

Carried 6-0.

PROPOSED AMENDMENT TO POLICY 23-22-005 – BARRHEAD REGIONAL FIRE SERVICES (BRFS) FIRE FIGHTER PAY SCHEDULE

2023-415 Moved by Deputy Reeve Schatz that Council approve the revised Policy 23-22-005 – Barrhead Regional Fire Services Fire Fighter Pay Schedule, as recommended by the BFRS Committee.

Carried 6-0.

2024 JOINT BUDGET – BARRHEAD REGIONAL LANDFILL

2023-416 Moved by Councillor Lane that Council approves the 2024 Barrhead Regional Landfill Operating Budget in the amount of \$328,930 as recommended by the Barrhead Regional Landfill Committee, which includes a contribution of \$103,440 from each municipality to be incorporated into the County's 2024 operating budget.

Carried 6-0.

2023-417 Moved by Councillor Preugschas that Council approves the Barrhead Regional Landfill 2025-2027 3-year Financial Plan as recommended by the Committee for incorporation into the County's Financial Plan.

Carried 6-0.

2023-418 Moved by Councillor Lane that Council approves the 2024 Barrhead Regional Landfill Capital Budget in the amount of \$75,000 as recommended by the Barrhead Regional Landfill Committee which includes a contribution of \$37,500 from each municipality to be incorporated into the County's 2024 capital budget.

Carried 6-0.

2023-419 Moved by Councillor Kleinfeldt that Council approves the Barrhead Regional Landfill 10-year Capital Plan as recommended by the Barrhead Regional Landfill Committee for incorporation into the County's Capital Plan.

Carried 6-0.

2024 JOINT BUDGET – BARRHEAD REGIONAL FIRE SERVICES AND EMERGENCY RESPONSE CENTRE

2023-420 Moved by Councillor Lane that Council approves the 2024 Barrhead Regional Fire Services Operating Budget of \$997,970 as recommended by Fire Services Committee which includes County estimated operational contribution of \$553,120 be incorporated into the County's 2024 Operating Budget.

Carried 6-0.

2023-421 Moved by Councillor Preugschas that Council approves the 2024 ERC Operating Budget of \$56,160 as recommended by Fire Services Committee which includes a contribution from each municipality of \$28,080 be incorporated into County's 2024 operating budget.

Carried 6-0.

2023-422 Moved by Deputy Reeve Schatz that Council approves the 2024 Barrhead Regional Fire Services Capital Budget of \$nil as recommended by Fire Services Committee which includes a contribution from each municipality of \$nil be incorporated into County's 2024 capital budget.

Carried 6-0.

2023-423 Moved by Councillor Lane that Council approves the 2024 ERC Capital Budget of \$11,900 as recommended by Fire Services Committee which includes a contribution from each municipality of \$5,950 be incorporated into the County's 2024 Capital Budget.

Carried 6-0.

2023-424 Moved by Councillor Kleinfeldt that Council approves the 3-year Financial Plan for Barrhead Regional Fire Services for incorporation into the County's 3-Year Financial Plan.

Carried 6-0.

REGULAR MEETING OF COUNCIL - HELD NOVEMBER 21, 2023

2023-425 Moved by Deputy Reeve Schatz that Council approves the 3-year Financial Plan for ERC for incorporation into the County's Financial Plan.

Carried 6-0.

2023-426 Moved by Councillor Lane that Council approves the 10-year Capital Plan for Barrhead Regional Fire Services and Emergency Response Centre for incorporation into the County's Capital Plan.

Carried 6-0.

Deputy Reeve Schatz departed the meeting at 2:00 p.m.

RECESS

Reeve Drozd recessed the meeting at 2:00 p.m.

Reeve Drozd reconvened the meeting at 2:05 p.m.

Tamara Molzahn joined the meeting at 2:05 p.m.

Deputy Reeve Schatz rejoined the meeting at 2:08 p.m.

2023 PROJECTS DASHBOARD

2023-427 Moved by Councillor Kleinfeldt that Council receive the Projects Dashboard for information.

Carried 6-0.

DIRECTOR OF CORPORATE SERVICES REPORT

2023-428 Moved by Councillor Lane that Council accept the following Director of Corporate Services reports for information:

- Cash, Investments, & Taxes Receivable Report as of October 31, 2023
- Payments Issued for the month of October 31 2023
- YTD Budget Report for 10 months ending October 31, 2023
- YTD Capital Recap for the period ending October 31, 2023
- Elected Official Remuneration Report as at October 31, 2023

Carried 6-0.

Councillor Stoik and Tamara Molzahn departed the meeting at 2:29 p.m.

REPORT – COUNTY MANAGER

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

- AAIP Rural Renewal Stream
- Committee of the Whole meeting November 23, 2023
- Long Service Awards to be held November 24, 2023
- Budget Meetings will be held on November 29 & 30, 2023
- ICF Meeting with the Town of Barrhead on December 6, 2023
- County Newsletter will be published in December 2023
- New County CPO will be starting December 12, 2023
- Annual Emergency Advisory Committee scheduled for December 14, 2023

2023-429 Moved by Councillor Lane that Council accept the County Manager report for information.

Carried 5-0.

COUNCILLOR REPORTS

Councillor Lane reported on his attendance at an Ag Society meeting, FCSS meeting, Land Use Bylaw Review, Landfill Committee meeting, and Barrhead Regional Airport meeting.

Deputy Reeve Schatz reported on his attendance at the Barrhead Regional Fire Services pre-meeting and regular meeting, Land Use Bylaw Review, RMA Convention, Barrhead Regional Airport meeting, ASB meeting and participation in the Safety COR Audit.

Councillor Kleinfeldt reported on his attendance at the Barrhead Public Library meeting, Land Use Bylaw Review, BARCC meeting, ECDC meeting, Barrhead Regional Fire Services pre-meeting and regular meeting, RMA Convention and participation in the Safety COR Audit.

Councillor Preugschas reported on his attendance at the ASB Regional meeting, ASB Province meeting with Minister, ECDC meeting, Land Use Bylaw Review, RMA Convention, tour of the FCL Refinery, Bloomsbury Hall meeting, SCOP grant webinar, and attending the Family Farm celebration in Edmonton.

Reeve Drozd reported on his attendance at the Land Use Bylaw Review, LEPA meeting, BARCC meeting, Landfill Committee meeting, ECDC meeting, Barrhead Regional Fire Services pre-meeting and regular meeting, BCHS Remembrance Day Service, Quasi-Judicial Advisory Committee meeting, Mayors & Reeves meeting, RMA Convention, Barrhead Remembrance Day Service wreath laying, ASB meeting, Belvedere Hall meeting, K&M Open House, participation in the Safety COR Audit and time spent on County office duties.

ADJOURNMENT

2023-430 Moved by Councillor Lane that the meeting adjourn at 3:09 p.m.

Carried Unanimously.



TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NW 11-60-4-W5
POPLAR ROSE FARM, MUNICIPAL PLANNING FILE NO 23-R-756**

ISSUE:

Application has been received to create a 2.02 ha (4.99 acre) farmstead separation within NW 11-60-4-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires residential parcels normally be a maximum of 10 acres in size and no more than 15 acres at maximum.
- Land was previously unsubdivided and contains a developed yard site.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
 - There will be 4.99 acres taken out for residential purposes.
- Access will be from Road Plan 3594 JY (Township Road 602)
 - Survey and MPS report have incorrectly labeled Road Plan 3594 JY as Twp Rd 601A
 - Remainder parcel requires an approach, cost will be \$2,716.85 plus GST.
- Road widening is required on the western boundary as well as adjacent to Road Plan 3594 JY.
- Reserves are not due as this is the 1st parcel out of the quarter.
- Wetlands may impact both parcels however suitable building sites appear to exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead pursuant to Section 655 of the *Municipal Government Act*, as amended, which land acquisition agreement shall include provision that the County will acquire a 17 ft wide future road widening on the western boundary of the quarter section and adjacent to Road Plan 3594 JY (Twp Rd 602). 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.
3. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation, AR 84/2022*, submit to the County of Barrhead and the Subdivision Authority:

- a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed parcel, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
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 23-R-756 proposing to create a 2.02 ha (4.99 acre) farmstead separation within NW 11-60-4-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-756

DATE RECEIVED: SEP 05 2023

DEEMED COMPLETE: Sept 21, 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 Poplar Rose Farms Ltd. C/O Paul Stoik Address, Phone Number, and Fax Number [REDACTED]
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 1A1 780-674-2287

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
 ALL PART of the NW ¼ SEC. 11 TWP. 60 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 63.07 hectares (155.98 acres)
 Municipal address (if applicable) 4117 Twp. Rd. 602

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: 33
- 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: Lake No. 11
- 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>AG-Agricultural</u>	<u>CR-Country Residential</u>	<u>AG-Agricultural</u>

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

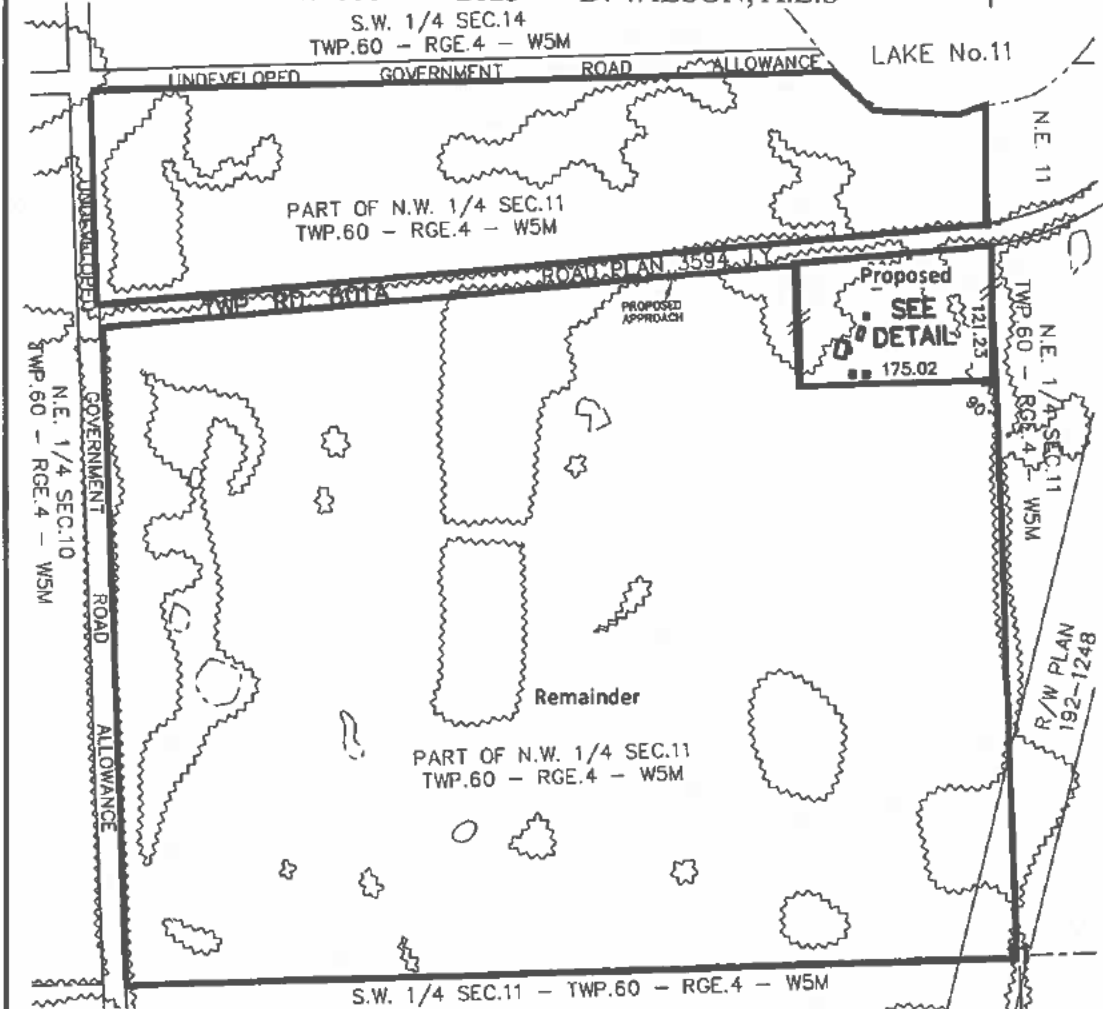
Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
<u>Mixed</u>	<u>Brush, Shrubs, Woodlots, Lake No.11</u>	<u>Gray Wooded</u>

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. |
|---|--|
| <u>House, Building, Shop, & 3 Sheds</u> | <u>Existing Septic System to be replaced and made to comply. Water Well.</u> |

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.

Signature [Signature] Date Sept. 1/23

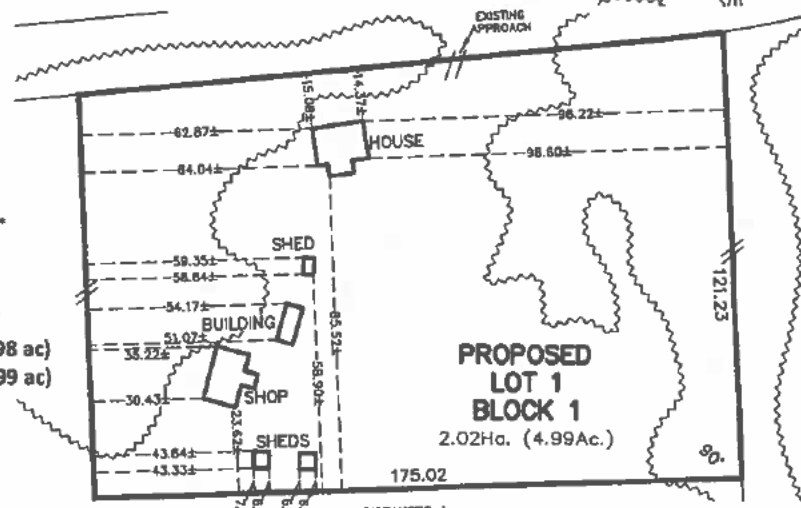
PLAN SHOWING PROPOSED SUBDIVISION OF
 PART OF N.W. 1/4 SEC.11 - TWP.60 - RGE.4 - W5M
 COUNTY OF BARRHEAD No. 11
 SCALE:1:5000 2023 D. WILSON, A.L.S



DETAIL
 1:1500

** EXISTING IMPROVEMENT **
 ** LOCATIONS ARE APPROXIMATE **

Titled Area: 63.07 ha (155.98 ac)
 Proposed Area: 2.02 ha (4.99 ac)



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: 23119 DATE: MAY 9, 2023

Subdivision Report



FILE INFORMATION

File Number: 23-R-756
Municipality: County of Barrhead
Legal: Pt. NW 11-60-4-W5
Applicants: Nate Wilson
Owners: Poplar Rose Farms Ltd.

Date Acknowledged: Sept. 21, 2023
Referral Date: Sept. 21, 2023
Decision Due Date: Nov. 20, 2023
Rev. Decision Due Date: Dec. 20, 2023
Date of Report: Nov. 29, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 5.5% and 49%

Gross Area of Parcel: 63.07 ha (155.98 ac.)
Net Area of Lot: 2.02 ha (4.99 ac.)
Reserve Status: Not Required – 1st parcel out (>16 ha in area)

1. SITE DESCRIPTION AND ANALYSIS

This proposal would subdivide a developed, 2.02 ha (4.99 ac.) parcel for country residential use from a previously unsubdivided, 63.07 ha (155.98 ac.) agricultural quarter section from which part of Lake No. 11 and a forced road have previously been removed.

The proposed parcel is rectangular in shape and is in the northeastern portion of the quarter section adjacent to Twp. Rd. 601A.

The subject site is roughly 3 miles northwest of the Town of Barrhead central portion of the County of Barrhead.

Access to the proposed parcel and the remainder will be from RR TWP Rd. 601A. 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; or
- Abandoned wells or pipelines

The site may be affected by:

- A powerline (AB Powerline General Partner Ltd.); and
- Wetlands

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

The proposed lot includes a house, shop, and sheds. The PSDS type has not been disclosed on the application, however the applicant has indicated that they recognize the system will have to be replaced as a condition of subdivision approval. Water is provided via a well. There appears to be a suitable building site on the proposed parcel.

The remainder is undeveloped and contains cultivated lands, some treed areas and wetlands. The remainder appears suitable for the proposed use (agriculture).

The County assessment sheets show the subject quarter section as being 46.9 ac. at 5.5%, and 106.0 ac. at 49%. The proposed parcel is already developed. In the opinion of the planner, the subdivision of an existing yard site should not significantly impact the agricultural capability of the balance of the quarter section.

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

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
Co. of Barrhead	<ul style="list-style-type: none"> • Development Agreement required for road widening (TWP Rd. 601A and western road allowance) • Accesses and approaches required • MR is not required • Property taxes are not outstanding • The proposal conforms to the County's LUB and MDP • A private sewage inspection is required • Site is not within 1.5 km of sour gas facility • Site is within not 2 miles of a CFO
Forestry & Parks	<ul style="list-style-type: none"> • No concerns
AER	<ul style="list-style-type: none"> • No comments provided. • The application has indicated that the site is not affected by a sour gas facility • Applicant has indicated that there are no abandoned wells on the site.
AB Transportation and Economic Corridors	<ul style="list-style-type: none"> • The requirements of Section 18 area et, therefore no variance is required. The departments expects that the municipality will mitigate the impacts from the proposal to the highway system pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the MGA. • The requirements of Section 19 of the Regulation have not been met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. • Pursuant to Section 20(0) of the Regulation, Transportation and Economic Corridors grants approval to the subdivision authority to vary the requirements of Section 19 of the Regulation.
Canada Post	<ul style="list-style-type: none"> • No response
Wildrose REA	<ul style="list-style-type: none"> • No response
AB Powerline General Partner Ltd.	<ul style="list-style-type: none"> • No response
Town of Barrhead	<ul style="list-style-type: none"> • No response
Fortis AB	<ul style="list-style-type: none"> • No objections • No easement is required
Telus Communications	<ul style="list-style-type: none"> • No objections
Apex Utilities	<ul style="list-style-type: none"> • No objections
Pembina Hills Reg. School Division	<ul style="list-style-type: none"> • No objections

Adjacent landowners were notified on September 21, 2023. *No comments 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. 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 would create a total of 1 parcel for country residential use and 1 agricultural parcel. It will remove a total area of 2.02 ha (4.99 ac.) for CR use from the quarter section.

The proposed subdivision will create a 2nd titled area on the quarter section. **Therefore, the proposed subdivision conforms to Section 3.2.3(15) of the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead Land Use Bylaw. Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0.). **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND SDR REQUIREMENTS

Section 8 of the Subdivision and Development Regulation 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 7 of the Regulation. Section 7 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 9 through 16 of the Subdivision and Development Regulation are satisfied.

Since Section 663 of the Municipal Government Act applies and Reserves are not due.

Since the proposed parcel is within the referral areas of AB Transportation and Economic Corridors and is affected by a powerline, water body (lake No. 11) and wetlands, 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
2. Accesses and approaches to the satisfaction of the County
3. Private Sewage Inspection and RPR
4. 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 pursuant to Section 655 of the Municipal Government Act, 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 and adjacent to TWP RD. 601A. 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.
3. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed parcel, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
4. 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 33-58-2-W5
MANTAY, MUNICIPAL PLANNING FILE NO 23-R-757**

ISSUE:

Application has been received to create a 6.07 ha (15.0 acre) farmstead separation and a fragmented parcel within NE 33-58-2-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires residential parcels normally be a maximum of 10 acres in size and no more than 15 acres at maximum.
- Land was previously unsubdivided and contains a developed yard site.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
 - There will be 15 acres taken out for residential purposes.
 - There are no size requirements for fragmented parcels.
- Accesses will be from Highway 654 and Range Road 23.
 - Approach to proposed lot 1 requires improvements, at a cost of \$1,465.06 plus GST.
 - Alberta Transportation is requesting a 30 m service road caveat to be registered on title.
- Road widening is required on the eastern boundary.
- Reserves are due as this creates 2 parcels out of the quarter, market value \$4,200 per acre.
- Wetlands may impact both parcels however suitable building sites appear to exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead pursuant to Section 655 of the *MGA*, as amended, which land acquisition agreement shall include provision that the County will acquire a 17 ft wide future road widening on the eastern boundary of the quarter section adjacent to RR 23. 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.

3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation for the provision of a 30 m wide service road right of way adjacent to the right of way of Highway 654 throughout NE 33-58-2-W5. 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.
4. That in accordance with Sections 661, 666, and 667 of the *MGA*, 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. The amount has been calculated as follows:

Total area of the proposed parcel = 6.06 ha (15.0 ac.)

10% of the area of the proposed parcel = 0.606 ha (1.5 ac.)

Estimated market value per ac. = \$ 4,200

Money-in-place of reserve = 10% area x market value = \$6,300

This sum of money shall be forwarded to the County of Barrhead and accounted for by them in accordance with Section 671(4) of the *MGA*.

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. 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.

5. That prior to endorsement the registered owner and/or developer pay the County of Barrhead the outstanding appraisal fee of \$100.00.
6. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. Certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed remainder, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
7. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve the subdivision application 23-R-757 proposing to create a 6.07 ha (15.0 acre) farmstead separation and a fragmented parcel within NE 33-58-2-W5 with the conditions as presented.

DATE RECEIVED: Sept 11, 2023

DEEMED COMPLETE: Sept 26, 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
 Talita Mantley [REDACTED] Address, Phone Number, and Fax Number
[REDACTED]

2. Name of person authorized to act on behalf of owner (if any)
 Don Wilson Surveys Ltd.; Nate Wilson Address, Phone Number, and Fax Number
 Box 4120, Barrhead, AB T7N 1A1

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
 ALL PART of the NE 1/4 SEC. 33 TWP. 58 RANGE 02 WEST OF 5 MERIDIAN.
 Being ALL PART of LOT BLOCK REG. PLAN NO. C.O.T. NO. 212 215 321 +2
 Area of the above parcel of land to be subdivided 62.69 hectares (154.91 acres)
 Municipal address (if applicable) 58530 Rge. Rd. 23

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: 654
 d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES NO
 If 'YES', the name of the water body/course is: Unnamed Creek & Dugout
 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	AG <u>PCR</u>	AG

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

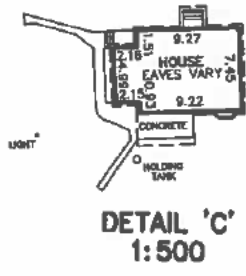
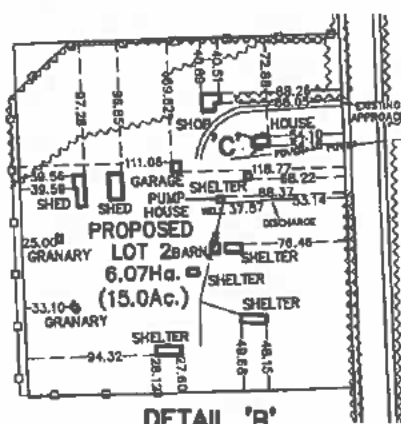
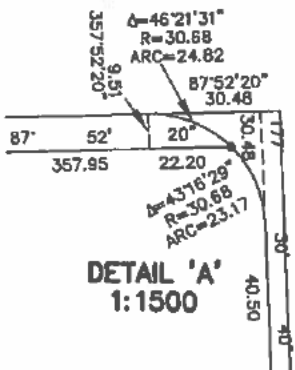
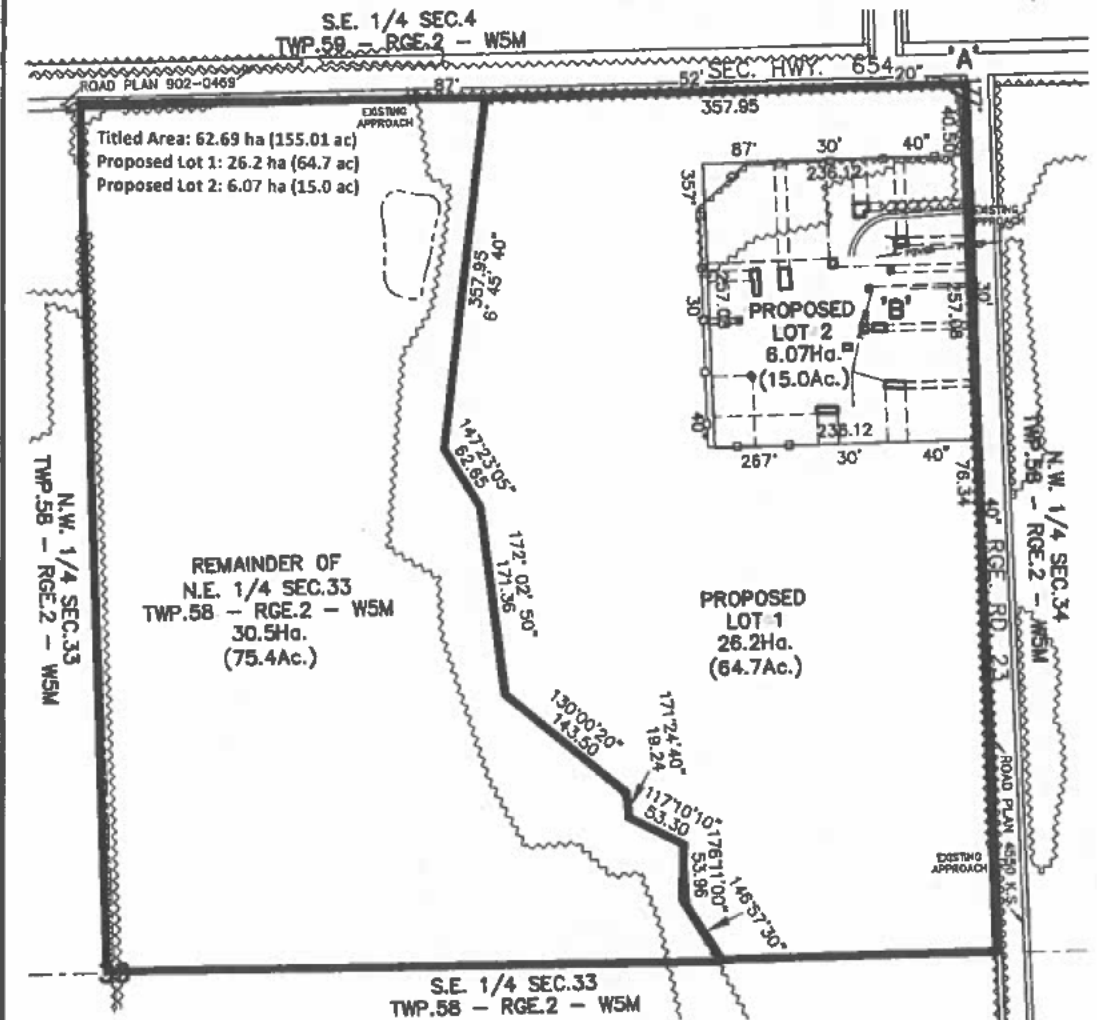
Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
Mixed	Mostly open with creek and bush line	Mixed grey wooded

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.
Grain Bins will be moved. House, Garage, Barn, sheds, shop, Multiple shelters not to be demolished or moved.	Water Well & Surface Discharge

8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
 Nate Wilson for Don Wilson Surveys Ltd. hereby certify that I am the registered owner OR I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.
 Signature [Signature] Date March 3/23

PLAN SHOWING PROPOSED SUBDIVISION OF
 N.E. 1/4 SEC.33 - TWP.58 - RGE.2 - W5M
 COUNTY OF BARRHEAD No. 11
 SCALE:1:5000 2023 D. WILSON, A.L.S



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 SURVEY'S LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FILE: 23036 DATE: MARCH 3, 2023

Subdivision Report



FILE INFORMATION

File Number: 23-R-757
Municipality: County of Barrhead
Legal: NE 33-58-2-W5
Applicants: Don Wilson Surveys
Owners: Talita Mantey

Date Acknowledged: Sep. 26, 2023
Referral Date: Sep. 26, 2023
Decision Due Date: Nov. 25, 2023
Date of Report: Nov. 29, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 7% and 42%

Gross Area of Parcel: 62.69ha (155.0 ac.)
Net Area of Lot 1: 26.2 ha (64.7 ac.)
Net Area of Lot 2: 6.07 ha (15.0 ac.)
Reserve Status: Required for Lot 2

1. SITE DESCRIPTION AND ANALYSIS

This proposal would subdivide a previously unsubdivided agricultural quarter section into two (2) vacant agricultural lots and a developed CR use lot. The proposed boundary of the agricultural lots is a natural fragment. The fragmenting feature is a seasonal watercourse and ravine. The proposed subdivision will increase the number of titles within the quarter section from 1 to 3.

The subject site is adjacent to RR 23 (eastern boundary) and HWY 654 (northern boundary). Access to proposed Lot 1 (agricultural lot) and the remainder will be from HWY 654. Access to proposed lot 2 (CR lot), will continue to be from RR 23. The site is in the western portion of the County of Barrhead, approximately 1.5 miles east of the Pembina River and 3 miles west of Weslock County.

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

- An identified historic resource;
- Flood hazards lands;
- Abandoned wells;
- A license, permit, approval, or other registration issued under the *Water Act*, R.S.A. 2000, c. W-3, as amended, and the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c. E-12, as amended, or
- Active wells or pipelines.

Additionally, the site is **not within:**

- 1.5 km of a sour gas facility
- 2 miles of an existing or proposed CFO

The subject site is affected by:

- Hwy 654 (northern boundary); and
- A watercourse/wetlands and ravine which fragments the quarter section into an east half and a west half.

A site visit was undertaken by the County's planner and the applicant/surveyor in the fall of 2023 to assess the status of the fragment. Following the site visit, the surveyor flew the fragment with a drone to provide additional information about the extent of the ravine. Following the site visit and after reviewing the additional photos provided by the applicant, the County's planner is in agreement that the ravine is not traversable using farm equipment and that it may be considered a natural fragment.

Proposed Lot 1 is vacant and contains predominately cultivated land. The proposed western boundary is a ravine and treed area which includes a seasonal watercourse/wetland. From the tentative plan, there appears to be an existing approach from RR 23 into Lot 1. The proposed lot appears to be suitable for the proposed use (agricultural).

Proposed Lot 2 is developed and contains a house, shop, garage and outbuildings. The site is serviced by a well and open discharge PSDS. Lot 2 is adjacent to RR 23 and there appears to be an existing approach. The proposed lot appears to be suitable for the proposed use (CR).

The proposed remainder contains predominately cultivated land. Access to the remainder will be from Hwy 654. AB Transportation and Economic Corridors has indicated that they will require the registration of caveat re: service road extending across the entire highway frontage of the quarter section. The proposed lot appears to be suitable for the proposed use (agricultural) and with the conditions from AB Transportation and Economic Corridors, access requirements can be met.

The County assessment sheets show the subject site as being comprised of 15 acres of agricultural land at 7% lands and 137 ac. of agricultural land at 42% lands. The quarter section contains predominantly good farmland.

In the opinion of the planner, the subdivision should not significantly impact the agricultural capability of the quarter section.

The proposed subdivision appears reasonable. There appears to be reasonable building sites on the proposed parcels and on the remainder of the titled area and access requirements can be met.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
Co. of Barrhead	<ul style="list-style-type: none">• Development Agreement required re: land acquisition for road widening along the eastern boundary (RR 23)• Accesses and approaches required

	<ul style="list-style-type: none"> • Reserves are required; the County has requested money in lieu of land. (Value TBD) • PSDS Inspection is required • Proposal conforms to the County’s MDP and LUB • Site is not within 1.5 km of a sour gas facility • Site is not within 2 miles of an existing or proposed CFO • Property taxes are not outstanding
Alberta Forestry & Parks	<ul style="list-style-type: none"> • No objections.
Alberta Energy Regulator	<ul style="list-style-type: none"> • No comments provided. • The application has indicated that the site is not affected by a sour gas facility • Applicant has indicated that there are no abandoned wells on the site.
AB Transportation & Economic Corridors	<ul style="list-style-type: none"> • The requirements of Section 18 of the Regulation are not met. • Minimal impacts on the highway are anticipated resulting from this proposal. • The department grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation. • The requirements of Section 19 of the Regulation are not met. • To ensure future access management requirements are met a service road is required. • To satisfy Section 15 of the Regulation, dedication of a 30 m service road right or way by caveat is required adjacent to the highway frontage throughout the subject site as shown on the attached plan.
Canada Post	<ul style="list-style-type: none"> • No response
Westlock County	<ul style="list-style-type: none"> • No objections • The County may wish to consider requiring an ERE along the creek/natural fragment.
Wildrose REA	<ul style="list-style-type: none"> • No response.
FortisAlberta	<ul style="list-style-type: none"> • No objections • 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.
Telus Communications	<ul style="list-style-type: none"> • No objections.
Apex Utilities	<ul style="list-style-type: none"> • No objections. • Please notify Alberta 1st Call at (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.
Pembina Hills Reg. School Division	<ul style="list-style-type: none"> • No objections

	<ul style="list-style-type: none"> • No Reserves requested.
Alberta Health Services	<ul style="list-style-type: none"> • No objections • AHS notes that there are two [water] wells located within NE 33-58-2-W5 as per the GOA Water Well Database. • The proposal will result in create of smaller parcels. Reduction in parcel sizes may impact current and future wastewater disposal methods. • Water wells that support water intended for human consumption should not be created with the required setback distances from landfills, sewage lagoons, or PSDSs.

Adjacent landowners were notified on September 26, 2023. *No comments 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. Farming is the intended use of the land. The subdivision of fragmented parcels is allowed under the following conditions:

- The lots have access to a developed County road (or Highway);
- The lots have a minimum 1.0 ac. of developable land and a suitable building site; and
- The total lot density within the quarter section does not exceed 4 lots.

The proposed subdivision satisfies these conditions and therefore conforms to **Section 3.2.3(21) of the County MDP.**

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 would create a total of 1 parcel for country residential use and 2 agricultural parcels. It will remove a total area of 6.0 ha (15.0 ac.) for CR use from the quarter section.

The proposed subdivision will create three titled areas within the quarter section. **Therefore, the proposed subdivision conforms to Section 3.2.3(15) of the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead Land Use Bylaw. Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0.). **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND SDR REQUIREMENTS

Section 8 of the *Subdivision and Development Regulation*, AR 43/2002 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 7 of the *Regulation*. Section 7 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*, AR 229/1997; 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*, AR 229/1997
- use of land in vicinity
- other matters

the proposed subdivision appears satisfactory.

A note following the decision indicates the Subdivision Authority's consideration of these matters and satisfy the *Regulation* in this regard.

Sections 9 through 16 of the *Subdivision and Development Regulation* are satisfied.

Section 663(a) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, applies to the proposed subdivision and Reserves are not due for the proposed lot.

APPEAL BOARD

The subject site is not in the Green Area, does not contain an approved confined feeding operation, and is not within the setback distance to a landfill or wastewater treatment facility.

MPS notes that the Energy Resources Conservation Board (ERCB) and the Alberta Energy and Utilities Board (AEUB) are now the Alberta Energy Regulator (AER). The site does not contain facilities with AER licenses, and is not affected by s. 678(2)(a)(i)(C) of the Act. MPS notes we are unable to determine if the subject is site is affected by s. 678(2)(a)(i)(C) of the Act with respect to AUC approvals.

MPS reviewed the Alberta Environment & Parks Authorization (AEP) Viewer, which did not identify any Registrations for Traditional Agriculture Users issued under the Water Act of approvals pursuant to the Environmental Protection and Enhancement Act. The subject site is not affected by s. 678(2)(a)(i)(D) of the Act.

The subject site is adjacent to Highway 654 and may contain a seasonal water course and wetlands identified during the ortho photo analysis. Therefore, in the opinion of the planner, appeal lies to the Land and Property Rights Tribunal.

RESERVES

The ability to take Reserves is noted above.

4. SUMMARY

The proposed subdivision is for agricultural 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
2. Accesses and approaches to the satisfaction of the County and AT
3. Service Road Caveat
4. MR
5. MR appraisal Fee
6. Private Sewage Inspections
7. 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 pursuant to Section 655 of the Municipal Government Act, 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 adjacent to RR 23. 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.
3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation for the provision of a 30 metre wide service road right of way adjacent to the right of way of Highway 654 throughout NE 33-58-2-W5. 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.
4. That in accordance with Sections 661, 666, and 667 of the Municipal Government Act, 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. The amount has been calculated as follows:

Total area of the proposed parcel = 6.06 ha (15.0 ac.)
10% of the area of the proposed parcel = 0.606 ha (1.5 ac.)
Estimated market value per ac. = \$ 4200
Money-in-place of reserve = 10% area x market value = \$ 6300

This sum of money shall be forwarded to the County of Barrhead 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. 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.

5. That prior to endorsement the registered owner and/or developer pay the County of Barrhead the outstanding appraisal fee of \$100.00.
6. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84/2022, submit to the County of Barrhead and the Subdivision Authority:
 - a. Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed remainder, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
7. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

1. Application
2. Location map
3. Site plan
4. Proposed Tentative Plan of Subdivision
5. **Schedule A from AB Transportation and Economic Corridors**



TO: COUNCIL

RE: BRFS FIREWORKS TEAM - COMMUNITY GRANT REQUEST

ISSUE:

Barrhead Regional Fires Services (BRFS) Fireworks Team is applying for a Community Grant to assist with this years New Years Eve fireworks display.

BACKGROUND:

- BRFS Fireworks Team is a volunteer organization that has been providing firework displays to the community for several years (since 2012) on New Years Eve and Canada Day.
- Historically the Town of Barrhead Recreation Department funds this event and has allotted \$5,000 to it this year.
- The cost of the fireworks has risen, and the team is looking for additional funding to continue providing a quality show for the public.

ANALYSIS:

- Application (attached) was considered under Policy AD-002 Community Grants.
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
 - ✓ A volunteer group, service club or community group that provides service readily available to the general public of the County
 - ✓ Is in good standing with the County
 - ✓ Needs financial support to complete the project
 - ✓ Demonstrates value or benefit to the community by providing a community event that can be attended by all ages.
- Application was considered under section 5.1 as an event & sponsorship (vs project).
- Application was assessed based on the criteria outlines in section 5.2 as follows:
 - ✓ Benefit to community – provides an event that can be enjoyed by everyone
 - ✓ Other sources of funding, financial viability and community involvement – applicant is providing over 80% of the project cost with other funding and volunteer hours
- Project is eligible under section 5.3 and 5.4 as follows:
 - ✓ Matching requirement has been met.
 - ✓ Project is to take place prior to end of 2023.
- This is the 10th application for the 2023 budget year

- Financial implications with the approval of this application:

2023 Community Grant Budget	\$15,000
Dispersed in 2023	(\$13,750)
Current Balance	\$1,250
Application (BRFS Fireworks Team)	\$1,250
Balance Remaining for 2023 if approved	\$0

STRATEGIC ALIGNMENT:

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

PILLAR 3 Rural Lifestyle

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

Goal 3.2 County promotes & celebrates success/achievements

PILLAR 4 Governance & Leadership

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

Goal 4.3 County demonstrates leadership.

ADMINISTRATION RECOMMENDS THAT:

Council approves the application from BRFS Fireworks Team by providing a financial contribution in the amount of \$1,250 under the Community Grants Policy to assist with the fireworks display on New Years Eve.



Community Grant Application Form

Application Information

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

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

Applicant Information

Name of Organization: _____

Mailing Address: _____
Street Address

City Province Postal Code

Phone Number: _____ Email: _____

Contact Name: _____

Position or Title: _____

Phone Number: _____ Email: _____

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

If yes: Alberta Registry Number: _____

Date of Incorporation: _____

Project Information

Name of Project or Event: _____

Start Date: _____ Completion Date: _____

Location of Project or Event: _____



Community Grant Application Form

Describe Your Project or Event:

Goals:

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

Target population (Children, youth, adults, seniors, families): _____

Describe how this project will benefit the community:

Financial Information

Project Funding:

Funds Requested from the County of Barrhead:

Cash: _____ \$ _____

In-Kind: _____ \$ _____

Total Requested: _____ **\$** _____

(Maximum \$2,500)

Funds from Other Sources:

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

Own Funds: _____ \$ _____

Fundraising: _____ \$ _____

Volunteer Hours \$ 20/ Hr x _____ Hours = \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Total From Other Sources: _____ **\$** _____

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

Total Project Funding: _____ **\$** _____

(Total Requested Funding + Total from Other Sources)



Community Grant Application Form

For Office Use Only

Application Reviewed and Approved Grant Number: 2023-10

Application Reviewed and Denied Council Resolution No. : _____

Funding Requested: \$ _____

Funding Approved: \$ _____ Letter Sent: _____

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

Signature of Authorized County Representative Date

Print Name and Title of Authorized County Representative



Grant Application #: 2023-10

Resolution #: _____

Community Grant Declaration

Name of Organization: _____ ("the Organization")

The Organization declares that:

The information contained in its application is complete and accurate.

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

The Organization agrees to the following terms and conditions:

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

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


Signature

Print Name

Date

Signature

Print Name

Date



TO: COUNCIL

RE: 2024 MEMBER-AT-LARGE APPOINTMENTS TO LIBRARY BOARD

ISSUE:

Current term is expiring for 2 members-at-large for the Barrhead Library Board and new appointments are required.

BACKGROUND:

- Advertising for member-at-large position was posted on the County website, in the Barrhead Leader, and by a BARRC Alert.
- Town and County of Barrhead entered into an agreement for an Intermunicipal Library Board on February 14, 2012.
 - Requires 7 members at large who may be residents of either the County of Barrhead or the Town of Barrhead, one of which shall be from the Neerlandia Library Society.
 - 2 positions will be vacant as of December 31, 2023 due to a resignation and current term ending.
- October 17, 2023 – Council for the County of Barrhead appointed Councillor Kleinfeldt as the County representative on the Barrhead Public Library Board.
- New member-at-large appointments are for a 3-year term expiring December 31, 2026.

ANALYSIS:

- 3 applications were received for the board positions.
- November 21, 2023 - Barrhead Library Board was consulted regarding member-at-large appointments.
- Council’s consideration of the recommendation from the Barrhead Library Board and evaluation of applicants will require Council to move to an in-camera session under *FOIPP s. 19 Confidential Evaluations* during the December 5, 2023 regular meeting of Council (*applications will be provided to Council under separate cover*)

STRATEGIC ALIGNMENT:

Appointment of public members to boards and committees to represent the County aligns with the County 2022 – 2026 Strategic Plan as follows:

PILLAR	4 Governance & Leadership
Outcome	<i>4 Council is transparent & accountable.</i>
Goal	4.2 County demonstrates open & accountable government.
Goal	4.3 County demonstrates leadership.

ADMINISTRATION RECOMMENDS THAT:

Council appoint 2 members-at-large to the Barrhead Library Board for a term from January 1, 2024 to December 31, 2026 as recommended by the Barrhead Library Board.

TO: COUNCIL

RE: 2024 APPOINTMENT OF CANDIDATES TO ALUS PARTNERSHIP ADVISORY COMMITTEE (PAC)

ISSUE:

Representatives from the County of Barrhead needs to be appointed to the ALUS Partnership Advisory Committee (PAC) and the PAC appointments from the partnering municipalities' need to be accepted.

BACKGROUND:

- It is a requirement to have a PAC in place to participate in the ALUS program, as stated in the Memorandum of Understanding (MOU) signed November 12, 2021
- County of Barrhead Council, as the administrative partner for the ALUS program, reviewed recommendations from PAC and approved the Terms of Reference (TOR).
- Section 3.3 of the TOR states that the PAC structure shall consist of 6 voting members with representation from each municipal partner as follows:
 - One (1) producer and one (1) ASB member or elected official from the County of Barrhead,
 - One (1) producer and one (1) ASB member or elected official from Westlock County,
 - One (1) producer and one (1) ASB member or elected official from Athabasca County.
- Section 3.6 of the TOR states that the PAC will include the following non-voting members:
 - Maximum of 2 representatives from relevant non-government organizations
- October 2023 - Public member vacancies for PAC were advertised in the local paper, County website, BARCC alert, and the ALUS-BWA Facebook page.

ANALYSIS:

- November 14, 2023 – County of Barrhead ASB nominated Lorrie Jespersen as the ASB member to sit on the PAC.
- One (1) County of Barrhead ratepayer has expressed interest in sitting on the PAC as the public member.
- PAC members should be representative of the diversity of farming operations within the ALUS group and experience with community engagement is considered to be a valuable asset.
- PAC is responsible for making decisions on the ALUS Barrhead-Westlock-Athabasca program that and set priorities for projects that will take place in the immediate future.
- All members of PAC should be familiar with agriculture and environmental/conservation issues.
- New appointments will expire December 31, 2025.

- Representation from the partnering municipalities and the potential candidates from the County of Barrhead are as follows

County	Nomination
Athabasca	Councillor Rob Minns
	Kelly Olson
Westlock	ASB member Mike Montgomery
	Dean Weigand
Barrhead	Lorrie Jespersen (as recommended by the ASB)
	1 applicant for public member - Nadine Quedenbaum

- Kerri O'Shaughnessy, Riparian Specialist from the Alberta Riparian Habitat Management Society (Cows and Fish) will be on the PAC as a non-voting member.

STRATEGIC ALIGNMENT:

Consideration of the applicants and appointment of members to the ALUS PAC Committee aligns with the County 2022 – 2026 Strategic Plan as follows:

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 3.4 County protects & preserves the environment.

PILLAR 4 Governance & Leadership

Outcome 4 Council is transparent & accountable.

Goal 4.3 County demonstrates leadership.

ADMINISTRATION RECOMMENDS THAT:

- Council appoints Lorrie Jespersen as the County of Barrhead ASB member on the PAC as recommended by the ASB
- Council re-appoint Nadine Quedenbaum as the public member from the County of Barrhead
- Council accepts the nominations from Westlock County and County of Athabasca.



TO: COUNCIL

RE: REAFFIRM HEALTH & SAFETY POLICY AD-001

ISSUE:

Council annually acknowledges commitment to the County Health & Safety Management System by reaffirming the Health & Safety Policy AD-001.

BACKGROUND:

- November 17, 2020 – Council repealed Bylaw 9-2010 Safety Committee and approved the Health & Safety Policy AD-001 which rescinded Policy 2.28 Safety & Loss Control.
 - These steps ensured the County was compliant with *OH&S Act*.
- November 16, 2021 – Council reviewed and accepted the changes to the Health & Safety Policy as recommended by the committee.
- December 6, 2022 – Council reaffirmed the Health & Safety Policy with no changes.
- October 25, 2023 - Joint Workplace Health & Safety Committee (JWHSC) members reviewed the Health & Safety Policy AD-001 and did not recommend any changes.

ANALYSIS:

- No changes or revisions are required/recommended to this current version of policy AD-0001
- Next review will take place in 2024 unless an earlier review is required due to an incident, changes to legislation or recommended by the JWHSC.

STRATEGIC ALIGNMENT:

Council’s annual affirmation of the Health & Safety Policy aligns with the County 2022 – 2026 Strategic Plan as follows:

PILLAR	4 Governance & Leadership
Outcome	<i>4 Council is transparent & accountable.</i>
Goal	4.1 County improves risk management.

ADMINISTRATION RECOMMENDS THAT:

Council reaffirms the Health & Safety Policy AD-001 as presented.



Policy Title: Health & Safety

Policy Number: AD-001 **Functional Area:** Administration

PURPOSE

The County of Barrhead is committed to a comprehensive Health & Safety Management System that protects its workers, and others including the general public that enter County worksites.

POLICY STATEMENT

The County of Barrhead No. 11 recognizes the importance of the physical, psychological, and social well-being of all employees. The employer, supervisors, and workers at all levels are responsible and accountable for the County's health and safety performance.

The primary goal of the County of Barrhead Health & Safety Management System is to ensure a safe and healthy environment for its employees, contractors, and visitors which prevents occupational illness and injury in the workplace.

SCOPE

The Health & Safety Policy AD-001 applies to the following within the County of Barrhead:

- Council
- CAO
- Managers and supervisors
- Non-management employees (Workers)
- Joint Workplace Health & Safety Committee
- Safety Coordinator
- Contractors and other parties at County worksites

DEFINITIONS

- a) "CAO" means the County Manager for the County of Barrhead as appointed by Council;
- b) "Worker" means a person who is filling a full-time, part-time, contracted, or casual position for the County;
- c) "Joint Workplace Health & Safety Committee" also known as the JWHSC means the Committee consisting of Employer and Worker representatives as required under the *Occupational Health & Safety Act*;
- d) "Alberta Occupational Health & Safety Act" also known as OHS Act and associated *Regulations and Code*, provincial legislation mandating workplace health and safety;
- e) "Safety Coordinator" means the worker designated by the CAO to coordinate and maintain the Health & Safety Management System for the County of Barrhead.

GUIDELINES

1. County workers and all parties such as but not limited to, contractors, suppliers or service providers at a County worksite are expected to be familiar and comply with:
 - a) County of Barrhead policies, administrative directives, and procedures
 - b) *Alberta Occupational Health & Safety Act, Regulation and Code*
 - c) All other legislation and best practices that pertain to the work they are responsible for

2. Responsibilities

- a. Council shall:
 - i) Approve the Health & Safety Policy to ensure policy remains current and Council's commitment is renewed
- b. County Manager (CAO) or designate shall:
 - i) Ensure that Managers and Supervisors receive the resources and direction required to perform in accordance with this policy,
 - ii) Visibly promote and communicate the County's commitment to health, safety, and wellness of Workers,
 - iii) Ensure that Workers are aware of their rights and obligations under the *OHS Act, Regulation and Code*,
 - iv) Ensure that Workers are not subjected to or participate in harassment or violence at the work site, and
 - v) Ensure that Workers are supervised by competent individuals that are familiar with the *OHS Act, Regulations and Code*
- c. Managers and/or Supervisors shall:
 - i) Ensure they are competent to supervise the Workers that are under their direct supervision,
 - ii) Visibly promote and communicate the County's commitment to health, safety, and wellness of Workers,
 - iii) Ensure Workers understand their rights and obligations under the *Alberta OHS Act, Regulations and Code* and the County's Health & Safety Management System,
 - iv) Take the necessary precautions to protect the health, safety, and welfare of all Workers under their supervision and other persons at the worksite(s),
 - v) Promote and encourage a workplace that is free of harassment and violence,
 - vi) Ensure Workers are provided with appropriate training,
 - vii) Ensure workers under their supervision work in accordance with the *OHS Act, Regulations and Code*,
 - viii) Ensure all known and foreseeable hazards are eliminated, or controlled, and communicated to Workers,
 - ix) Report concerns regarding unsafe or harmful worksite acts or conditions to the Safety Coordinator, and
 - x) Cooperate with the JWHSC in carrying out their responsibilities
- d. Workers shall:
 - i) Take reasonable care and cooperate with County management to protect the health and safety of themselves and other people at the worksite,
 - ii) Be fit for duty when arriving at the worksite,
 - iii) Use and wear required personal protective and safety equipment,
 - iv) Inspect tools, equipment, and vehicles before use,
 - v) Refrain from causing or participating in harassment or violence,

- vi) Report concerns regarding unsafe or harmful worksite act(s) or condition(s) to their Supervisor, Safety Coordinator, or a member of the JWHSC,
 - vii) Refuse dangerous work that may endanger them or anyone at the worksite, and
 - viii) Be familiar with emergency response plan and location of emergency equipment
- e. Joint Workplace Health & Safety Committee (JWHSC) shall:
- i) Comply with duties in accordance with the Joint Workplace Health & Safety Committee Terms of Reference (administrative directive),
 - ii) Represent the Employer (County/CAO) and the Workers,
 - iii) Promote health and safety awareness, and
 - iv) Support the CAO in addressing health and safety concerns and making continual improvements to the Health & Safety Management System
 - v) Annually review the Health & Safety Policy AD-001 and submit any recommendations for change to the CAO
- f. Safety Coordinator shall:
- i) Maintain the Health & Safety Management System for the County of Barrhead, and
 - ii) Support the JWHSC in carrying out their responsibilities
- g. Workers at every level including, Contractors and Other Parties, at County worksite(s) shall:
- i) Be familiar with the requirements of the *OHS Act, Regulations and Code* as it relates to their work,
 - ii) Cooperate with any person exercising a duty imposed by the *Alberta OHS Act, Regulations and Code*,
 - iii) Comply with the *Alberta OHS Act, Regulations and Code* and County of Barrhead worksite policies.

REVIEW CYCLE

This Policy shall be reviewed annually or upon requirements or resulting from an incident or changes to governing legislation by the Joint Workplace Health & Safety Committee with recommendations brought to the CAO. Council to ratify annually.

CROSS-REFERENCE

1. *Alberta Occupational Health & Safety Act, Regulations and Code.*
2. Joint Workplace Health & Safety Committee Terms of Reference.

Effective: November 1, 2020
 Approved by: Council
 Replaces: Safety and Loss Control Policy No. 2.28
 Last Review: December 6, 2022

Resolution No: 2020-449

 Amended Policy Resolution No: 2021-473

(Policy reviewed by the CAO)



Debbie Oyarzun

Next Review: 2023



TO: COUNCIL

RE: PROPOSED AMENDMENT TO POLICY 23-22-005 – BARRHEAD REGIONAL FIRE SERVICES (BRFS) FIRE FIGHTER PAY SCHEDULE

ISSUE:

Council is required to approve further proposed amendments to Policy 23-22-005 for Barrhead Regional Fire Services (BRFS) as recommended by County Administration.

BACKGROUND:

- Town of Barrhead is the unit of authority for the BRFS and responsible for payment of firefighters.
- November 1, 2023 - BRFS Committee reviewed the policy and recommended potential changes to be presented to respective Town & County of Barrhead Councils for approval.
- November 21, 2023 – Council approved change to the revised Policy 23-22-005
 - Approved changes to the Policy ensure that our local firefighters are compensated fully and in accordance with the provincial Alberta Wildland Urban Interface Guidelines (crew member at \$50.00 /hr; crew bosses receive \$55.00 /hr; reimbursement for equipment).
- November 28, 2023
 - County & Town Administration discussed the interpretation of the policy and the guidelines.
 - Town Council approved further changes (as presented in the attached Policy)

ANALYSIS:

- These further changes are required in the Policy under the “Provincial Deployment” section to ensure alignment with the Guidelines and consistency in the interpretation of the rate to be paid when local firefighters are deployed for provincial fires.
 - Changes are captured under Appendix “A” with the addition of specific titles and rates of pay and edits to the section titled “Provincial Deployments.”

STRATEGIC ALIGNMENT:

Partnering with the Town of Barrhead to review and approve policies to provide direction for the joint operation of the BRFS aligns with the County’s Strategic Plan as follows:

PILLAR	4 Governance & Leadership
Outcome	<i>4 Council is transparent & accountable.</i>
Goal	4.1 County improves risk management
Goal	4.3 County demonstrates leadership.

ADMINISTRATION RECOMMENDS THAT:

Council approve the further revisions to Policy 23-22-005 – Barrhead Regional Fire Services Fire Fighter Pay Schedule.

Barrhead Regional Fire Services (BRFS) Fire Fighter Pay Schedule

POLICY NO:	23-22-005	APPROVAL DATE:	April 11, 2017
TITLE:	BRFS Fire Fighter Pay Schedule	REVISION DATE:	September 12, 2023
SECTION:	23-Fire	MOTION #	263-23
DEPARTMENT:	Fire Department		

POLICY STATEMENT

The Town of Barrhead and County of Barrhead recognize that the Barrhead Regional Fire Services requires the ability to compensate fire fighters for their hours related to responses, training, meetings and other special projects.

REASON FOR POLICY

Identify pay levels related to training and years of service as approved in the annual budget process.

RELATED INFORMATION

This policy is required to meet the intent of the Town of Barrhead and the County of Barrhead Councils' budgeting pay schedule for compensation of the fire department staff, in order to ensure operational excellence and comparable industry compensation standards.

Policy to be reviewed every 4 years

RESPONSIBILITIES

The Fire Chief will ensure that this policy is adhered to and that payment of their staff is done monthly, however recognizing some carry over for weekends, holidays between months or year end, as requested by the Unit of Authority.

The Fire Chief will updated this schedule annually upon joint approval of BRFS budget

Pay Schedule as Identified in 23-23-005 -Appendix "A"

Training Level as Identified in 23-19-005 -Appendix "B"

**Policy 23-23-005-Appendix “A”
Barrhead Regional Fire Services Pay Schedule**

On completion of the Class requirements in Policy 23-19-005 Appendix “B” the corresponding pay grid will be applied to the member’s monthly compensation.

<u>Training Level</u>	<u>Hourly Rate for 2023</u>
Orientation/Probation:	\$17.05
Class 4 Fire Fighter	\$21.12
Class 3 Fire Fighter	\$23.30
Class 2 Fire Fighter	\$25.53
Class 1 Fire Fighter	\$27.77
Senior Fire Fighter	\$29.97
Crew Member (when provincially deployed)	\$50.00
Crew Boss (when provincially deployed)	\$55.00

In addition to the paid per call, honorariums will be processed to senior staffing recognizing the additional responsibility on and off scene. The below are eligible should the position be filled by a paid-on-call member.

Captain	\$150.00 Monthly
Deputy Fire Chief (Acting) – 1 week or more	\$200.00 Monthly

(Monthly D/C honorariums will be paid weekly if member is acting on top of an hourly wage)

Weekend on call pay will consist of a flat rate of **\$37.50** Per weekend day
During the weekends from July 1st until Aug 31st and the weekend following Christmas and New Years the rate will be **\$62.50**

If there is a long weekend or stat holiday falling on any day during the week the Weekend on call rate will apply.

Provincial deployments.

When formally requested by the Province, any firefighter deployed by the Barrhead Regional Fire Chief or his designate to a Provincial disaster will be reimbursed in accordance with the current Alberta Wildland Urban Interface Guidelines. ~~The Alberta Wildland Urban Interface Guideline published hourly rate includes benefits and overtime. The hourly rate will be adjusted to account for benefits, overtime and that rate of pay will be provided to firefighters during a provincial deployment.~~

Full-time firefighters (salaried employees) will receive top up pay for the difference between their hourly wage and the reimbursement provided through the Alberta Wildland Urban Interface Guidelines.

A firefighter may only claim the Alberta Wildland Urban Interface Guideline or the Barrhead Regional Fire Service rate of pay.

Reimbursement will be processed once the deployment costs have been reconciled with the Province and will be subject to all required withholdings in accordance to Canada Revenue Agency policies.

This section of the policy, is retroactive to January 1, 2023.

(All the rates in this Appendix will be reviewed and approved by Council)

Appendix “B” Policy 23-19-005

Barrhead Regional Fire Services Training Requirements

On completion of the following Class requirements the corresponding pay grid will be applied to the member’s monthly compensation.

Recruit/Probation

- Local Training
 - 6 week attendance
 - One weekend 20hrs in house training
 - PPE, SCBA, don and doffing
 - Search and Rescue
 - Tagging Hydrants
 - Radio Communications
 - Chain of Command
 - Hose handling and water streams
 - Sign off by Sr. Officer
- First Aid, Level “C” CPR with AED HCP
- Must be signed off by D/C or Chief.

4th Class Fire Fighter- 2 years of services and the following education

- NFPA 1001 Level 1
- ICS-100
- Q Endorsement (Air Brake)
- NFPA 1072 Awareness
(Or equivalent signed off by Deputy Fire Chief or Chief)

3rd Class Fire Fighter- 4 years of services and the following education

- NFPA 1001 Level 2
- NFPA 1002 Pump & Driver/or Aerial
- ICS-200
- NFPA 1051- Wild Land Fire Fighter
- NFPA 1072 Operations
(Or equivalent signed off By D/C or Chief)

2nd Class Fire Fighter- 6 years of services and the following education

- ICS-300
- NFPA 1041 Level 1
- Class 3 drivers License

(Or equivalent signed off by Deputy Fire Chief or Chief)

1st Class Fire Fighter- 8 years of services and the following education

- NFPA 1021 Level 1
 - NFPA 1006 Level 1
- (Or equivalent signed off by Deputy Fire Chief or Chief)

Sr. Fire Fighter- 10 years of services and the following education

- 1021 Level 2 or 1041 level 2
 - NFPA 1006 level 2
- (Or equivalent signed off by Deputy Fire Chief or Chief)



TO: COUNCIL

RE: 2023 JOINT BUDGET – BARRHEAD JOHNSON AIRPORT

ISSUE:

Joint budgets must be approved by Council for incorporation into the 2024 operating and capital budgets.

BACKGROUND:

- County of Barrhead as the unit of authority prepares the joint budget for review and approval at the Barrhead Regional Airport Committee meeting.
- Barrhead Regional Airport Committee is comprised of 2 councillors from County of Barrhead, 2 councillors from Town of Barrhead, as well as 2 hangar plot leaseholders.
 - Council appointed Deputy Reeve Schatz and Councillor Lane to the Airport Committee.
- November 16, 2023 – Committee reviewed the 2024 Operating and Capital Budgets, as well as the 3-Year Financial Plan and 10-Year Capital Plan.
 - Committee recommended that the 3-Year Financial Plan and the 10-Year Capital Plan be presented to respective Councils for ratification.
 - Committee recommended that the 2024 Operating Budget be presented to respective Councils with amendment: inclusion of membership in Alberta Airport Managers Association at a cost of \$200 in 2024.
 - Committee recommended that the 2024 Capital Budget be presented to respective Councils with amendment: inclusion of purchase of a new couch for the terminal building at a cost of \$1,500 in 2024.

ANALYSIS:

- Airport Committee recommendations require a slight adjustment as the purchase of a new couch (\$1,500) for the airport terminal is an operating expense not a capital expense. This correction would result in the following changes:
 - 2024 Operating Budget would include a contribution from the County of \$17,320
 - 2024 Capital Budget contribution of \$nil.

STRATEGIC ALIGNMENT:

Review and approval of joint budgets aligns with the County 2022 – 2026 Strategic Plan as follows:

PILLAR	4 Governance & Leadership
Outcome	<i>4 Council is transparent & accountable.</i>
Goal	4.2 County demonstrates open & accountable government.
Goal	4.3 County demonstrates leadership.

ADMINISTRATION RECOMMENDS THAT:

Council approve the following:

- 2024 Barrhead Johnson Airport Operating Budget in the amount of \$45,875 as amended to include the purchase of new couch for the terminal building, requiring a contribution of \$17,320 from each municipality to be incorporated into the County's 2024 Operating Budget.
- Barrhead Johnson Airport 2025-2027 3-Year Financial Plan as recommended by the Committee for incorporation into the County's Financial Plan.
- 2024 Barrhead Johnson Airport Capital Budget in the amount of \$nil as amended, which includes a contribution of \$nil from each municipality to be incorporated into the County's 2024 Capital Budget.
- Barrhead Johnson Airport 10-Year Capital Plan as recommended by the Committee for incorporation into the County's Capital Plan.

DO/av

Barrhead Johnson Airport
2024 Operating Budget & 3 Year Financial Plan
Date Presented: November 16, 2023; changes incorporated.

GL Account *	Description	2023			3 Year Financial Plan			
		Sept 30 YTD 2023	2023 PROJECTED	2023 Budget	BUDGET 2024	2025	2026	2027
1-1565-Leases Revenue		1,538	3,075	3,075	3,075	3,075	3,075	3,075
1-1566-Hangar & Tie Down Fees Revenue		8,000	8,000	8,000	8,160	8,320	8,480	8,640
1-1590-Other Revenue	Refundable portion of Fortis contribution as loads connect	8,840	8,840	-	-	-	-	-
1-1850-Local Government Grants	Contribution from Town	4,168	8,988	17,010	17,320	20,514	15,860	15,880
1-1850-Local Government Grants	Contribution from County	4,168	8,988	17,010	17,320	20,514	15,860	15,880
		26,714	37,891	45,095	45,875	52,423	43,275	43,475
2-2111-Honorariums and Fees		-	-	1,050	1,050	1,050	1,050	1,050
2-2450-Project Labour Expense	Salaries & benefits, including inspections	1,500	2,000	2,020	2,100	2,150	2,200	2,250
2-2210-Mileage Expense		-	-	85	85	85	85	85
2-2213-Memberships and Dues Expense	AAMA Membership				200	-	-	-
2-2217-Telephone & Internet Expense		955	1,273	1,490	1,490	1,490	1,490	1,490
2-2217-Telephone & Internet Expense	Fiber internet gateway (\$100/mo for 5 yrs)		-	1,200	-	-	-	-
2-2221-Advertising Expense			-	250	250	250	250	250
2-2254-Contracted Services for IT	Install internet	-	-	-	-	-	-	-
2-2259-Contracted Services	Misc.			1,500	1,500	1,498	1,500	1,500
2-2259-Contracted Services	Regulatory Review Flight Check (Every 5 Years), next due 2025			-	-	3,500	-	-
2-2259-Contracted Services	Annual Crackfilling Program	3,600	3,600	4,000	4,000	4,000	5,000	5,000
2-2259-Contracted Services	Line Painting (Every 3 Years)		-	-	-	7,000	-	-
2-2259-Contracted Services	Annual snowplowing	2,302	4,500	6,500	6,500	6,500	6,500	6,500
2-2259-Contracted Services	Brushing & Drainage plus spray around lights		1,500	1,500	1,500	1,500	1,500	1,500
2-2259-Contracted Services	Runway Mowing	745	1,400	1,500	1,500	1,500	1,500	1,500
2-2259-Contracted Services	Beacon Light Repair / Breakaway Runway Light Post Installation	2,700	2,800	2,500	2,500	-	-	-
2-2259-Contracted Services	Annual Maintenance of Weather Station	3,800	3,800	4,000	4,000	4,000	4,000	4,000
2-2259-Contracted Services	GPS Procedure Maintenance (Annual Contract)	3,168	3,168	3,000	3,000	3,000	3,000	3,000
2-2259-Contracted Services	Street Light Installation		-	-	-	-	-	-
2-2274-Insurance Expense		2,554	3,350	3,350	3,400	3,450	3,500	3,500
2-2500-Goods - Small Equipment & Tools	Couch for Airport Terminal				1,500			
2-2501-Goods - IT Hardware	Internet Hardware * see below			-				
2-2510-Goods - Consumables	Goods - urea for runway, chlorine, lights, transformers, wind socks, pumps, janitor supplies, etc.	2,752	6,500	7,000	7,000	7,000	7,000	7,000
2-2543-Utilities:Gas Expense		931	1,500	1,550	1,600	1,650	1,700	1,750
2-2544-Utilities:Power Expense		1,706	2,500	2,600	2,700	2,800	3,000	3,100
Expenditures		26,714	37,891	45,095	45,875	52,423	43,275	43,475

* Fibre was installed to Airport; the cost was shared 50/50 with mcsnet and Airport.
Each hangar has ability to connect internet via MCS Net GigAir (individual subscription is optional & paid by hangars).
Terminal will have free public Wi-Fi provided by MCS Net at no cost to Airport.

Barrhead Johnson Airport
Proposed Capital Budget
Date Presented to Committee: November 16, 2023

	2023	2023 PROJECTED	2024
FINANCES ACQUIRED			
Local Government Grant (County)	-	-	-
Local Government Grant (Town)	-	-	-
TOTAL Finance Acquired	\$0.00	\$0.00	\$0.00
FINANCE APPLIED			
Land Improvements	-	-	-
Buildings	-	-	-
Equipment Couch for Terminal Building (move to Operating Budget)	-	-	-
TOTAL Finance Applied	\$0.00	\$0.00	\$0.00



presented to Council on December 5, 2023
 (items shaded have changed since last meeting)

2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2023-420-426	Approved Fire/ERC budgets	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-416-419	Approved Landfill Budgets	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-415	Approved the revised Policy 23-22-005 – BRFS Fire Fighter Pay Schedule	CAO	Notified Town CAO	Complete Nov 22/23
2023-414	Adopted Bylaw Enforcement Officer Bylaw 7-2023 as amended	EA/CAO	Bylaw updated and posted on website	Complete Nov 23/23
2023-409	Nominates Ivan Kusal to be recommended to BRWC for appointment to director-at-large position.	EA/CAO	Applicant & BRWC manager notified	Complete Nov 22/23
2023-402-408	Appointed Members-at-large to County Committees	EA/CAO	All applicants notified	Complete Nov 22/23
2023-400	Approved 2024 Library Operating Budget of \$376,759 with County contribution of \$141,202 which includes funding based on \$22.75 per capita, 50% share of utilities to a maximum of \$7,500; include in 2024 Interim Operating Budget	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-397	Approved 2024 FCSS operating budget of \$648,462 with County contribution of \$77,149 to be included in County 2024 Interim Operating budget.	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-396	Authorized Reeve to sign STIP grant application for 4 structures BF 72815, 77360, 74538, 74974; bridges are included in Capital Plan	EA/CAO	Grant application submitted	Complete Nov 28/23
2023-394	Approved community grant of \$2,500 to Misty Ridge for snow making at hill	EA/CAO	Approval letter sent to applicant	Complete Nov 29/23
2023-393	Purchase annual subscription with YOLO Nomads to market and promote the County	DEV/CAO	Company informed of intent to purchase	Underway



2023-392	Approve LUB "What We Heard Report"	COMM	Posted on website	Complete Nov 24/23
2023-383	Accepted 2023 Environmental Program: Thunder Lake Lagoon report for information and committed to allocating funding in the 2024 budget for continued groundwater testing and analysis.	CS/PW/CAO	Costs included in 2024 draft operating budget	Complete Nov 15/23
2023-379,380	Approved 2024 Joint Twinning budgets/plans	CS	Incorporated into County budgets & plans	Complete Oct 17/23
2023-378	Write-off 4 outstanding AR in amount of \$6,384.42	CS	Adjustment entries complete	Complete Oct 20/23
2023-377	Adopted Bylaw 6-2023 Rates & Fees	EA/COMM	Bylaw updated, posted on website, staff advised	Complete Oct 24/23
2023-373	Awarded tender for Community Hall Building Condition assessments to Jiffy Construction to a max of \$16,000	CAO/COMM	Contractor notified of decision	Complete Oct 18/23
2023-372	Set Ag lease rate of \$30/acre in SE 25-61-6-W5 for a 3 year term	CAO/EA	Agreement sent to tenants for signature	Underway
2023-371	Set land lease rate of \$70/year in NW 30-61-5-W5 for a 3 year term	CAO/EA	Agreement sent to tenants for signature	Underway
2023-369,370	Approved reserve bids and Terms & Conditions for public auction	COMM	Advertised & put on website	Complete Oct 20/23
2023-317	Accepted the 2024 Budget Public Engagement – Final "What We Heard" Report for information and inclusion in further budget deliberations.	CS/CAO	Posted on County website; shared with Council during budget priorities workshop	Complete Oct 12/23
2023-316	Approved the tax-exempt status for the tax years 2024, 2025, and 2026 for Roll #120405007, 120406006, and 120407005	CS/CAO	Status updated	Complete Oct 3/23
2023-315	Authorized signing compensation agreements for 2023 Road Reconstruction Project #23-740 – West of 23-61-3-W5.	CAO/EA	Agreements signed	Complete Oct 3/23
2023-312,313	Set Ag Lease rate of \$104.00/acre in NE 27-59-3-W5 for 3 year term and removed clause regarding arbitration for fair market value	CAO/EA	Agreement finalized; Agreement sent to tenants for signature	Complete Oct 18/23
2023-309	Approved the application from Barrhead Community Pumpkin Walk for a donation of \$1,500 to assist with Community Pumpkin Walk	CAO/EA	Approval letter mailed.	Complete Oct 6/23
2023-299	Approved revised BRFS Policies	CAO/EA	Town CAO notified of approval of policies with housekeeping changes.	Complete Oct 24/23

2023-298	Supports in principle, submission of a 2023/24 ACP grant application by the Town on behalf of BRWC for up to \$200,000 for a Regional Raw Water Supply Assessment Study project	CAO	Town CAO/Interim BRWC Manager was notified of Council's decision to support grant application	Complete Sept 19/23
2023-297	Execute the CRTC-approved Next Generation 911 Local Government Service Agreement as provided by Telus Communications Inc.	CAO	Service Agreement returned to Telus	Underway
2023-296	Negotiate Use Agreement with NSC to construct a ball diamond near Neerlandia Lagoon and bring back to Council for final consideration.	CAO/DEV	Draft agreement being prepared to support discussions	Underway
2023-295	Proclaimed October 2023 as Cybersecurity Awareness Month	CAO/COMM	Posted in County office; activities ongoing for month of October	Complete Oct 3/23
2023-288	Authorized signing agreements for project 640 road reconstruction	CAO/EA	Agreements signed	Complete Sept 5/23
2023-283,284,321,381	Defeated 2nd reading; Gave 1st reading to Bylaw 5-2023 Loan Bylaw – Ag Society and set public hearing date of Oct 3/23 at 1:00 pm	CAO/CS	Bring to Oct 17 for consideration of 2nd/3rd; PH closed; Ag Society notified; public hearing has been advertised.	Complete Oct 17/23
2023-282	Include activities in the AM Roadmap in the 2024-2027 DRAFT budget and plans.	CS/CAO	Included in draft budget	Complete Nov 24/23
2023-281	Endorsed the Asset Management Strategy, Roadmap and AM Team Terms of Reference.	CAO/CS	Documents finalized.	Complete Sept 6/23
2023-280	Approved Asset Management Policy	CAO/EA	Policy finalized	Complete Sept 6/23
2023-279	Amended Public Participation Policy	CAO/EA	Policy finalized	Complete Sept 6/23
2023-278	Adopted Bylaw 4-2023 - Repeal Recreation Bylaws	CAO/EA	Bylaws status updated	Complete Sept 8/23
2023-269	Submit Application for Authorization to Employ Peace Officers to AB Justice & Solicitor General	CAO	Application submitted; Waiting for signed MOU from RMCP	Complete Sept 8/23
2023-268	Sign a 3-year CPO Program MOU with the RCMP	CAO	Received fully executed MOU; Agreement sent to RCMP for signature	Complete Sept 6/23
2023-265	Approved 2024 Budget Schedule	FIN/CAO	Approved process is being implemented.	Complete Aug 15/23
2023-264	Approved Property Tax Penalty Exempt List for 363 tax rolls as identified.	FIN/CAO	Adjustment entries complete	Complete Aug 15/23
2023-263	Cancel property taxes in amount of \$14,579.96, owed by GOA	FIN/CAO	Adjustment entries complete	Complete Aug 15/23

2023-262	Rescind outdated recreation policies	CAO/EA	Policies rescinded	Complete Aug 18/23
2023-261	Approved changes to AD-002 Community Grants Policy	CAO/EA	Policy updated	Complete Aug 18/23
2023-257	Approve CPO policies (PS-007, 008, 011, 012, 013)	CAO/EA	ADM Director of Law Enforcement authorized the County to employ CPOs on Oct 11/23; Awaiting Authorized Employer Status	Complete Oct 11/23
2023-256	Initiate road closure process to close an undeveloped road allowance related to sand and gravel extraction activities.	CAO/DEV	Operator has been notified of the process ahead; waiting for confirmation of interest	Underway
2023-254	Continue on current path as outlined in County Strategic Plan & Economic Development Plan; PLUS conduct research on other models in Alberta to explore options to promote Regional Tourism.	CAO/DEV		Underway
2023-241	Awarded the construction contract for BF 78033 to Terrapro Inc. for \$266,842	PW/CAO	Contract Finalized; Contract is with PW	Complete Aug 15/23
2023-238	Contact "Alberta Carbon Grid" to present at a future Council meeting.	CAO/EA		Not Started
2023-236,294	Approved community grant of \$2,500 to Barrhead Ag Society for Blue Heron Fair	CAO/EA	Approval Letter sent to recipient	Complete Jul 19/23
2023-228	Cancelled the appointment of Bert Dening as a Fire Guardian for the County of Barrhead.	CAO/EA	Letter sent to Fire Guardian	Complete Jul 10/23
2023-223	Denied the request to cancel or reduce fire services invoice #IVC00003177.	CAO/EA	Letter send to landowner	Complete Jul 7/23
2023-221	Community Hall Strategy approved with changes	CAO/COMM	Document updated and posted to website and sent to stakeholders	Complete Jul 6/23
2023-219,220	Office Christmas Closures for 2023 & 2024	FIN/CAO	Staff notified, included in newsletter	Complete Aug 15/23
2023-218,243	Denied as project already completed; Clarify information on MTM Agricultural Society application for grant of \$2,500 under Community Grants Policy; bring back to Council.	CAO/EA	Applicant informed of decision; Bring back to Council in CAO Report at Jul 18/23 mtg; Request for info sent to MTM	Complete Jul 20/23
2023-210	Authorized to negotiate and refine the scope of the project with Next Architecture Inc., up to a maximum of \$146,570 + GST.	CAO	Discussed w NEXT to confirm capacity	Underway

2023-209	Award the tender to conduct a Feasibility Study for repurposing the ADLC to Next Architecture Inc. for \$106,960 + GST.	CAO	Agreement fully executed; Agreement being drafted, awaiting Towns endorsement	Complete Jul 10/23
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Gravel pit owner was notified verbally of County's intent; letter to follow	Underway
2023-205	Award Contract for gravel crush at Vega Pit to Surmont Sand & Gravel Ltd. up to a max of 200,000 tonnes; report to Council any volumes > 200,000 tonnes for consideration of further increasing the volumes to be crushed	PW/CAO	Contract finalized; Contract sent to Surmont for signature June 29	Complete Jul 6/23
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	Awaiting arrival date of new grader	Underway
2023-203	Purchase 2024 Caterpillar 150 AWD motor grader from Finning Canada for the price of \$577,250 and agree to the future guaranteed buy-back of \$231,000, and that the purchase be incorporated into the 2024 Capital Budget.	PW/FIN	Included in Capital Budget; Letter sent to Finning June 29 confirming purchase	Complete Nov 28/23
2023-201	Research (AEP) what is needed to use County land next to Neerlandia Lagoon as potential site for community baseball diamond; report back to Council.	CAO/DEV	To Council Sept 19/23; Research complete, Community group updated on process; Tentatively scheduled for Sep 5 Council mtg; Contact for AEP identified; legislation reviewed	Complete Sept 19/23
2023-200	Proclaimed July 16-22, 2023 as National Drowning Prevention Week in the County of Barrhead.	EA/COMM	Posting in County office and on website	Complete Jun 26/23
2023-193	Approve CPO policies (PS-001, 002, 003, 004, 005, 006, 009, 010)	CAO/EA	ADM Director of Law Enforcement authorized the County to employ CPOs on Oct 11/23; Awaiting Authorized Employer Status	Complete Oct 11/23
2023-190	Provide a letter of support to Camp Nakamun for their CFEP grant application.	CAO/EA	Included in June 20 agenda package	Complete Jun 13/23
2023-189	Approve purchase of 2023 Chevrolet Tahoe SSV to Wolfe Chevrolet Edmonton at a purchase price of \$66,874.25 plus GST.	CAO	Letter sent to vendor June 8	Complete Jun 8/23
2023-187-188	Award 2023 Road Reconditioning Program to B & B Wilson Oilfield Service Ltd.; increase scope of work to \$195,000 by adding 1.5 miles.	FIN/CAO	Contract Signed; Discussion with B&B Wilson re increase scope	Complete Jun 21/23

2023-184	Public Auction be held Wed, Dec 6, 2023 at 2:00 p.m. in Council Chambers; CAO to act as auctioneer.	CAO	Public Auction no longer required as all properties are now current; Tax clerk will follow up with advertising and process as per MGA	Complete Nov 8/23
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	Plan finalized & signed; Traffic Safety Plan sent to RCMP for feedback/approval	Complete Jun 12/23
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	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-170	Cancel project 23-741 and remove from 2023 Capital budget at \$272,686	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
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	Contract signed; Contractor notified	Complete June 7/23
2023-167	Award 2023 grass cutting contract at MacGill estates to Virginia MacGillivray	CAO/PW	Contract Finalized; Contract sent to contractor for signature May 17	Complete June 6/23
2023-164	Appointed Chelsea Jaeger as Weed Inspector & Pest Inspector	CAO/AG	Inspector identification issued	Complete June 8/23
2023-163	Authorized signing agreement with Ducks Unlimited Canada	CAO/AG	Received signed agreement; Agreement sent to Ducks Unlimited May 17	Complete Jul 10/23
2023-162	Approved community grant of \$1,000 to Barrhead Indigenous Day committee	CAO/EA	Approval letter and payment sent.	Complete May19/23
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	Finalized agreement received; Agreement signed, sent to GOA	Complete Aug 14/23

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
2023-123,368	Approved application from Barrhead Street Festival committee for \$2,500 under Community Grants Policy to assist with Barrhead Street Festival event.	CAO/EA	Final Report received; 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	Delivered Sept 25 and awaiting invoice from Town in January; 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	To Oct 17/23 Council mtg; Tentatively scheduled for Oct 3/23; Drilling completed, sampling done Aug 8; report expected by end Sept; Planning to be on site July 26; Installation of wells being scheduled with contractor; testing required has been confirmed	Complete Oct 17/23
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

2023-053,293	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	New minister, revising message	Underway
2022-428	Invite MP Viersen and MLA van Dijken to future Council meeting	CAO	MP Scheduled to attend July 4/23; MLA scheduled to attend April 4/23; Admin has been in contact with both offices to check availability	Complete Jul 4/23
2022-411	Tabled appointments to Regional Admin Bldg committee pending update	CAO	Discussion with Superintendent	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	To Council Jul 18/23; Research started	Complete Jul 18/23
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	PW discussions w AT; 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	FIN/EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway



AAIP Rural Renewal Stream Monthly Status Report



TO DATE
October 2023 (Nov 7, 2022 - Nov 30, 2023)

EMPLOYERS		
Employers that have expressed interest	1	29
Employers enrolled	1	21 (8 active employers with open vacancies)

CANDIDATES		
Candidates that have expressed interest*	5	163
Candidates endorsed	6	67
(Current temp. foreign worker in Canada)	(6)	(28)
(International applicants)	(0)	(39)

POSITIONS		
Total positions enrolled in RRS (vacant or filled)	8	96 (25 positions currently vacant)
Positions filled through RRS	6	67
(Started working & living in community)	(6)	(28)
(Pending nomination/arrival to Canada)	(0)	(39)

*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.



Graders

- Blading washboard areas on gravel roads

Gravel Haul

- Work has been completed for 2023 and loader has been moved to the shop for maintenance.

Transfer Station

- Burn pits will be cleaned out and hauled to the regional landfill using the excavator and tandem gravel trucks.

Road Bans

- Bans will be lifted on all oiled and paved surfaces November 30, 2023.

Gravel Crushing

- As of November 29, 2023 Surmont Sand & Gravel has 55,000 tonnes of gravel crushed. Pit run material is dry and weather has stayed favourable for crushing. Project is going well.
- An extension to the completion date was approved as Surmont's start date was later than anticipated.

Labour

- Road sign inventory and repairs are being completed to ensure required signs are in place and in good condition.

Shop

- 627K scraper repair completed, 815F packer pads build up and hard surfacing

Utilities

- New Utility Officer continues to learn his role and job duties, successfully carrying out the month end readings for November.
- Some issues have been discovered with the Neerlandia fire pump, contractors have been engaged to carry out some further diagnosing and potential repairs.
- A new water customer (was previously serviced by a well) is connecting in the hamlet of Neerlandia. The meter and reading unit have been supplied for installation.
- All other testing and monitoring are being carried out as per normal operations.



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APPROVED
Nov 16, 2023

Regular Board Meeting Minutes

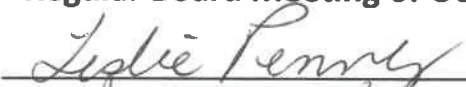

Thursday, October 19th, 2023

<p><u>Present</u></p>	<p>Leslie Penny – Chair Anthony Oswald – Vice Chair Albert Mast – Secretary/Treasurer Karen Gariepy – Executive Director Kay Roberts – Finance Terese Koch – Recording Secretary Sally Litke, Bill Lane, Dausen Kluin, Tom Carroll, Paul Properzi</p>	
<p><u>Absent/ Regrets</u></p>	<p>Bev Disterheft</p>	
	<p>1) <u>Call to Order:</u> The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order by Leslie Penny at 9:32 am.</p>	
<p>23/10-01</p>	<p>2) <u>Acceptance of Agenda</u> – Additions/Deletions • Added lines e) and f) to New Business</p> <p>Moved by Albert Mast to accept the agenda as amended. Seconded by Anthony Oswald.</p>	<p>Carried</p>
	<p>3) <u>Board Delegation/Presentation</u> – None at this meeting</p>	
<p>23/10-02</p>	<p>4) <u>Items for Approval</u> a) Moved by Bill Lane to accept the minutes of the Special Board Meeting for Barrhead and District FCSS Society from June 29th, 2023. Seconded by Sally Litke.</p>	<p>Carried</p>
<p>23/10-03</p>	<p>b) Moved by Anthony Oswald to accept the minutes of the Regular Board Meeting for Barrhead and District FCSS Society from September 21st, 2023. Seconded by Paul Properzi</p>	<p>Carried</p>

<p>23/10-04</p> <p>23/10-05</p>	<p>c) Financial Statements for September 2023: Moved by Albert Mast to accept the financial statements for the 80/20 General Account, Community Account and Casino Account for the period ending September 30th, 2023 as presented. Seconded by Bill Lane.</p> <p>d) Moved by Albert Mast to move \$100,000.00 from the 80/20 account to the Crowd Funding account. Seconded by Tom Carroll.</p>	<p>Carried</p> <p>Carried</p>
<p>23/10-06</p> <p>23/10-07</p> <p>23/10-08</p>	<p>5) <u>New Business:</u></p> <p>a) FCSS budget – Moved by Albert Mast to approve the 2024 budget as presented. Seconded by Tom Carroll.</p> <p>b) RDN Report – Karen read highlights.</p> <p>c) Festival of Trees – Event will be held December 9th, 2023. Moved by Paul Properzi that FCSS will pay for tickets for staff and board members plus their significant others for the Festival of Trees. Seconded by Sally Littke.</p> <p>d) Benefits (FCSS to pay half of Blue Cross?) - Moved by Dausen Kluin that Karen will provide three scenarios for benefits. Seconded by Paul Properzi.</p> <p>e) By-laws – a special board meeting is needed to make an amendment to the by-laws.</p> <p>f) Board Members – Bev Disterheft is taking a leave from her board duties due to family health issues. Potential to return in the spring, but a date is unknown. The Nomination Committee has a couple of people potentially interested in joining the Board.</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
	<p>6) <u>Old business</u></p> <p>a) Goals and Strategies Worksheet – Karen will bring more information going forward.</p>	
<p>23/10-09</p>	<p>7) <u>Items for Information</u></p> <p>a) Director's Report</p> <p>Moved by Anthony Oswald to accept the above items as information. Seconded by Bill Lane.</p>	<p>Carried</p>
	<p>8) <u>Board Development</u></p> <p>1) Drafting and Revising By-Laws for Non-Profit Organizations in Alberta</p>	
<p>23/10-10</p>	<p>9) <u>In Camera</u></p> <ul style="list-style-type: none"> Moved by Paul Properzi to go in camera. Seconded by Bill Lane. 	<p>Carried</p>

23/10-11	<ul style="list-style-type: none"> Moved by Albert mast to leave In-Camera. Seconded by Sally Little. 	Carried
	10) Next Meeting Thursday, November 16 th , 2023 – Finance committee at 9 am, regular Board meeting at 9:30.	
23/10-12	11) Adjournment Moved by Dausen Kluin to adjourn the meeting at 11:02 am.	Carried

Barrhead & District Family and Community Support Services Society
Regular Board Meeting of October 19th, 2023


 _____ Chairperson

 _____ Recording Secretary



Barrhead Regional Fire Services Fire Chief's Quarterly Report 2023 - 3rd Quarter

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2023 - 3rd Quarter Fire Services Incidents

Incident Type	Data	COUNTY			COUNTY Total 2023	COUNTY Total 2022	TOWN			TOWN Total	TOTALS	Q3 Totals 2022
		JULY	AUGUST	SEPT			JULY	AUGUST	SEPT			
ALARMS RINGING	Number of Incidents	3	2	5	10	4	5	7	6	18	28	15
	Time Total	1hr 26min	30min	4hr 44min	6hr 40min	2hr 55min	1hr 16min	2hr 11min	2hr 51min	6hr 18min	12hr 58min	
AMBULANCE ASSIST	Number of Incidents	5	5	6	16	17	18	14	9	41	57	58
	Time Total	6hr 56min	4hr 45min	8hr 47min	20hr 28min	20hr 0min	9hr 30min	7hr 51min	3hr 32min	20hr 53min	41hr 21min	
FIRE RESPONSE	Number of Incidents	2	1	1	4	11		1	2	3	7	12
	Time Total	5hr 8min	2hr 23min	3hr 20min	10hr 51min	25hr 16min		1hr	1hr 17min	2hr 17min	13hr 8min	
GRASS/ WILDLAND	Number of Incidents	3		1	4	3					4	3
	Time Total	24hr 39min		50min	25hr 29min	5hr 35min					25hr 29min	
OTHER	Number of Incidents	3	3	1	7	8	2	2		4	11	18
	Time Total	3hr 38min	5hr 53min	1hr 15min	10hr 46min	15hr 12min	1hr 5min	26min		1hr 31min	12hr 17min	
RESCUE	Number of Incidents											
Time Total												
HAZARDOUS MATERIALS	Number of Incidents											
Time Total												
Total Count	Number of Incidents	16	11	14	41	43	25	24	17	66	107	106
		41hr 47min	13hr 31min	18hr 56min	74hr 14min		11hr 51min	11hr 28min	7hr 40min	30hr 59min	105hr 13min	
		JULY	AUGUST	SEPT			Q#3 GRAND TOTAL Incidents				120	116
MOTOR VEH COLLISION (Alberta Transportation)	Number of Incidents	2	1	5	8	9						
	Time Total	3hr 20min	5hr 3min	10hr 42min	19hr 5min	15hr 52min						
MUTUAL AID Neighbours (Non-Billed)	Number of Incidents	1		1	2	1						
	Time Total	1hr 30min		3hr 21min	4hr 51min	11hr 16min						
MUTUAL AID Provincial (Billed), Birch Cove	Number of Incidents	1	1	1	3							
	Time Total	1hr 21min	Yellowknife	52min	2hr 13min							