

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 MINUTES**

**3.1 REGULAR MEETING HELD JUNE 21, 2022**

[Schedule A](#)

**4.0 ACTION ITEMS:**

**4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-523  
PT. SW 26-57-2-W5 (MCMORROW)**

Administration recommends that Council approve subdivision application 22-R-523 proposing to create a 4.01 ha (9.91 acre) farmstead separation out of Pt. SW-26-57-2-W5 with the conditions as presented.

[Schedule B](#)

**4.2 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-525  
PT. SW 19-59-4-W5 (DONKERS)**

Administration recommends that Council approve subdivision application 22-R-525 proposing to create a 6.07 ha (15.0 acre) farmstead separation out of Pt. SW 19-59-4-W5 with the conditions as presented.

[Schedule C](#)

**4.3 2023 DOZER REPLACEMENT**

Administration recommends that:

- Council directs Administration to purchase a 2023 Komatsu D71PX24, with a rear mounted ripper, forestry guard package and 5-year / 6,000-hour warranty coverage at a total cost of \$575,500 from SMS Equipment as per the quotation provided, and to take delivery in 2022 as this option has the lowest purchase price.
- Council directs Administration to initiate discussions with the Town of Barrhead to evaluate the option of selling Unit #306 to the Barrhead Regional Landfill in 2023.

[Schedule D](#)

**4.4 IN-CAMERA**

**4.4.1 SUPPORT TO INDUSTRY - Alberta Labour and Immigration - Rural Renewal Application – FOIPP Sec. 16 Disclosure harmful to business interests of a 3rd party and FOIPP Sec. 24 Advice from Officials**

**5.0 REPORTS**

**5.1 COUNTY MANAGER REPORT**

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

[Schedule E](#)

**5.2 PUBLIC WORKS REPORT**

**(10:00 a.m.)**

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

[Schedule F](#)

**5.3 COUNCILLOR REPORTS**

**6.0 INFORMATION ITEMS:**

**6.1 Minutes**

**6.1.1 LEPA Minutes – June 21, 2022**

[Schedule G](#)

**6.1.2 BDSHA Minutes – May 31, 2022**

[Schedule H](#)

**6.1.3 FCSS Minutes – May 19, 2022**

[Schedule I](#)

**7.0 DELEGATIONS**

**7.1 11:00 a.m. Karen Gariepy – Barrhead FCSS**

**8.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD JUNE 21, 2022**

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The Regular Meeting of the Council of the County of Barrhead No. 11 held June 21, 2022 was called to order by Reeve Drozd at 9:00 a.m.

**PRESENT**

Reeve Doug Drozd  
Deputy Reeve Marvin Schatz  
Councillor Ron Kleinfeldt  
Councillor Bill Lane  
Councillor Paul Properzi (left at 11:05 a.m.)  
Councillor Jared Stoik

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

**ABSENT**

Councillor Walter Preugschas

**STAFF**

Debbie Oyarzun, County Manager	Jenny Bruns, Development Officer
Pam Dodds, Executive Assistant	Adam Vanderwekken, Development &
Tamara Molzahn, Director of Finance & Administration	Communications Coordinator
	Ken Hove, Director of Infrastructure

**ATTENDEES**

Bill Lee & David Bain – Camp Creek Community Hall  
Barry Kerton - Town and Country Newspaper

**APPROVAL OF AGENDA**

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- 2022-232 Moved by Councillor Properzi that the agenda be approved as presented.  
Carried Unanimously.

**MINUTES OF REGULAR MEETING HELD JUNE 7, 2022**

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- 2022-233 Moved by Councillor Lane the minutes of the Regular Meeting of Council held June 7, 2022, be approved as circulated.  
Carried Unanimously.

**DELEGATION – CAMP CREEK COMMUNITY HALL**

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Bill Lee & David Bain with the Camp Creek Community Hall met with Council at this time being 9:02 a.m. and they provided Council with details on Pembina Pipelines pending purchase and removal of the community hall.

- 2022-234 Moved by Councillor Lane that Council directs Administration to work with the Camp Creek Community Hall delegation to explore the opportunity presented.  
Carried Unanimously.
- 2022-235 Moved by Councillor Properzi that the Community Hall Strategy identified in the 2022-2026 Strategic Plan be escalated to begin in 2022.  
Carried Unanimously.

Bill Lee & David Bain departed the meeting at this time being 9:13 a.m.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-511  
PT. NE 3-60-4-W5 (BRUNS)**

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- 2022-236 Moved by Councillor Properzi that Council approve the subdivision application proposing to create a 4.38 ha (10.8 acre) farmstead separation out of Pt. NE 3-60-4-W5 with the conditions as presented.  
Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD JUNE 21, 2022**

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**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-516  
PT. SW 10-59-2-W5 (WILSON)**

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- 2022-237 Moved by Councillor Kleinfeldt that Council approve the subdivision application proposing to create a 6.09 ha (15 acre) farmstead separation out of Pt. SW 10-59-2-W5 with the conditions as presented.

Carried Unanimously.

Adam Vanderwekken and Jenny Bruns departed the meeting at 9:25 a.m.

**NATIONAL DAY OF TRUTH AND RECONCILIATION – SEPTEMBER 30**

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- 2022-238 Moved by Councillor Lane that Council declares National Day of Truth & Reconciliation on September 30th be a regular workday with individuals taking responsibility for recognition and reflection on Truth & Reconciliation.

Carried Unanimously.

- 2022-239 Moved by Councillor Kleinfeldt that Council directs the CAO to provide all staff with training opportunities for Truth & Reconciliation during regular work hours in 2022.

Defeated 3-3.

Tamara Molzahn joined the meeting at this time being 9:40 a.m.

**TOTAL COMPENSATION REVIEW**

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- 2022-240 Moved by Councillor Kleinfeldt that Council directs Administration to enter into a contract with Improve Consulting Group Inc. for the 2022 Total Compensation Review project at a cost of \$14,650 plus GST.

Carried Unanimously.

**PROJECT DASHBOARD**

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- 2022-241 Moved by Deputy Reeve Schatz that Council receive the project dashboard as information.

Carried Unanimously.

**RECESS**

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Reeve Drozd recessed the meeting at this time being 10:10 a.m.

Reeve Drozd reconvened the meeting at this time being 10:24 a.m.

**DIRECTOR OF FINANCE & ADMINISTRATION REPORT**

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- 2022-242 Moved by Councillor Lane that Council accept the following Director of Finance & Administration's reports for information:

- Cash, Investments, & Taxes Receivable as of May 31, 2022
- Payments Issued for the month of May 2022
- YTD Budget Report for the 5 months ending May 31, 2022
- YTD Capital Recap for period ending May 31, 2022
- YTD Elected Officials Remuneration Report ending May 31, 2022

Carried Unanimously.

Tamara Molzahn departed the meeting at this time being 10:33 a.m.

**REGULAR MEETING OF COUNCIL - HELD JUNE 21, 2022**

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**AGENDA INFORMATION ITEMS**

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- 2022-243 Moved by Councillor Properzi that the following agenda items be received as information:
- Email from Town of High River Re: A Coal Policy for Alberta – dated June 8, 2022
  - News Release from Alberta Mental Health and Addictions Re: Supporting improved mental health in rural Alberta – dated June 9, 2022
  - Letter from County of St. Paul to AUC Re: Rising Cost of Alberta Utility Fees – dated June 14, 2022

Carried Unanimously.

**REPORT – COUNTY MANAGER**

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Debbie Oyarzun, County Manager, reviewed the 2022 Council Resolution Tracking List and provided updates to Council;

- Demonstrated where to find on the County website the Key Projects section and the snapshot of the Strategic Plan
- National Aboriginal Day on June 21, 2022, and the celebration taking place in Barrhead that afternoon
- Shared the outcome of Court File #2203 03259 in which the Applicants' application was struck for being an abuse of process and the County as one of the respondents was awarded \$1,000 in costs.
- Confirmed Councillor attendance for virtual meeting with Hon. Shandro, Minister of Justice & Solicitor General, on June 29, 2022, regarding Alberta Provincial Police Service study

- 2022-244 Moved by Deputy Reeve Schatz to accept the County Manager's report as information.

Carried Unanimously.

Ken Hove joined the meeting at this time being 10:58 a.m.

Coucillor Properzi departed the meeting at this time being 11:05 a.m.

**PUBLIC WORKS REPORT**

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

- 2022-245 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.

Carried 5-0.

Ken Hove departed the meeting at this time being 11:13 p.m.

**COUNCILLOR REPORTS**

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Councillor Lane reported on his meeting with IT support at the County office and his attendance at the FCSS meeting.

Councillor Stoik reported on his attendance at the ASB meeting.

Deputy Reeve Schatz reported on his attendance at the Lemonade Day tasting and judging of events, and the CFYE annual meeting.

**REGULAR MEETING OF COUNCIL - HELD JUNE 21, 2022**

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Councillor Kleinfeldt reported on his attendance at the BARCC meeting, Barrhead Street Festival flipping pancakes on behalf of Barrhead Library Board, and YRL meeting.

Reeve Drozd reported on his attendance at Dunstable School (Grades 5 & 6) for a municipal government presentation, ASB meeting, Labour & Immigration webinar, Barrhead Air Cadets 71<sup>st</sup> annual Ceremonial Review, and County office duties.

**ADJOURNMENT**

2022-246 Moved by Councillor Stoik that the meeting adjourn at this time being 11:33 a.m.

Carried 5-0.

DRAFT

**TO: COUNCIL**

**RE: SUBDIVISION APPLICATION – Pt. SW 26-57-2-W5  
MCMORROW, MUNICIPAL PLANNING FILE NO 22-R-523**

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**ISSUE:**

An application has been received to create a 4.01 ha (9.91 acre) farmstead separation out of Pt. SW 26-57-2-W5.

**BACKGROUND:**

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan (MDP) requires farmstead separations be normally a maximum of 10 acres in size.
- Land was previously subdivided with a 0.56 acreage out of the quarter. Total area out for residential purposes will be 10.47 acres.
- Proposed parcel is developed with house and outbuildings.

**ANALYSIS:**

- Size of the proposed parcel meets the requirements of both the Land Use Bylaw and MDP.
- Municipal Reserves are required in the amount of \$2,477.50 as this is the 2<sup>nd</sup> parcel out of the quarter.
- Access to proposed parcel is from Range Road 22.
  - Approach to remainder requires improvements in the amount of \$1,275.80 + GST.
  - Existing approach to proposed parcel is built to County standard.
  - Road widening is not required as it was taken with Road Plan 4853MC.
  - Alberta Transportation has no requirements as access will be from local roads.
- Private septic inspection will be required.
- Wetlands impact the remainder however a suitable building site appears to exist.

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

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

1. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead.

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

Total area of the proposed parcel area =	4.01 ha	(9.91 ac.)
10% of the area of the proposed parcel area =	0.401 ha	(0.991 ac.)
Estimated market value per acre =		\$2,500.00
Money-in-place of reserve = 10% area x market value =		\$2,477.50

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

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

3. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
4. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates, including the location of the private sewage disposal system, the distances between the buildings and shelter belts and above-ground appurtenances on the subject lands and the existing and proposed property boundaries.
5. That prior to endorsement of an instrument affecting this plan, the County of Barrhead No. 11 receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system within the proposed lot satisfies the Provincial *Private Sewage Disposal Systems Regulation*, AR 229/1997, and is suitable for the intended subdivision.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

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

Council approve the subdivision application proposing to create a 4.01 ha (9.91 acre) farmstead separation out of Pt. SW 26-57-2-W5 with the conditions as presented.



# Subdivision Report



## FILE INFORMATION

**File Number:** 22-R-523  
**Municipality:** Co. of Barrhead  
**Legal:** Pt. SW 26-57-2-W5  
**Applicants:** James McMorrow  
**Owners:** Same as above

**Date Acknowledged:** May 17, 2022  
**Referral Date:** May 17, 2022  
**Decision Due Date:** July 16, 2022  
**Revised Decision Date:** n/a  
**Date of Report:** June 28, 2022

**Existing Use:** Agriculture  
**Proposed Use:** Country Residential  
**District:** Agriculture (A)  
**Soil Rating:** 4.5% & 45%

**Gross Area of Parcel:** 63.16 ha (156.19 ac.)  
**Net Area of Lot:** 4.01 ha (9.91 ac.)  
**Reserve Status:** Required – \$2500/acre

## 1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide an oversized, developed 4.01 ha (9.91 ac.) country residential parcel from a previously subdivided quarter section (Pt. SW 26-57-2-W5), in the County of Barrhead No. 11. The quarter section contains one previously subdivided country residential use parcel (0.227 ha / 0.56 ac.).

The proposed parcel is irregularly shaped and includes: the existing farmstead improvements (structures to the north and corrals to the east). The parcel is irregularly shaped as it surrounds the previously subdivided parcel.

The subject site is in the southern portion of the County of Barrhead, approximately 5.4 km (3.5 miles) northeast of the Lac La Nonne and Lac Ste. Anne County.

The subject site is adjacent to Highway 651 (southern boundary) and Range Road 22 (western boundary). Access to the proposed parcel is from Range Road 22. Access to the remainder may be Highway 651 or Range Road 22. The planner notes that Highway 651 is identified as a “major two lane” highway in this location, however Alberta Transportation has not requested that service road be dedicated by caveat or Plan of Survey. In a phone conversation 29 June 2022, the Department indicated that all existing access to the proposed lot and remainder was from the local road. Access requirements have been met.

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

- An identified historic resource;
- Flood hazards lands;
- Abandoned wells or pipelines; or
- Active oil/gas facilities

The site may be affected by:

- wetlands; and
- an approval, license or registration issued under an Act for which the Minister of Environment is responsible (*Water Act* –Registration 00159413-00-00 for Traditional Agricultural Use).

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

The proposed lot contains a house , accessory structures, and granaries. The lot is serviced by a private sewage disposal system (holding tank). There appears to be a suitable building site a on the proposed parcel. The parcel boundaries as a result of the previously subdivided parcel within the quarter section.

The remainder is undeveloped and contains treed areas, a dugout, and pasture lands. From the provincial data there appears there may also be wetlands in the remainder. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 21.2 acres at 4.5% and 131.99 acres at 45%. The proposed parcel is developed. In the opinion of the planner, the proposed subdivision of the existing yard site should not significantly impact the agricultural capability of the balance of the quarter section.

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

## 2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"><li>• Development Agreement is not required for road widening adjacent to Range Road 22. (The planner notes that road widening has already been provided by Plan 4853 MC).</li><li>• Accesses and approaches required.</li><li>• MR is required @ \$2500/acre.</li><li>• Property taxes are not outstanding.</li><li>• The proposal conforms to the County's LUB and MDP.</li><li>• Site is not within 1.5 km of sour gas facility.</li><li>• Site is within not 2 miles of a CFO.</li><li>• Private sewage inspection required.</li></ul>
2. Alberta Energy Regulator	<ul style="list-style-type: none"><li>• No comments provided.</li><li>• The applicant has indicated that the site is not affected by a sour gas facility.</li><li>• There are no facilities with AER licences within the site.</li></ul>
3. Alberta Environment & Parks	<ul style="list-style-type: none"><li>• No objections.</li></ul>
4. Alberta Environment & Parks ( <i>Water Act</i> – Capital Region)	<ul style="list-style-type: none"><li>• No response.</li></ul>
5. Alberta Transportation	<ul style="list-style-type: none"><li>• This will acknowledge receipt of your referral letter regarding the above noted proposal which was referred to Alberta Transportation due to the proximity of Highway 651.</li><li>• Sections 14 &amp; 15 of the <i>Subdivision and Development Regulation</i>, AR 43/2002, are not satisfied.</li><li>• In accordance with s. 16 of the Regulation, Alberta Transportation authorizes the subdivision authority to vary the requirements of ss. 14 and/or 15 of the <i>Regulation</i> to accommodate the proposed subdivision at the time of decision.</li><li>• <i>The planner notes that Highway 651 is a major two lane highway in this location and contacted the Department (via phone 29 June 2022) to confirm that the Department did not require service road acceptable to the Department. The Department noted that access to the proposed lot and the remainder are from the local road network and confirmed that the Department was not requiring that service road be dedicated at this time.</i></li></ul>

	<ul style="list-style-type: none"> <li>• Alberta Transportation requires that any appeal of this subdivision be referred to the Land and Property Rights Tribunal (Section 678(2) of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended).</li> </ul>
6. Canada Post	<ul style="list-style-type: none"> <li>• No response.</li> </ul>
7. Lac Ste. Anne County	<ul style="list-style-type: none"> <li>• No response.</li> </ul>
8. EQUS REA	<ul style="list-style-type: none"> <li>• EQUS has a concern regarding the proposed subdivision because there is no utility right of way (URW) registered on the lands for the REA.</li> <li>• EQUS requires that all facilities be protected by a URW.</li> <li>• The URW must be registered prior to the subdivision and EQUS requests that the right of way be registered prior to registration of the subdivision.</li> <li>• EQUS has contacted the landowner to obtain a URW (the planner confirmed that EQUS had contacted the landowner on 28 June 2022, and EQUS confirmed that they sent the URW agreement to the landowner).</li> </ul>
9. FortisAlberta	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• No easement is required.</li> <li>• FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.</li> </ul>
10. Telus Communications	<ul style="list-style-type: none"> <li>• No objections.</li> </ul>
11. Ste Anne Gas Co-op	<ul style="list-style-type: none"> <li>• No response.</li> </ul>
12. Pembina Hills School Division	<ul style="list-style-type: none"> <li>• No response.</li> <li>• No Reserves requested.</li> </ul>
13. Alberta Health Services	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• Development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003.</li> <li>• Setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.</li> </ul>

Adjacent landowners were notified on 17 May 2022. ***No comments or objections from adjacent landowners were received.***

### 3. STATUTORY ANALYSIS

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#### MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in Section 3.2.3(15) of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. Policy 3.2.3(16) states that “a maximum of two (2) parcels, excluding fragments, may be subdivided from a quarter section for agricultural use.” The proposed subdivision is consistent with this policy. There is 1 existing country residential parcel within the quarter section. The subdivision creates the second parcel within the quarter section. It will subdivide 4.01 ha (9.91 ac.) from the quarter section and bringing the total area of country residential parcels within the quarter section to 4.237 ha (10.47 ac.) for CR use from the quarter section. The proposed subdivision increases the density within the quarter section and the country residential parcels does not exceeding 6.06 ha (15.0 ac.). **Therefore the proposed parcel may conform to the County MDP.**

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

4.01 ha (9.91 ac.) and less than the maximum area. **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*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

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

the proposed subdivision appears satisfactory.

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

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

The proposed subdivision will create the second country residential use parcel within the quarter section. Therefore, in the opinion of the planner, no part of section 663 of the *Municipal Government Act* applies to the proposed lot and Reserves are due. The County has requested that Reserves be provided as money in lieu of land and has indicated that the value of the Reserves be calculated at \$2,500/acre, for a total of \$2,477.50. Section 663(b) applies to the remainder and Reserves are not due for the remainder of Pt. SW 26-57-2-W5.

Since the proposed parcel is affected the proximity of Highway 651, wetlands, and a registration under the *Water Act*, appeal of the decision is to the Land and Property Rights Tribunal.

#### Reserves

The ability to take Reserves is noted above.

#### **4. SUMMARY**

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

1. Accesses and approaches to the satisfaction of the County of Barrhead No. 11
2. Municipal Reserves
3. Appraisal fee
4. Private Sewage Inspection
5. Real Property Report

6. Taxes up to date

## 5. RECOMMENDATION

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

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

Total area of the proposed parcel area =	4.01 ha	(9.91 ac.)
10% of the area of the proposed parcel area =	0.401 ha	(0.991 ac.)
Estimated market value per acre =		\$2,500.00
Money-in-place of reserve = 10% area x market value =		\$2,477.50

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

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

3. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
4. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates, including the location of the private sewage disposal system, the distances between the buildings and shelter belts and above-ground appurtenances on the subject lands and the existing and proposed property boundaries.
5. That prior to endorsement of an instrument affecting this plan, the County of Barrhead No. 11 receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system within the proposed lot satisfies the Provincial *Private Sewage Disposal Systems Regulation*, AR 229/1997, and is suitable for the intended subdivision.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

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

DATE RECEIVED: MAY 05 2022DEEMED COMPLETE: May 17, 2022

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

1. Name of registered owner of land to be subdivided

James Humorrow

Address, Phone Number, and Fax Number

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

Address, Phone Number, and Fax Number

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

ALL ☐ PART ☒ of the SW  $\frac{1}{4}$  SEC. 26 TWP. 57 RANGE 2 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 +/- 4.01 hectares (+/- 9.91 acres)Municipal address (if applicable) 57403 Range Road 22

## 4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: Dunstable County of Barrheadb. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☒

If 'YES', the adjoining municipality is \_\_\_\_\_

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☒ NO ☐If 'YES', the Highway # is: 651d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☐ NO ☒ wetlands

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

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

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

Existing Use  
of the LandProposed Use  
of the LandLand Use District Designation  
(as identified in the Land Use Bylaw)AcresAcresAgriculture District

## 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)FlatGrassclay

## 7. STRUCTURES AND SERVICING

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

Describe the manner of providing water and sewage disposal.

House, Garage, GaragesHolding & septic tank

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

I, JAMES HUMORROW 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 James HumorrowDate March 21, 2022

**TENTATIVE PLAN**  
**Pt. SW 26-57-2-W5**  
**County of Barrhead**

NE-26-57-2-W5

57416 Rge Rd 22

**Titled Area: 63.16 ha (156.19 ac)**  
**Proposed Area: +/- 4.01 ha (+/- 9.91 ac)**

SE-27-57-2-W5

**Remainder**  
SW-26-57-2-W5

SE-26-57-2-W5

**+/-147 m**

**Proposed +/- 4.01 ha (+/- 9.91 ac)**

3

103 Poe Rd 22

63.6m

4. **Figure 1** **Figure 1**

Anstable  
 57332 Rge Rd 2

2129 Hwy 651

NW-23-57-2-W5

NE-23-57-2-W5



Scale 1: 7,500

100 yd 

100 m 

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**TO: COUNCIL**

**RE: SUBDIVISION APPLICATION – Pt. SW 19-59-4-W5  
DONKERS, MUNICIPAL PLANNING FILE NO 22-R-525**

---

**ISSUE:**

An application has been received to create a 6.07 ha (15.0 acre) farmstead separation out of Pt. SW 19-59-4-W5.

**BACKGROUND:**

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan (MDP) requires farmstead separations be normally a maximum of 10 acres in size. Up to 17 acres may be taken out for residential purposes.
- Land was previously subdivided with a 0.73 ac boundary adjustment out of the quarter to accommodate a neighboring driveway shelterbelt.
- Proposed parcel is developed with house and outbuildings.

**ANALYSIS:**

- Size of the proposed parcel meets the requirements of both the Land Use Bylaw and MDP.
- Municipal Reserves are required in the amount of \$4,050 as this is the 2<sup>nd</sup> subdivision out of the quarter.
- Access to proposed parcel is from Range Road 50.
  - Approach to remainder requires improvements in the amount of \$176.64 + GST.
  - Existing approach to proposed parcel is built to County standard.
  - Road widening is required along the western boundary.
  - Alberta Transportation has no requirements as access will be from local roads.
- Private septic inspection will be required.
- Wetlands impact the remainder however a suitable building site appears to exist. Alberta Environment has requested an Environmental Reserve as the creek is a tributary to the Paddle River, however the County practice is to place an Environmental Reserve Easement (ERE) instead. Recommendation is for a 10 m ERE from the left and right banks of the creek.

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

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

1. That, prior to or concurrent with registration of an instrument effecting this plan, an Environmental Reserve Easement (ERE), in a form and affecting an area approved by the Subdivision Authority Officer, be granted to the County of Barrhead No. 11. The plan to be used to describe the Easement shall include all of the lands extending from and within 10 m from the left and right banks of the unnamed creek, throughout the quarter section which is generally all of the land outlined in **RED** on



the approved Tentative Plan of Subdivision and shall be reviewed by the Subdivision Authority Officer prior to being finalized.

2. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed parcel area =	6.07 ha	(15.0 ac.)
10% of the area of the proposed parcel area =	0.607 ha	(1.50 ac.)
Estimated market value per acre =		\$2,700.00
Money-in-place of reserve = 10% area x market value =		\$4,050.00

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

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

5. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
6. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates, including the location of the private sewage disposal system, the distances between the buildings and shelter belts and above-ground appurtenances on the subject lands and the existing and proposed property boundaries.
7. That prior to endorsement of an instrument affecting this plan, the County of Barrhead No. 11 receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system within the proposed lot satisfies the Provincial *Private Sewage Disposal Systems Regulation*, AR 229/1997, and is suitable for the intended subdivision.
8. 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 proposing to create a 6.07 ha (15.0 acre) farmstead separation out of Pt. SW 19-59-4-W5 with the conditions as presented.

# Subdivision Report



## FILE INFORMATION

**File Number:** 22-R-525  
**Municipality:** Co. of Barrhead  
**Legal:** Pt. SW 19-59-4-W5  
**Applicants:** Jeff Parsons, Sunny Side Realty  
**Owners:** Daniel & Anna Donkers

**Date Acknowledged:** May 17, 2022  
**Referral Date:** May 17, 2022  
**Decision Due Date:** July 16, 2022  
**Revised Decision Date:** n/a  
**Date of Report:** June 28, 2022

**Existing Use:** Agriculture  
**Proposed Use:** Country Residential  
**District:** Agriculture (A)  
**Soil Rating:** 4.5%, 23%, & 52%

**Gross Area of Parcel:** 64.90 ha (160.27 ac.)  
**Net Area of Lot:** 6.07 ha (15.0 ac.)  
**Reserve Status:** Required – \$2700/acre

## 1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide an oversized, developed 6.07 ha (15 ac.) country residential parcel from a previously subdivided quarter section (Pt. SW 19-59-4-W5), in the County of Barrhead No. 11. The quarter section contains a portion of a previously subdivided country residential use parcel Lot 1, Block 1, Plan 202-0945. Prior to the registration of Plan 202-0945, Plan 032-2264 adjusted the boundary between SW 19-59-4-W5 and NW 18-59-4-W4 to correct existing encroachments from the yardsite within NW18 over the quarter section boundary. The area of SW 19-59-4-W5 removed from the quarter section by Plan 032-2264 is 0.296 ha (0.73 ac.).

The subject site is in the central portion of the County of Barrhead, approximately 10 km (6.6 miles) west of the Town of Barrhead. The site is approximately 2.4 km (1.5 miles) north of the Paddle River. Alberta Environment & Parks notes that the watercourse within the remainder is a tributary of the Paddle River. From the County's historic orthographic photos, the site is outside of the area affected by the 1965 Paddle River flood event.

The site is adjacent to Range Road 50 (western boundary) and 0.8 km (0.5 miles) south of Highway 18. Access to the proposed parcel and the remainder is from Range Road 50. Access requirements can be met from the local road.

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

- An identified historic resource;
- Flood hazards lands;
- Abandoned wells or pipelines; or
- Active oil/gas facilities

The site may be affected by:

- wetlands;
- a watercourse (a tributary of the Paddle River); and
- an approval, license or registration issued under an Act for which the Minister of Environment is responsible (*Water Act* –Registration 001599279-00-00 for Traditional Agricultural Use).

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

The proposed lot contains a modular home and accessory structures, including a shop, barn, cattle shed, and workshop. From the aerial photograph, the area of the proposed lot appears to be oversized in order to accommodate the existing yardsite features and the larger parcel may be appropriate. The lot is serviced by a drilled water well and private sewage disposal system (open discharge). There appears to be a suitable building site a on the proposed parcel.

The remainder is undeveloped and contains treed areas, a dugout, and pasture lands. From the provincial data there appears there may also be wetlands in the remainder. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 11.27 acres at 4.5%, 17 acres at 23%, and 129 acres at 52%. The proposed parcel is developed. In the opinion of the planner, the proposed subdivision of the existing yard site should not significantly impact the agricultural capability of the balance of the quarter section.

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

## 2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"><li>• Development Agreement is required for road widening adjacent to Range Road 50.</li><li>• Accesses and approaches required.</li><li>• MR is required @ \$2700/acre.</li><li>• Property taxes are not outstanding.</li><li>• The proposal conforms to the County's LUB and MDP.</li><li>• Site is not within 1.5 km of sour gas facility.</li><li>• Site is within 2 miles of a CFO, within SE 13-59-5-W5 and SW 17-59-4-W5.</li><li>• Private sewage inspection required.</li></ul>
2. Alberta Energy Regulator	<ul style="list-style-type: none"><li>• No comments provided.</li><li>• The applicant has indicated that the site is not affected by a sour gas facility.</li><li>• There are no facilities with AER licences within the site.</li></ul>
3. Alberta Environment & Parks	<ul style="list-style-type: none"><li>• No objections.</li><li>• AEP would like to see an ERE placed on the creek as it is a tributary to the Paddle River, in order to maintain water quality.</li><li>• <i>The County of Barrhead has required that ERE be provided adjacent to tributaries of Pembina River. Therefore, in the opinion of the Planner, an ERE, extending 10 m from the left and right banks of the unnamed creek throughout the proposed parcel and the remainder should be required.</i></li><li>• <i>The planner recommends an ERE be registered to protect the creek as no public access to the creek is required and further, access to the ER parcel would not be possible from the municipal road allowance.</i></li></ul>
4. Alberta Environment & Parks (Water Act – Capital Region)	<ul style="list-style-type: none"><li>• No response.</li></ul>
5. Alberta Transportation	<ul style="list-style-type: none"><li>• This will acknowledge receipt of your referral letter regarding the above noted proposal which was referred to Alberta Transportation due to the proximity of Highway 18.</li><li>• Sections 14 &amp; 15 of the <i>Subdivision and Development Regulation</i>, AR 43/2002, are satisfied.</li><li>• The proposal complies with s. 14(b) of the <i>Regulation</i>, as it involves the creation of a single country residential parcel to accommodate the existing</li></ul>

	<p>residence and other improvements from an unsubdivided quarter section. Access to the farmstead and the remainder are from the local road.</p> <ul style="list-style-type: none"> <li>• <i>The planner contacted the Department to advise that the quarter section has been previously subdivided (Plan 202-0945 and Plan 032-2264). The Department indicated that this information did not change their comments, as access to the proposed lot and remainder is from the local road network and direct access to Highway 18.</i></li> <li>• The requirements of s. 15 of the <i>Regulation</i> have been met.</li> <li>• Alberta Transportation requires that any appeal of this subdivision be referred to the Land and Property Rights Tribunal (Section 678(2) of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended).</li> </ul>
6. Canada Post	<ul style="list-style-type: none"> <li>• No response.</li> </ul>
7. Wildrose REA	<ul style="list-style-type: none"> <li>• No response.</li> </ul>
8. FortisAlberta	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• No easement is required.</li> <li>• FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.</li> </ul>
9. Telus Communications	<ul style="list-style-type: none"> <li>• No objections.</li> </ul>
10. Apex Utilities	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area.</li> <li>• 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.</li> </ul>
11. Pembina Hills School Division	<ul style="list-style-type: none"> <li>• No response.</li> <li>• No Reserves requested.</li> </ul>
12. Alberta Health Services	<ul style="list-style-type: none"> <li>• No objections.</li> <li>• Development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003.</li> <li>• Setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.</li> </ul>
13. Evergreen CRSD #2	<ul style="list-style-type: none"> <li>• No response.</li> </ul>

Adjacent landowners were notified on 17 May 2022. ***No comments or objections from adjacent landowners were received.***

### 3. STATUTORY ANALYSIS

#### MDP, AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in Section 3.2.3(15) of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. Policy 3.2.3(16) states that “a maximum of two (2) parcels, excluding fragments, may be subdivided from a quarter section for agricultural use.” The proposed subdivision is consistent with this policy. There is a portion of 1 existing country residential parcel within the quarter section. The subdivision creates the second parcel within the quarter section. Policy 3.2.3(24) states that “farmstead separations from a quarter section in the Agricultural Use area shall normally be a minimum of 1.2 ha. (3 ac) in size and a maximum of 4.04 ha. (10 ac.) in size. A farmstead separation of up to 6.06 ha (15 ac.) may be permitted at the discretion of the Subdivision Authority. Policy 3.2.3(26) notes that if “a farmstead separation of

larger than 10 ac. is applied for, the applicant must submit a building site certificate or real property report indicating the exact location of all farmstead structures including: buildings, out building, wells private sewage disposal system and surface discharge location, corrals, dugouts and if applicable, lagoons and/or a site drawing indicating any low lying areas or areas unsuitable for development on the proposed parcel. Further, Policy 3.2.3(27) allows the Subdivision Authority may vary the maximum parcel size, of a parcel for Country residential use, to allow for a maximum 17 ac. parcel **if** the building site certificate or real property report submitted by the applicant with the subdivision application demonstrates, to the satisfaction of the Subdivision Authority, that that the additional area is required to ensure the integrity of the farm site. The proposed subdivision will subdivide an additional 6.07 ha (15.0 ac.) from the quarter section and bring the total area of country residential parcels within the quarter section to 6.366 ha (15.7 ac.) for CR use from the quarter section. The proposed subdivision increases the density within the quarter section and the country residential parcels exceeds 6.06 ha (15.0 ac.), however the area of the proposed parcel appears reasonable in order to accommodate the existing farmstead. **Therefore the proposed parcel may conform to the County MDP.**

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

#### MGA AND 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*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

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

the proposed subdivision appears satisfactory.

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

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

The proposed subdivision will create the second country residential use parcel within the quarter section. Therefore, in the opinion of the planner, no part of section 663 of the *Municipal Government Act* applies to the proposed lot and Reserves are due. The County has requested that Reserves be provided as money in lieu of land, and has indicated that the value of the Reserves be calculated at \$2,700/acre, for a total of \$4,050. Section 663(b) applies to the remainder and Reserves are not due for the remainder of Pt. SW 19-59-4-W5.

Since the proposed parcel is affected the proximity of Highway 18, wetlands, and a registration under the *Water Act*, appeal of the decision is to the Land and Property Rights Tribunal.

#### Reserves

The ability to take Reserves is noted above.

#### **4. SUMMARY**

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

1. Environmental Reserve Easement
2. Development Agreement
3. Accesses and approaches to the satisfaction of the County of Barrhead No. 11
4. Municipal Reserves
5. Appraisal fee
6. Private Sewage Inspection
7. Real Property Report
8. Taxes up to date

#### **5. RECOMMENDATION**

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

1. That, prior to or concurrent with registration of an instrument effecting this plan, an Environmental Reserve Easement (ERE) , in a form and affecting an area approved by the Subdivision Authority Officer, be granted to the County of Barrhead No. 11. The plan to be used to describe the Easement shall include all of the lands extending from and within 10 m from the left and right banks of the unnamed creek, throughout the quarter section which is generally all of the land outlined in **RED** on the attached approved Tentative Plan of Subdivision, and shall be reviewed by the Subdivision Authority Officer prior to being finalized.
2. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed parcel area =	6.07 ha	(15.0 ac.)
10% of the area of the proposed parcel area =	0.607 ha	(1.50 ac.)

Estimated market value per acre =	\$2,700.00
Money-in-place of reserve = 10% area x market value =	\$4,050.00

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

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

5. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
6. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates, including the location of the private sewage disposal system, the distances between the buildings and shelter belts and above-ground appurtenances on the subject lands and the existing and proposed property boundaries.
7. That prior to endorsement of an instrument affecting this plan, the County of Barrhead No. 11 receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system within the proposed lot satisfies the Provincial *Private Sewage Disposal Systems Regulation*, AR 229/1997, and is suitable for the intended subdivision.
8. 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

DATE RECEIVED: MAY 11 2022DEEMED COMPLETE: May 17, 2022

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

use for all  
communication

## 1. Name of registered owner of land to be subdivided

Daniel M Donkers and Anna J Donkers

Address, Phone Number, and Fax Number

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

Jeffrey Parsons

Address, Phone Number, and Fax Number

Box 4468 Barrhead, AB T7N 1A3  
780-674-5999

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

ALL ☐ PART ☒ of the SW  $\frac{1}{4}$  SEC. 19 TWP. 59 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 6.07 hectares (14.99 acres)Municipal address (if applicable) 59313 Rge Rd 50

## 4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrheadb. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☒

If 'YES', the adjoining municipality is \_\_\_\_\_

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☒ NO ☐If 'YES', the Highway # is: 18d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☐ NO ☒ wetlands

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

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

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
<u>Country Residential Home and Yardsite and Agricultural Land</u>	<u>Country Residential for building site. Agriculture land for balance</u>	<u>Ag</u>

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

Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
<u>Generally Flat w/ changes in elevations</u>	<u>Some trees along roadside and by home. Pretty well clear of vegetation throughout rest of parcel.</u>	<u>Clay base throughout. Loam top soils.</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>1 level Double Wide modular for home. Multiple support and storage buildings including shop, barns, cattle support, workshop. (All of good quality)</u>	<u>Current systems including drilled well and surface discharge septic which are legal systems and will be under sub-divided parcel as well</u>

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

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

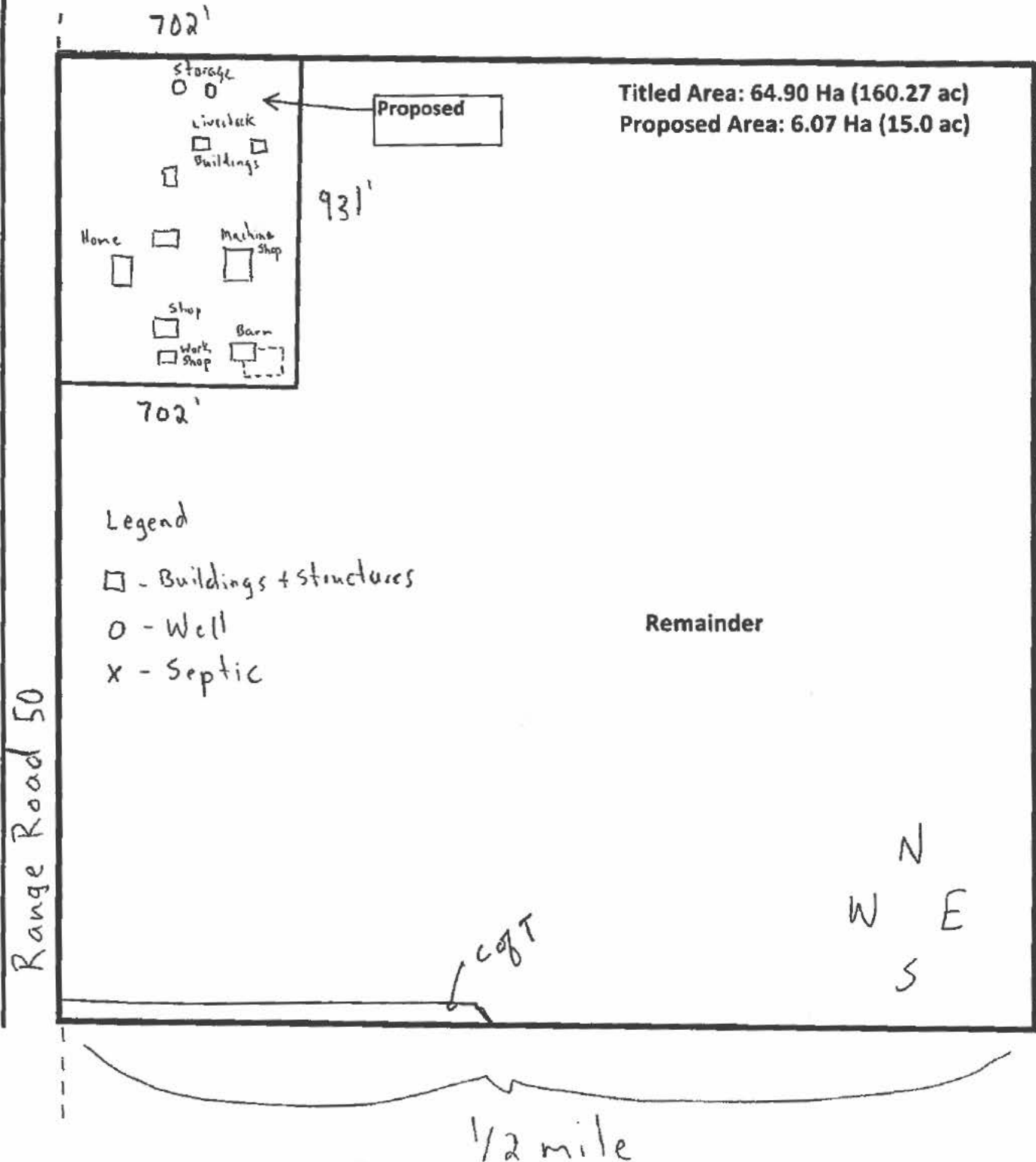
Signature

Date

Nov 2, 2021



TENTATIVE PLAN  
PT.SW 19-59-4-W5  
COUNTY OF BARRHEAD  
MPS FILE 22-R-525





# REQUEST FOR DECISION

JULY 5, 2022

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**TO: COUNCIL**

**RE: 2023 DOZER REPLACEMENT**

**ISSUE:**

Unit #306, a 2018 Caterpillar D6T XL, is up for replacement in 2023 as per the 10 Year Capital Plan and warranty period.

**BACKGROUND:**

- Unit 306 will reach the end of its warranty in May 2023; at which time the guaranteed buyback will also lapse if not used.
  - Due to supply chain issues, equipment lead times have increased to over 12 months with some suppliers and therefore it was necessary to request proposals at this time.
- Proposed in the 2023 Capital Plan:

Dozer to Trade In	Replacement Cost	Trade-in Value	Net Cost to Purchase
2018 Caterpillar D6T XL	\$610,276	\$225,276 (Guaranteed buyback)	\$385,000

- Pricing for a replacement unit was obtained from 3 vendors through Sourcwell Purchasing Program.
  - Sourcwell Program, facilitated in the Province by the Rural Municipalities of Alberta (RMA), allows for the public sector to obtain governmental pricing without having to go through the full public tender process as the tender process is completed by RMA. This process is being widely used throughout the province and is compliant with all current trade regulations.
- Summary of the results of the Invitation for Quotation through the Sourcwell Program are attached.

**ANALYSIS:**

- Submitted quotations were reviewed for completeness and to ensure that the required specifications were met. Quotations were evaluated based on the following criteria:
  - Price
  - Machine & Warranty Specifications
  - Past Service Provided
  - Operator Feedback
  - Resale Value
  - Cost of Ownership based on pricing
- Based on the evaluation, quotations for a 2023 Crawler Dozer were ranked as follows:
  1. SMS Equipment (Komatsu)
  2. Brandt Tractor Ltd. (John Deere)
  3. Finning Canada Ltd. (Caterpillar)

- SMS Equipment and Brandt Tractor Ltd both provided quotations that were below the budget presented in the 2023 Capital Plan.
- Both vendors also gave options for receiving a 2023 dozer in the fall of 2022 compared to receiving a 2023 dozer in mid-2023.
  - Vendors indicated that the County could hold the new machine in our yard until June 2023 at which time it could be placed into service and the 5-year warranty period would commence.
  - Additional insurance costs for storing the machine during this time would be less than \$1,000.
  - Loss of interest on money spent in 2022 vs 2023 would be approximately \$5,000.
- **Pricing Considerations:**
  - Lowest purchase price (no trade) was \$575,500 offered by SMS Equipment if purchased in 2022, which was \$30,500 less than Brandt Tractor Ltd.
  - Lowest purchase price (with trade) was \$291,000 offered by Brandt Tractor Ltd.; however, the guaranteed future trade value of the new unit was \$35,000 lower leaving an 18% higher 5-year cost of ownership.
  - Lowest 5-year costs of ownership was \$322,999 offered by SMS Equipment if unit purchased/delivered in 2023; however, the 2 Komatsu units had a difference of only \$7,501 over the 5-year cost of ownership.
    - Komatsu unit delivered in 2022 had the lower up front purchase price, but also the lower guaranteed trade value
    - Komatsu unit delivered in 2023 had the higher up front purchase price, but also the higher guaranteed trade value
    - Guaranteed trade values are important in the analysis, especially if it clearly separates quotations, however, when the difference in the 5-year cost of ownership is so similar other factors need to be considered such as;
      - future purchase price adjustments by vendors to offset trade values,
      - potential for not exercising the trade (similar to the County recommending to not exercise the trade-in with Finning for Unit #306)
- **Options for disposing of Unit #306:**
  - Exercise buyback option from Finning for \$225,276
    - Finning's new quote for the machine value (buyback) is: \$255,000
  - Exercise one of the trade-in values from the vendors with values ranging from \$237,000 - \$315,000, depending on vendor and time of trade.
  - Place at auction or put up for public tender in 2023.
  - Sell to Barrhead Regional Landfill in 2023, at a fair market value.
    - Barrhead Regional Landfill's current tracked loader is up for replacement in 2023. Presented in the County 10-year Capital Plan, the County currently has budgeted \$225,000 in 2023 to reflect 50% share of the purchase.

- In the past, a dozer has been used at the Regional Landfill. To function as a landfill dozer, Unit #306 would require some guarding upgrades which is estimated to cost approximately \$30,000.
- Administration recommends that the County purchase a 2023 Komatsu D71PX24 – 30” from SMS Equipment Ltd. in 2022 at a cost of \$575,500 and consider the options for disposal of Unit #306 in 2023.
  - Approval of this purchase aligns with the 2023 Capital Plan – PW Graders & Equipment
  - Purchase is \$34,776 less than what is budgeted in the Capital Plan for 2023 and would be funded from the Public Works Equipment Reserve.
  - Recommended option has the lowest purchase price allowing the County to save more upfront which outweighs the relatively small difference in 5-year cost of ownership.
  - Disposal of Unit #306 by selling it at fair market value to the Barrhead Regional Landfill reduces the financial impact to both the County and the Town in 2023 by lowering the shared replacement cost of the Landfill tracked loader (2023 Capital Plan).

#### **Alignment with Strategic Plan**

- PILLAR 2: Municipal Infrastructure & Services
  - GOAL 1 – Infrastructure & services balance County capacity with ratepayer needs
- PILLAR 4: Governance & Leadership
  - GOAL 2 – County demonstrates open & accountable government
    - Strategy 1 – Council has the tools and information necessary to make informed decisions which are shared publicly.

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

Council directs Administration to purchase a 2023 Komatsu D71PX24, with a rear mounted ripper, forestry guard package and 5-year / 6,000-hour warranty coverage at a total cost of \$575,500 from SMS Equipment as per the quotation provided, and to take delivery in 2022 as this option has the lowest purchase price.

Council directs Administration to initiate discussions with the Town of Barrhead to evaluate the option of selling Unit #306 to the Barrhead Regional Landfill in 2023.



5306 – 49 Street, Barrhead, Alberta T7N 1N5  
 Phone: 780-674-2619; Fax: 780-674-9653  
 Email: info@countybarrhead.ab.ca  
 www.countybarrhead.ab.ca  
 Public Works

Summary of Quotations for the Purchase of One (1) New Crawler Dozer

	2023 John Deere 850L - 30" Brandt Tractor Ltd.	2023 John Deere 850L - 30" Brandt Tractor Ltd.	Komatsu D71PX24 - 30" SMS Equipment	Komatsu D71PX24 - 30" SMS Equipment	Caterpillar D6 - 24" Finning Canada Ltd.	Caterpillar D6 - 30" Finning Canada Ltd.
<b>Base Unit Price</b>	\$542,200.00	\$542,200.00	\$575,500.00	\$607,999.00	\$659,140.00	\$689,140.00
Forestry guard package	\$15,800.00	\$15,800.00	inc.	inc.	\$23,250.00	\$23,250.00
Rear mounted ripper with 3 shanks	\$22,000.00	\$22,000.00	inc.	inc.	\$32,500.00	\$32,500.00
warranty coverage 60 month / 6000 hour **	\$26,000.00	\$26,000.00	\$25,043 (inc.)	\$25,043 (inc.)	\$34,110.00	\$34,110.00
<b>Total purchase price no trade</b>	<b>\$606,000.00</b>	<b>\$606,000.00</b>	<b>\$575,500.00</b>	<b>\$607,999.00</b>	<b>\$749,000.00</b>	<b>\$779,000.00</b>
<b>Less Trade:</b>						
<b>2018 Caterpillar D6T XL Crawler Dozer</b> (S/N CAT00D6THHYT00362) *Finning buy-back \$225,276	\$315,000.00	\$295,000.00	\$245,800.00	\$237,000.00	\$255,000.00	\$255,000.00
<b>Total Price with Trade-in</b>	<b>\$291,000.00</b>	<b>\$311,000.00</b>	<b>\$329,700.00</b>	<b>\$370,999.00</b>	<b>\$494,000.00</b>	<b>\$524,000.00</b>
<b>Value of Unit Under Buyback Option</b> (60 month or 6,000 hours)	n/a	n/a	n/a	n/a	\$298,000.00	\$312,000.00
<b>Value of Unit Under Guaranteed Trade Value</b> (60 month or 6,000 hours)	\$210,000.00	\$210,000.00	\$245,000.00	\$285,000.00	\$308,000.00	\$322,000.00
<b>Expected Delivery Dates</b>	November 1, 2022	June 1, 2023	October 15, 2022	June 1, 2023	12 months from PO	12 months from PO
<b>5-year cost of ownership with guaranteed buy back</b>	n/a	n/a	n/a	n/a	<b>\$451,000.00</b>	<b>\$467,000.00</b>
<b>5-year cost of ownership with guaranteed trade</b>	<b>\$396,000.00</b>	<b>\$396,000.00</b>	<b>\$330,500.00</b>	<b>\$322,999.00</b>	<b>\$441,000.00</b>	<b>\$457,000.00</b>

\*\* Warranty coverage 5 year / 6000 hour includes bumper to bumper warranty, hose warranty and travel FOB machine

Quotation Review Date: 9:00 a.m. June 27, 2022



presented to Council on July 5, 2022  
(items shaded have changed since last meeting)

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## 2022 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2022-240	Contract with Improve Consulting Group Inc. to complete a Compensation Review at a cost of \$14,650 plus GST.	DF/CAO	Contract signed	Complete June 23/22
2022-235	Community Hall Strategy identified in the 2022-2026 Strategic Plan be escalated to begin in 2022.	CAO/PD	Project management sheets being drafted	Underway
2022-234	Work with Camp Creek Community Hall delegation to explore opportunity	CAO/PD	General comments provided re agreements	Underway
2022-228	Send letter to church & Assn regarding declaring as an essential service	CAO	Letter drafted	Underway
2022-226,227	Development & Lease agreement with Benedict Pipeline for laydown yard at Kiel	CAO/PD	Agreements signed by County & Tenant	Complete Jun 10/22
2022-225	LGFF Engagement Survey (GOA)	CAO/DF	Complete and submitted	Complete Jun 9/22
2022-221	Award Line Painting project to Line King Highways to not exceed \$39,500	PW	MOA sent to contractor for signing	Underway
2022-220	Award Gravel Crushing Tender Ft Assiniboine pit to Surmont Sand & Gravel for \$1,487,300 to crush 278,000 tonnes & allocate \$8,000 to quality testing	PW/EA	Contract finalized; Contracts provided to contractor to sign	Complete June 21/19
2022-217	Submit applications to MSI Capital for 3 projects (RR 25 in 2024, Rd regravels 2023, Landfill Access Rd upgrade in 2026)	DF	Submitted	Complete Jun 15/22
2022-216	MOA with AT for STIP funding (BF 78033)	CAO/EA	Contract finalized; Signed by County & sent to AT	Complete June 23/22
2022-215	Set Date, Time, Place - Tax Sale (Public Auction)	CAO	Set for Dec 7/22; process as per MGA	Complete Jun 7/22
2022-214	Barrhead Street Festival - Community Grant \$1,500	CAO/EA	Approval letter sent	Complete Jun 10/22
2022-213	Barrhead Golf - Community Grant Final Report	CAO/EA	Report filed	Complete Jun 7/22
2022-207	Send letter to resident regarding dust control at RR 25 & Twp Rd 571A	CAO/EA	Letter sent	Complete Jun 15/22

2022-204	Approved 2021 Annual Report	CAO/COMM	Posted to Website	Complete May 18/22
2022-199	Approved Admin bldg repairs with County contribution to be a max of \$25,500	CAO/DF/EA	Pembina Hills School Division informed of Council decision	Complete May 17/22
2022-198	Denied request from Long Run Exploration Ltd to cancel taxes	DF	Letter sent	Complete May 18/22
2022-197	Approved agreement with Tango Network for \$10,980 for Broadband project implementation	CAO	Contractor notified	Complete May 18/22
2022-195	Approved Diesel Fuel Surcharge Rate effective May 23, 2022	PW	New process implemented	Complete May 30/22
2022-194	Awarded shoulder pull contract to B&B Wilson for project cost of \$194,250 and identified additional funding source	PW	Contractor notified, will send contract	Underway
2022-193	Approved community grant to Bhd Ag Society	CAO/EA	Letter sent notifying Ag Society	Complete May 20/22
2022-192	Approved Ducks Unlimited professional services agreement	AG	Agreement sent to Ducks Unlimited for signing	Underway
2022-191	Appointed Chelsea Jaeger as weed inspector	AG	Officially appointed by Council; ID to be provided	Complete May 17/22
2022-190	Declared June 6-14 as Seniors Week	CAO/EA	Declaration posted on website, and Ministry of Seniors & Housing notified	Complete May 20/22
2022-205	Broadband Partnership - Option #2 approved with funds from reserves	CAO/DF/PD	Agreement fully executed; Finalizing Contribution Agreement	Complete June 1/22
2022-200	Approved Project #440 Road Construction agreements	CAO/EA	Agreements signed & awaiting completion of project	Complete May 4/22
2022-197	Approved Enforcement Services Agreement with LSAC	CAO/EA	Agreement finalized; Sent to LSAC May 16 waiting return; Awaiting signature	Complete Jun 7/22
2022-196	Proclaim May 1-7 Emergency Preparedness Week	CAO/COMM	Posted to website, posted at office	Complete May 4/22
2022-195	Proclaim 2022 Year of the Garden & June 18, 2022 Garden Day	CAO/EA	Posted to website, CIB & Garden Canada notified	Complete May 4/22
2022-194	Proclaim May 30-Jun 3 Alberta Rural Health Week	CAO/COMM	Posted to website	Complete May 4/22
2022-193	Grass cutting contract - MacGill Estates	CAO/EA	Finalized; Contractor notified, waiting for signatures	Complete May 12/22
2022-184	GFR - Option to Purchase (on 3rd lot)	CAO	Signed by County & sent to lawyer Apr 22/22	Complete Apr 22/22

2022-180	Adopted 2022 Property Tax Bylaw	DF/EA	Bylaw signed & posted to website	Complete Apr 21/22
2022-175	Approved 3-yr Financial Plan & 10-yr Capital Plan	DF	Signed & posted to website	Complete Apr 20/22
2022-173, 174	Approved 2022 Operating & 2022 Capital Budget	DF	Signed & posted to website	Complete Apr 20/22
2022-167	Approved Reserve Report	DF	Council approved	Complete Apr 19/22
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF		Underway
2022-165	Appointed new fire guardians	EA	Applicants and Fire Chief have been notified	Complete Apr 20/22
2022-160, 161,202,203	Bylaw 6-2022 (Removal of MR designation) 1st reading; set public hearing date, 2nd, 3rd reading (relates to resolution 2020-358)	PD/EA	Bylaw signed, forms sent to Land Titles; Public hearing for May 17, 2022; Advertising submitted to local paper and to be posted on site	Complete May 19/22
2022-150	Denied request to cancel Axiom Oil & Gas Inc taxes	CAO/DF	Decision sent	Complete Apr 12/22
2022-149	Approved Library special funding request to a max County contribution of \$3,650 (total 4% COLA)	CAO/DF	Decision sent	Complete Apr 13/22
2022-144-147	Approved 2022 Joint Landfill budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-140-143	Approved 202 Joint Airport budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-138,39	Approved 2022 Joint Twinning budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-131-137	Approved 2022 Joint Fire Services & ERC budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-129	Renewal of Fire Services Agreement	CAO	Agreement signed	Complete Apr 22/22
2022-128	Budget Priorities Survey - What we Heard Report	CAO/EA	Posted to website	Complete Apr 11/22
2022-127	Letter of support for Rossman's commercial timber permit application	PD	Letter provided to Mr. Rossman	Complete Apr 12/22
2022-126	Renew GROWTH membership for 2022	PD	Invoice submitted to Finance	Complete Apr 12/22
2022-125	Adopted Bylaw 3-2022 Dog Control Bylaw Amendment	CAO/EA	Signed by Reeve	Complete Apr 12/22



2022-121	Accepted priorities for RCMP Annual Performance Plan	CAO	Waiting for final plan for Reeve's signature	Underway
2022-120	Set Dunstable lagoon volume allotment program; 1st come 1st served	PW	Notified; Updating list of users	Complete May 12/22
2022-118	Nominate director for BRWC	CAO/EA	BRWC notified	Complete Apr 6/22
2022-115	Appoint member-at-large to Library Board	CAO/EA	Library notified	Complete Apr 6/22
2022-114	Adopted Rates & Fees Bylaw 4-2022	CAO/EA	Signed and posted to website	Complete Apr 6/22
2022-110	Approve 2022/23 ACP Grant Agreement for Municipal Intern	CAO/EA	Agreement signed and sent to Municipal Affairs	Complete Apr 6/22
2022-109	Approve 2022-2026 Strategic Plan	CAO	Posted public version to website; Drafting public version for website	Complete Jun 15/22
2022-108	Publish 2021 audited financial statements to website	DF/COMM	Posted to website	Complete Apr 8/22
2022-098,99	Move CAO to Step 12 on salary grid and vacation entitlement to 4 weeks effective Jan 1/22	FIN	Payroll notified	Complete Mar 10/22
2022-089	Schedule Special Council meeting March 3	CAO	CAO performance evaluation	Complete Mar 1/22
2022-088	Proclaim May 9-13 Economic Development Week	PD/EA	Notification sent and posted to website	Complete Mar 10/22
2022-087	Barrhead Golf - Community Grant \$2,500	EA/FIN	Applicant has been notified and payment sent	Complete Mar 17/22
2022-086	Appointment of Fire Guardians	CAO/EA	Fire Chief notified	Complete Mar 10/22
2022-084,85	Plan Appreciation Dinner April 28 and invite ICF partners	AG/EA	Event held Apr 28/22; Invitations sent to Minister and MLA, planning underway	Complete Apr 28/22
2022-079	Bring back info on WILD Alberta requests re: establishing DMO	CAO/PD	Scheduled to bring to Council April 5/22	Complete Apr 5/22
2022-078	Request meeting w/Min of Transportation at RMA re: condition/safety of Hwy 769	CAO	Meeting requested	Complete Feb 15/22
2022-077	Authorized signing of MSI amending MOA	CAO/EA	Signed and returned to GOA	Complete Feb 22/22
2022-076	Approved Indixio as the EDRMS provider	DF	Contract finalized	Complete Mar 3/22
2022-074,154	Bring back a report on the costs and process for expropriation of land related to Project 340	CAO/DF	Expropriation was not required	Rescinded Apr 5/22

2022-073,219	Approved landowner compensation for Project 340 road ROW acquisition	PW	Going to Council June 7; 1 left to sign; 3 still to sign; Have agreements with 2 main landowners; Negotiations have commenced	Complete Jun 8/22
2022-070	Creation of new reserve Ag-H2C Conservation Landowner Conservation	DF	Created	Complete Feb 15/22
2022-069	Approved 2021 reserve transactions	DF	Transactions complete	Complete Feb 15/22
2022-066	Awarded contract to Pembina West Co-op to supply diesel fuel for 3 years	DF/PW	Contract finalized; Contract signed and sent to Co-op for execution.	Complete Feb 15/22
2022-060	Awarded Tender for 3/4 Ton Truck to Barrhead Ford	PW	Letter sent to Barrhead Ford confirming purchase	Complete Feb 22/22
2022-058	Award Ag Lease by Manola truck fill	CAO	Lease finalized; Lease sent to landowner	Complete Feb 28/22
2022-057	Denied request to cancel Town Rec portions of taxes	CAO	Letter sent to landowner	Complete Mar 9/22
2022-054,55,56	ARB Officials Appointments	DF/EA	CRSAC notified of appointments	Complete Feb 17/22
2022-053	Rescind Policy 62.06 - Partners in Conservation	AG/EA	Policy rescinded	Complete Feb 18/22
2022-049,50,51	Appointed members to PAC (ALUS)	AG	Applicants have been notified	Complete Feb 16/22
2022-038	Approved Rural Broadband Policy	CAO/PD	Policy sent to consultant to continue work on project	Complete Feb 7/22
2022-035	Approved funding sources for overbudget 2021 operational projects	DF	Transactions done	Complete Feb 3/22
2022-034	Approved funding sources for overbudget 2021 capital projects	DF	Transactions done	Complete Feb 3/22
2022-033	Approved purchase of 2022 Excavator with implements	PW	Letter sent to Finning approving excavator purchase; letters sent to unsuccessful bids	Complete Feb 8/22
2022-032	Approved purchase of 2 - 2022 Motor Scrapers as per Capital Budget/Plan	PW	Letter sent to Finning approving purchase	Complete Feb 8/22
2022-031	Approved purchase of 2 - 2022 UTVs as per Capital Budget/Plan	PW/AG	CC Cycle contacted to confirm purchase	Complete Feb 2/22
2022-028	Approved Bylaw 2-2022 Emergency Management	CAO	Included in Municipal Emerg Plan (MEP)	Complete Feb 4/22
2022-022	Public Hearing for Lakeview Estates ASP (LUB amendment) - March 1, 2022 at 1:15 pm, Multipurpose Rm	PD/EA	Public hearing held in person and virtual on March 1/22; Advertising requirements underway, facility booked	Complete Mar 1/22

2022-021,090-092, 212	LUB amendment re: Lakeview Estates ASP	PD/CAO	3rd reading to Council on Jun 7/22; 2nd reading with recommended amendments to Council May 3/22; 3rd reading to be scheduled for Council consideration (June 7/22). Will return to Council for further consideration following Public Hearing; 1st reading to Council	Complete Jun 10/22
2022-006	BF73046-21 Awarded to Griffin Contracting	PW	Notification sent to MPA to award contract to Griffin	Complete Jan 19/22
2022-005	Approved ALUS PAC TOR	AG	PAC TOR posted and advertising underway	Complete Jan 20/22
2022-004	Community Grant of \$2,500 - Misty Ridge Ski Club	CAO/EA	Letter sent awarding grant	Complete Jan 20/22
2021-536	Approved purchase 2022 Motor Grader Replacement as per Capital Budget	PW/DF	Letters sent to dealerships informing them of decision.	Complete Jan 7/22
2021-534	Approved 10 YR Capital Plan	CAO/DF	Posted to Website	Complete Jan 12/22
2021-533	Approved 3 YR Financial Plan	CAO/DF	Posted to Website	Complete Jan 12/22
2021-532	Approved 2022 Capital Budget of \$8,087,326	CAO/DF	Posted to Website	Complete Jan 12/22
2021-531	Approved 2022 Interim Operating Budget of \$17,518,554	CAO/DF	Posted to Website	Complete Jan 12/22
2021-530	Approved application for PERC/DIRC (\$29,878.80 & \$728.86)	DF	Sent to GOA.	Complete Jan 11/22
2021-529	Approved Water & Sewer Utility Rates Bylaw 11-2021	CAO/DF	New rates inputted to system and first utility bills to be sent out Jan 31, 2022	Complete Jan 7/22
2021-523	Approved MOA with CRASC Jan 1, 2022 to Dec 31, 2024	CAO	Received finalized agreement; Sent to CRASC for signing Jan 13	Complete Feb 9/22
2022-024; 2021-496	Request report with options & recommendations to consider compensation for Newton Creek flooding	CAO/DF	Council accepted insurance adjusters conclusion and denied claim; To Council Feb 1/22; RMA Genesis Reciprocal Insurance has been contacted; appt with legal counsel	Complete Feb 1/22
2021-488	Cancel 50% 2021 taxes for GOA re: GIPOT	DF	Received Payment; Journal entry done and expect payment March 31, 2022	Complete Mar 15/22
2021-481	Draft proposal for holding annual Agriculture/County dinner in 2022 in alignment with public health restrictions	CAO/AG	RFD to Council Mar 1/22; Minister confirmed; Checking availability of site, MLA, Minister etc.; Preliminary discussions re potential dates	Complete Mar 1/22

2021-474	Authorized Admin to enter into Ag Plastics Recycling Agreement with CleanFarms	CAO/AG	Agreement signed and returned; On hold until April 2022; Awaiting agreement from CleanFarms	Complete Apr 4/22
2021-471	Approved streetlight in Neerlandia	EA/CAO/PW	Construction complete; Permits complete, estimate Mar 7 completion; Fortis has been notified, indicated new year	Complete Mar 4/22
2021-452	Contract for Neerlandia Lagoon Construction awarded to PME Inc.	PW	Fully executed Contract sent to AE for distribution; Contract signed by PME and being returned to County to fully execute. Associated Eng to be in contact with PME to determine work schedule.	Complete Jan 19/22
2021-353	Develop policy for volume allotment program for Dunstable Lagoon (Q1-2022)	CAO/PW	RFD to Council April 5 for further direction	Complete Apr 5/22
2022-040; 2021-291	Use of Barrhead Johnson Airport Terminal for Aviation Ground School Training	EA/CAO	Council rescinded on Feb 1/22 as session was not held; Postponed until Oct 2021	Rescinded Feb 1/22
2021-190	Scada Project - Additional Work approved with \$25K FGT funding	CAO/PW	Working on Communications 90% complete; Completed - instrument and piping at Manola pump house and Booster station and Neerlandia Scada upgrade. Contractors working on updating programming and communications. Application for FGT to be updated when project fully complete.	Underway
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Rough draft prepared	Underway
2020-468	Approved disposal of Fire Dept equipment with funds used to reduce capital contribution	DF	Sold in 2021 and proceeds were deducted from amount due for new fire engine; Not sold in 2020; Waiting for 2021 final capital budget reconciliation in late January 2022.	Complete Jan 10/22
2020-358	Land exchange - begin process re securing road ROW (requires bylaw to dispose of MR & public hearing - relates to resolution 2022-160,161,202,203)	PD/CAO	Bylaw approved May 17/22 forms sent to Land Titles; 1st reading Apr 19/22, public hearing set for May 17/22; Bylaw to Council Apr 19/22; Landowner signed agreement, starting process for land exchange; Preliminary survey work done and waiting for landowner to review sketch plan; Landowner is reviewing; Working on agreement	Complete May 19/22

2020-165	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	Hwy 33; Obtained input from Council, PW.	Underway
2019-427	Release County share of deposit for fire engine; approved cost share of \$317,748.50 for purchase of 2020 engine incl 10% deposit of \$31,775 to be pd in 2019	DF	Received final inv Jan 10 to be paid next cheque run; Town indicates waiting for final payment date and will invoice us full cost share in 2022; waiting for docs from Town at year-end to transfer funds (\$31,775)	Complete Jan 17/22
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	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	Underway
2018-029	Service Contract Review	EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway

In Force or Date Effective	MGA Change	Responsible	Comments	Status
Oct 26/17	<b>Public Notification Methods:</b> To use alternative advertising requires an Advertisement Bylaw	CAO/EA	Only required if Council wants to use alternative advertising methods	Not started
Oct 26/17	<b>Conservation Reserve:</b> Council may designate land for a new type of reserve to protect enviro significant features.	CAO/PD/Ag	Requires policies to be incl in MDP and ASPs.	Not started
Oct 26/17	<b>Off-Site Levies:</b> Scope expanded AND opportunity to create joint intermunicipal off-site levy bylaws for projects	CAO/DF/PD/P W	Permitted to revise bylaw to expand scope; Describe infrastructure, benefitting area, technical data, estimated costs, keep calculations current, agreement as needed	Not started
	More to be added - as time permits			



## Public Works Director of Infrastructure Report July 5, 2022



### ***Graders***

- Blading gravel and oiled roads

### ***Gravel Haul***

- Working out of the Fort Assiniboine pit
- Gravelling 2022 projects with County and contract forces

### ***Construction***

- Work continues at Fort Assiniboine gravel pit

### ***Drainage***

- Repairing and replacing culverts with backhoe and tandem gravel truck
- Beaver activity has increased after significant rainfall

### ***Road Bans***

- Effective June 13, 2022 all oiled roads went from 75% to 90% with the exception of Lac La Nonne ring roads, subdivisions, hamlets and golf course road pavement

### ***Crawler Dozer***

- Quotations for a new crawler tractor were opened and reviewed June 27, 2022

### ***Labour***

- Campground and transfer station maintenance
- Clean up of fallen trees in road ditches, culvert delivery and sign repairs

### ***Shop***

- All repairs and maintenance as required

### ***Utilities***

- Neerlandia lagoon expansion project is continuing as expected, extensive rain has hindered progress in the past few weeks and contractor has requested an extension to end of July 2022 for completion date which has been granted. Line twinning has been completed and the new outlet structure is nearly complete. Once this work is finished, wastewater flow can be diverted into the new facultative cell and desludging of the old cell can occur.
- County staff continue to work with Lief Services on the fibre optic line install throughout the County and in the hamlets of Neerlandia and Manola.
- Benedict Pipelines have completed their lot grading work and have hooked into the Kiel water services system in order to supply their facilities; application to FORTIS has been submitted.
- Lead times for waterworks items such as meters and other equipment is starting to push out to 8-10 months; staff are evaluating what items may be needed and proactively ordering
- Fill stations have still seen high demand due to spraying, despite the rainy weather. County staff have been monitoring reservoir levels closely to avoid service disruptions. Manola truck fill was closed on June 28, 2022, due to a customer drawing excessive amounts over a 24 hr period for filling an outdoor resort pool.
- Dunstable lagoon continues to be monitored to ensure our volume limit is not exceeded.
- All other testing and monitoring are being carried out as per normal operations.



*Lac La Nonne Enhancement and Protection Association*  
*Site 1, Box, 14, RR#1, Gunn, AB, T0E 1A0*  
*www.lepa-ab.com Charities #107583650*

## **Board Meeting Minutes**

**Time: 7 PM - Zoom**

**Date: Tuesday June 21, 2022**

**Location: ZOOM Meeting**

**In Attendance:** Jim McLeod, Maureen Teha, Rod Kause, Doug Drozd, Patty Wierenga, Shelly Fizer, Jade Kause, George Vaughan, Steve Kerrigan, Leon Marciak, Guy Desforges, Brian Mitchell, Sophia Hamm, Ben Elzen

**Regrets:**, Jill Brown, James Krysko,

**1) Call to Order** – 7:01pm

**2) Review of Agenda** – Motion to accept agenda Patty W. 2<sup>nd</sup> by Steve K.

### **3) Adoption of Previous Meeting Minutes**

No questions or clarifications. Motion to accept Sophia H. 2<sup>nd</sup> by Jade K.

Rod provided an AGM update from June 4, we had 2 speakers Jay White and Debbie from County of Barrhead. 15 interested people attended aside from the committee members.

We also had 2 new committee members Sophia Hamm and Ben Elzen were nominated and agreed – Welcome Sophia and Ben!

**Elections-** As the AGM just happened the elections for the board spots must take place. Doug Drozd offered to facilitate the election as he can be elected due to his place on council.

We accepted - Doug went through the positions on the board as follows and no changes were made:

President - *Rod Kause* Motion to accept Shelly F 2<sup>nd</sup> by Maureen T.

VP- *Bernie* – *Bernie Krec* Motion to accept Steve K. 2<sup>nd</sup> by Shelly F.

2<sup>nd</sup> VP – *Patty Wierenga* Motion to accept Sophia H. 2<sup>nd</sup> by Leon M.

Secretary – *Shelly Fizer* Motion to accept Patty W 2<sup>nd</sup> by Leon M.

Treasurer – *Maureen Teha* Motion to accept Jim M. 2<sup>nd</sup> by Steve K.

### **4) Key items to discuss –**

- **Streams Initiative** – **Bernie** sent email regarding the update: he heard back from Kerry O'Shaughnessy at Cows and fish regarding the riparian project. She sent me an email saying she is away till June 27th but would like to connect after that.

**Divers** - Leon contacted divers but they got covid so not able to book a date yet will reconnect at a later time

**Shoreline cleanup**-decided to pick date to get together and clean up the shoreline and the barrels in the lake. The date chosen is July 17/22 *Patty said we should make may lone weekend every year the time for clean up because everyone id out.*



- Jay White provided the quote for the water quality watershed – instream flow analysis it is in the range of \$15,000

Patty asked if county of Barrhead would cover any of that fee? As it affects them and their LMP as well. Ben asked if we should spend more money and get a “better” more qualified or quantified report that we can take up the chain of command. Rod said Jay has defended his stance in front of many government agencies in the past and going forward and feels comfortable using his services.

From Bernie- The sign at Williams Beach is not a LEPA sign. It is the subdivision sign, so not sure who's responsible for that (county?). The LEPA sign at the store was straightened when we did the dock

- **New Business:**

- Willowbend adding 30 additional spots
- Lakeview was approved

The sign at Williams Beach is not a LEPA sign. It is the subdivision sign, so not sure who's responsible for that (county?). The LEPA sign at the store was straightened when we did the dock.

- **Regatta** - July 16 – Theme Pirates of LLN , start time is 11am, BBQ after at Klodike Park, Ben will be the Marshall – more info to follow. Jade will send information through social media.

- **Correspondence:** County of LAC Ste Anne letter showing the \$1000 grant we received

## 5) Financial Report – Reported by Maureen Teha

Sent via email if there are questions contact Maureen Teha

**Next Meeting: July and August no meetings**

**Adjournment:** motion to adjourn Guy D. 2<sup>nd</sup> Patty W.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**Barrhead & District Social Housing Association  
Minutes  
Regular Board Meeting – May 31, 2022**

---

Members Present: Craig Wilson, Don Smith, Bill Lane, Peter Kuelken  
Members Absent: Roberta Hunt  
Staff Present: Tyler Batdorf, Su Macdonald

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**1.0 The meeting was called to order at 10:04 a.m.**

**2.0 Approval of Agenda**

*Bill Lane moved to approve the May 31, 2022, Regular Board Meeting Agenda.*

*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Peter Kuelken moved to adopt the Minutes of the Regular Board Meeting of March 22, 2022.*

*Don smith moved to adopt the Minutes of the Salary and Wage Review Committee Meeting of March 22, 2022*

*Bill Lane moved to adopt the Minutes of the Klondike Place Fire Panel Tender Review Meeting of May 17, 2022*

*All Carried Unanimously*

**4.0 Reports**

**4.1 Financial Report**

Income Statements for Lodges and Social Housing were presented.

*Don Smith moved to accept the Financial Reports as presented.*

*Carried Unanimously*

**4.2 CAO Report**

Updates were presented on the following topics:

- Covid 19 Outbreak Update
- Human Resources
- BDSHA Annual Resident Survey
- ASHC Funded Project Update

Initials: Chairperson C.W. CAO [Signature]

- BDSHA Project Update
- New Addition Construction Update
- Data and Communication Requirements
- New Office Renovation Update

*Bill Lane moved to accept the CAO's Report as presented.*

*Carried Unanimously*

#### 4.3 Facilities Manager's Report

Updates were presented on behalf of the Facilities Manager by the CAO on the following topics:

- Hillcrest
- Klondike Place
- Jubilee Manor
- Golden Crest Manor
- Pembina Court Manor
- JDR Manor
- Barrhead Community Housing
- Swan Hills Community Housing
- Grounds
- Room Renovations
- Additional Projects
- Fire Drills

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

*Carried Unanimously*

#### 4.4 Resident Services Manger's Report

Updates were presented on behalf of the Resident Services Manager by the CAO on the following topics:

- Difficulties in filling Lodge rooms due to Covid 19
- Hillcrest residents relocating to first floor rooms due to mobility issues
- Increasing interest in Jubilee Manor
- Revamp of waiting list – anyone on the list that has declined to move in despite suitable vacancies will be removed from the list and asked to reapply when they are ready to move in
- Med Pendant testing

Vacancy Report:

- |                      |              |
|----------------------|--------------|
| -Hillcrest Lodge     | 12 vacancies |
| -Klondike Place      | 0 vacancies  |
| -Golden Crest Manor  | 6 vacancies  |
| -Jubilee Manor       | 3 vacancies  |
| -Pembina Court Manor | 5 vacancies  |

Initials: Chairperson C.W. CAO 

-JDR Manor	1 vacancy
-Barrhead CH	1 vacancy
-Swan Hills CH	4 vacancies

*Don Smith moved to accept the Resident Services Manager's Report Vacancy Report as presented.*

*Carried Unanimously*

#### 4.5 Cheque Logs for March and April 2022

*Bill Lane moved to accept the Cheque Logs as presented.*

*Carried Unanimously*

### 5.0 Old Business

#### 5.1 John & Gerald Fellowship

The Deputy CAO & CSM updated the Board on the progress of the transfer of the property and management to The Blue Heron Support Services; just waiting for closure of the Scotiabank accounts – for information only.

#### 5.2 Hillcrest Bus

Revised timeline for delivery of the bus of mid to late August 2022 – for information only

#### 5.3 Corporate Image and Rebranding

The Deputy CAO & CSM delivered the final choice for the new logo after consultation with residents and staff with 71.9% in favour of the new logo – for information only.

#### 5.4 Adjusted Budget Review and Acceptance

The Deputy CAO & Corporate Services Manager presented the Board with an update on the request to ASHC to adjust the 2022 budget. In light of the fact that ASHC requested that the original budget be adhered to, a new budget was presented to the Board for approval retroactively. The Deputy CAO & Corporate Services Manager will continue to address the inadequacies of the budget with ASHC throughout the financial year.

*Don Smith moved to approve the new budget retroactively.*

*Carried Unanimously*

Initials: Chairperson C.W. CAO [Signature]

## 6.0

### New Business

#### 6.1 Annual General Meeting

Dates, times and locations for the 2022 AGM were discussed. The CAO also requested approval and/or guidance from the Board on previously discussed Long Service Awards (September 23, 2021) as these will be presented to staff at the AGM.

*Peter Kuelken moved that the AGM be held on June 29 in the Hillcrest Lodge dining room at 2:00 pm.*

*Carried Unanimously*

*Bill Lane moved that the values approved on September 23, 2021 be adhered to but the form of the award be trusted to the BDSHA administration.*

*Carried Unanimously*

#### 6.2 Business Plan

The CAO outlined his ideas for the 2023-25 Business Plan but requested input and guidance from the Board.

*Don Smith moved that the Board accept the 4 proposals outlined by the CAO be used to build the Business Plan*

*Carried Unanimously*

#### 6.3 Hillcrest Office Furnishings Award

The CAO presented the only two bids BDSHA had received and recommended that the Board award the purchase contract to Evercare Furnishings based on delivery, on-site installation, and warranty, even though the bid was the higher of the two.

The CAO requested that the balance of the funds previously approved for the purchase of new office furnishings (approx. \$52,000) be spent at the discretion of the CAO without subsequent Board approval.

*Peter Kuelken moved that the contract be awarded to Evercare Furnishings.*

*Carried Unanimously*

*Bill Lane moved that the remainder the new office furnishings fund be used at the discretion of the CAO.*

*Carried Unanimously*

6.4 Klondike Place Concrete Project

There is currently \$77,199.51 retained in a fund for the replacement of the concrete on the parkade driveways. Based on recent quotes, it is anticipated that the cost to replace both driveways could be over \$110,000. The front entrance to Klondike Place also needs replacing for safety reasons and the CAO felt that there was a likelihood that BDSHA would be successful in getting both these projects done within the \$110,000 or at least at a reduced cost that undertaking them separately

*Don Smith moved that BDSHA may spend up to \$110,00 for the concrete work at Klondike Place, with the excess over the fund balance coming from capital funds.*

*Carried Unanimously*

6.5 Proposal from Nordic Mechanical

Nordic Mechanical, currently under contract to service Klondike Place HVAC system, proposed a similar contract for the new HVAC system in Hillcrest Lodge, currently under warranty.

*Peter Kuelken moved that this matter be tabled until May 2023.*

*Carried Unanimously*

6.6 Fire Alarm and Supression Inspections

For ease of operations, the CAO would like to extend the contract with Fire Protection Ltd. for a further year until all construction is completed.

*Bill Lane moved that the contract with Fire Protection Ltd. be extended for a further year.*

*Carried Unanimously*

**7.0 Correspondence**

-Letter from Klondike Place Resident Council regarding the closure of the library in Klondike Place – for information only.

**8.0 In Camera – Board and CAO**

*Peter Kuelken made a motion to move in camera at 11:42 a.m.*

*Carried Unanimously*

*Don Smith moved to come out of camera at 11:51 a.m.*

*Carried Unanimously*

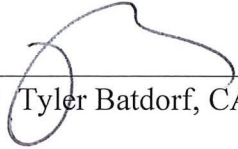
**9.0 In Camera – Board Only**  
Not Required

**10.0 Time and Date of Next Meeting**  
Wednesday, June 29, 2022, at 10:00 a.m.

**11.0 Adjournment**  
Meeting adjourned at 2:52 p.m.

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

June 29 / 2022  
Date

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

June 29 / 2022  
Date



APPROVED

June 16, 2022



**Barrhead & District Family and Community  
Support Services Society  
Thursday, MAY 19, 2022  
Regular Board Meeting  
MINUTES**

**Present:**

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

**1) Call to Order:**

The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order at 9:45 a.m., by Vice Chair, Dan Garvey.

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

35-22 Moved by Bill Lane to accept the agenda with the addition of 8b FCSS Update, motion seconded by Leslie Penny.

Carried

**3) Board Presentation – Debbie White – Senior Program Coordinator** – The Board thanked Debbie White for a job well done

**4) Items for Approval**

**a) Minutes for the regular Board meeting of the Barrhead & District FCSS April 21, 2022.**

36-22 Moved by Leslie Penny moved to accept the minutes of the regular Board meeting, April 21, 2022. Motion seconded by Sally Littke.

Carried

**b) Financial Statements**

37-22 Moved by Mark Oberg and seconded by Bill Lane to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending, April 30, 2022, as presented.

Carried

38-22 Mark Oberg moved to open a separate FRN account at Servus Credit Union, motion seconded by Dausen Kluin

Carried

39-22 Mark Oberg moved to link the following accounts at Servus Credit Union; 80/20 Accounts, FRN, and Community Accounts. Motion seconded by Leslie Penny.

\*As per conversation with Barrhead Servus Credit Union, they require an amendment to motion 39-22, to clarify the Account numbers affected, as they do not know what the 80/20, FRN and Community Accounts are. The Amendment will read 'to transfer and close membership 7535685 into membership 7535677.'

Carried

40-22 Mark Oberg moved to create new credit cards through Servus Credit Union, linked together, with a total limit of \$20,000, with the Executive Director and Bookkeeper to administer, for the following programs: FRN, Food Bank, Reception, Executive Director, Seniors Programs and Community Programs. Motion seconded by Dausen Kluin.

Carried



41-22 Mark Oberg motioned to move \$73,261 and \$51,536 from Regular Savings to a one-year Redeemable Savings Account and \$100,000 from the Food Bank Account into a one-year Redeemable Savings Account at Servus Credit Union. Motion seconded by Bill Lane.

Carried

**5) New Business**

**a) Election of FCSS Board Officers**

42-44 Leslie Penny nominated Judy Bradley for Chair for Barrhead & District FCSS Society, motion seconded by Bill Lane. Vice Chair, Dan Garvey called three times for more nominations. Hearing none, Judy Bradley was declared Chair for Barrhead & District FCSS Society Board.

Carried

43-22 Dausen Kluin nominated Dan Garvey as Vice Chair for Barrhead & District FCSS Society, motion seconded by Leslie Penny. Dan Garvey called three times for ore nominations. Hearing none, Dan Garvey was declared Vice Chair for Barrhead & District FCSS Society Board.

Carried

44-22 Dausen Kluin nominated Leslie Penny for Secretary/Treasurer for Barrhead & District FCSS Society Board, motion seconded by Paul Properzi. Dan Garvey called three times for more nominations. Hearing none, Leslie Penny was declared Secretary/Treasurer for Barrhead & District FCSS Society Board.

Carried

Leslie Penny asked Mark Oberg to stay as Secretary/Chair for June to give the Secretary/Treasurer Report as she will be away, Mark agreed.

45-22 Sally Little moved, and Paul Properzi seconded the motion to allow the new Board Officers to have signing authority on all Barrhead & District FCSS Society chequing accounts

Carried

**b) Update from NE Zone Regional FCSS Meeting**

- Judy Bradley reported that it was a good meeting, nice to meet people in person. She met Brian Jean and Shane Getson, MLA for Parkland
- Karen Gareipy reported that new technology and branding will be coming this fall
- The IT System-MADIB has accumulated 1.2 million hours documenting and implementing so far
- Accountability Study/Framework – hopefully in the fall
- Focus will be on primary and secondary prevention. The Government will define accountability for the programs, direction and what our role is, the Municipality's role, Executive Director role, and the role of the Board
- FCSS needs to show we are making a difference in our community
- Some Issues discussed were transportation (rural), volunteer burnout, mental health, seniors not wanting to participate in activities, lack of social outreach programs, kids do not want to go back into classrooms, people have lost empathy, siloing services, and concern about safety in lodges

**c) Summer Hours**

46-22 Paul Properzi moved the motion that starting Friday, June 24, and all Fridays in July and August and September 2<sup>nd</sup> to be closed. Motion seconded by Anthony Oswald.

Carried

**6) Old Business**

**a) Nothing currently**

**7) Items for Information**

- a. Director's Report
- b.

**8) Board Development**

- a) Spring 2022 Live Interactive Webinars
- b) FCSS Update –

- Karen Gareipy gave handouts to all Board members explaining how Barrhead & District FCSS Society works, how we differ from other FCSSs, the Organizational Chart and other pertinent information

From: BARRHEAD FCSS

To: County of Barrhead 06/16/2022 11:55 #642 P.004/004

9) In Camera

47-22 Moved by Bill Lane to go 'in camera' at 12:00 p.m., seconded by Leslie Penny.

Carried

48-22 Moved by Leslie Penny to come 'out of in camera' at 12:33 p.m., seconded by Dan Garvey.

Carried

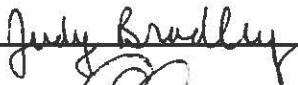
10) Next Meeting: Thursday, June 16, 2022, last meeting until September 2022

11) Adjournment

49-22 Bill Lane moved to adjourn the meeting at 12:34 p.m.

Carried

Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of May 19, 2022

 \_\_\_\_\_ Chairperson

 \_\_\_\_\_ Recording Secretary