

**1.0 CALL TO ORDER****2.0 APPROVAL OF AGENDA****3.0 MINUTES****3.1 REGULAR MEETING HELD APRIL 2, 2024**[Schedule A](#)**4.0 ACTION ITEMS:****4.1 CROSS ROADS (GARDENVIEW) COMMUNITY CENTRE  
COMMUNITY GRANT REQUEST**

Administration recommends that Council approves the application from Cross Roads Community Centre for a donation of \$2,500 under the Community Grants Policy to assist with the purchase of a main entrance gate.

[Schedule B](#)**4.2 MELLOWDALE COMMUNITY HALL ASSOCIATION - COMMUNITY GRANT REQUEST**

Administration recommends that Council approves the application from Mellowdale Community Hall Association for a donation of \$2,500 under the Community Grants Policy to assist with the upgrade and repair of their community ball diamond.

[Schedule C](#)**4.3 COMMUNITY PUMPKIN WALK - COMMUNITY GRANT REQUEST**

Administration recommends that Council approve the application from Barrhead Community Pumpkin Walk for a donation of \$2,000 under the Community Grants Policy to assist with the annual Community Pumpkin Walk on October 25, 2024.

[Schedule D](#)**4.4 ASB BUSINESS PLAN STATUS REPORT**

Administration recommends that Council reviews the status report on the 2023 ASB Business Plan and accepts for information.

[Schedule E](#)**4.5 2024 OPERATING & CAPITAL BUDGET**

Administration recommends that:

- Council adopt the 2024 Operating Budget as presented; with 2024 operating expenditures and revenue of \$19,145,635 respectively.
- Council revise the 2024 Capital Budget from \$6,459,335 to \$7,600,225, as presented.

[Schedule F](#)**4.6 2024 PROPERTY TAX BYLAW**

Administration recommends that Council gives 3 readings to Bylaw 2-2024 Property Tax Bylaw.

[Schedule G](#)**4.7 BYLAW 3-2024 TAX PENALTY BYLAW**

Administration recommends that Council gives 3 readings to Bylaw 3-2024 Tax Penalty Bylaw.

[Schedule H](#)

**4.8 3 YEAR FINANCIAL PLAN AND 10 YEAR CAPITAL PLAN**

Administration recommends that Council approve the 3-Year Financial Plan for 2025 – 2027 and the 10-Year Capital Plan for the County of Barrhead as presented.

[Schedule I](#)

**4.9 2024 ROAD CONSTRUCTION PROJECT 24-240**

Administration recommends that Council directs the Reeve and County Manager to sign the agreements for Crop Damages on Backslope Area, and Landscape Borrow Area & Crop Damage on Access Road, 2024 Road Reconstruction Project #24-240 – West of SW 5-58-4-W5.

[Schedule J](#)

**4.10 IN-CAMERA**

**4.7.1 HR FILE – FOIPP Sec. 27 Privileged Information**

**5.0 REPORTS****5.1 COUNTY MANAGER REPORT**

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

- Resolution Tracking List

[Schedule K](#)

- Barrhead & District Historical Society (Museum) – email from CAO to Board members

[Schedule L](#)

**5.2 PUBLIC WORKS REPORT****(11:00 a.m.)**

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

[Schedule M](#)

**5.3 COUNCILLOR REPORTS****6.0 INFORMATION ITEMS:**

**6.1 GOA News Release Re: New Tool making investing even easier in Alberta – dated April 2, 2024**

[Schedule N](#)

**6.2 Yellowhead Regional Library (YRL) 2023 Annual Report**

[Schedule O](#)

**6.3 Minutes**

**6.3.1 FCSS Special Meeting Minutes – December 21, 2023**

[Schedule P](#)

**6.3.2 FCSS Meeting Minutes – February 15, 2024**

[Schedule Q](#)

**7.0 DELEGATIONS**

**7.1 11:30 a.m. Scott Westerlund, Lightning Bay Condo Association – Thunder Lake Lagoon**

[Schedule R](#)

**8.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD APRIL 2, 2024**

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Regular Meeting of the Council of the County of Barrhead No. 11 held April 2, 2024 was called to order by Reeve Drozd at 9:02 a.m.

**PRESENT**

Reeve Doug Drozd  
Deputy Reeve Marvin Schatz  
Councillor Ron Kleinfeldt  
Councillor Bill Lane  
Councillor Paul Properzi  
Councillor Walter Preugschas  
Councillor Jared Stoik (departed at 11:58 a.m.)

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

**STAFF**

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

**ATTENDEES**

Brad Lussier, CPA – Greilach Lussier LLP  
Michelle Jones – Executive Director, Community Futures Yellowhead East  
Karen Pronishen & Rae Whiting – Barrhead FCSS  
Public Attendees as attached  
Barry Kerton - Town and Country Newspaper

**COUNTY OF BARRHEAD FOOD BANK DRIVE**

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Adam Vanderwekken, Corporate Communications Coordinator, provided Council with an overview of the County-wide food bank drive held March 13-21, 2024. Reeve Drozd presented a gift basket to Janice Goertzen as the winner of the donation appreciation draw.

Adam Vanderwekken and Janice Goertzen departed the meeting at 9:05 a.m.

**RECESS**

Reeve Drozd recessed the meeting at 9:05 a.m.  
Reeve Drozd reconvened the meeting at 9:39 a.m.  
Ken Hove joined the meeting at 9:39 a.m.

**APPROVAL OF AGENDA**

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2024-086 Moved by Councillor Preugschas that the agenda be approved as presented.  
Carried Unanimously.

**MINUTES OF REGULAR MEETING HELD MARCH 5, 2024**

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2024-087 Moved by Councillor Kleinfeldt that the minutes of the Regular Meeting of Council held March 5, 2024, be approved as circulated.  
Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD APRIL 2, 2024**

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**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.

2024-088 Moved by Councillor Kleinfeldt that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

Ken Hove departed the meeting at 9:48 p.m.

**2ND TEMPORARY RESIDENCE – REQUEST TO CANCEL PERMIT FEE**

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2024-089 Moved by Deputy Reeve Schatz that that Council deny the request to cancel the permit fee for the 2nd temporary residence application within Lot 1 Block 1 Plan 202 1587 (SE 4-60-5-W5).

Carried Unanimously.

Jenny Bruns & Tara Troock departed the meeting at 9:56 a.m.

**RECESS**

Reeve Drozd recessed the meeting at 9:56 a.m.

Reeve Drozd reconvened the meeting at 10:05 a.m.

Tamara Molzahn joined the meeting at 10:05 a.m.

**DELEGATION – GREILACH LUSSIER LLP (AUDITOR)**

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Brad Lussier for Greilach Lussier LLP met with Council and provided them an overview of the audit of the 2023 financial records for the County of Barrhead.

2024-090 Moved by Councillor Properzi to move in-camera with Brad Lussier from Greilach Lussier LLP at 10:44 a.m.

Carried Unanimously.

Debbie Oyarzun, Tamara Molzahn, Pam Dodds, Barry Kerton, and public attendees exited the meeting for the in-camera session at 10:44 a.m.

2024-091 Moved by Councillor Lane to move out of in-camera at 10:50 a.m.

Carried Unanimously.

Debbie Oyarzun, Tamara Molzahn, Pam Dodds, Barry Kerton, and the public attendees re-entered the meeting at 10:50 a.m.

2024-092 Moved by Councillor Preugschas that Council approve the 2023 audited Financial Statements as presented.

Carried Unanimously.

2024-093 Moved by Councillor Lane that Council approve the 2023 audited Financial Information Return (FIR) as presented.

Carried Unanimously.

2024-094 Moved by Councillor Properzi that Administration publish the 2023 audited financial statements to the County website.

Carried Unanimously.

Council thanked Brad Lussier from Greilach Lussier LLP for his report and he exited the meeting at 10:55 a.m.

Tamara Molzahn left the meeting at 10:56 a.m.



**REGULAR MEETING OF COUNCIL - HELD APRIL 2, 2024**

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**DELEGATION – COMMUNITY FUTURES YELLOWHEAD EAST**

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Michelle Jones, Executive Director for CFYE, met with Council at 10:56 a.m. and provided an annual report.

Reeve Drozd left the meeting at 11:22 a.m. and rejoined at 11:24 a.m.

- 2024-095 Moved by Councillor Properzi that Council accepts the report from Michelle Jones of CFYE for information.

Carried Unanimously.

Council thanked Ms. Jones for the report, and she left the meeting at 11:38 a.m.

**DELEGATION – FCSS**

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Karen Pronishen, Executive Director & Rae Whiting, Food Bank Coordinator of Barrhead FCSS met with Council at 11:38 a.m. and provided updates on programs and facilities for FCSS.

Councillor Stoik left the meeting at 11:38 a.m. and rejoined at 11:40 a.m.

- 2024-096 Moved by Councillor Properzi to accept the report from FCSS representatives as information.

Carried Unanimously.

Karen Pronishen & Rae Whiting left the meeting at 11:58 a.m.

Councillor Stoik departed the meeting at 11:58 a.m.

**LUNCH RECESS**

Reeve Drozd recessed the meeting at 11:58 a.m.

Reeve Drozd reconvened the meeting at 1:00 p.m.

Jenny Bruns rejoined the meeting at 1:00 p.m.

Councillor Lane left the meeting at 1:01 p.m.

Tara Troock joined the meeting at 1:04 p.m.

Councillor Lane rejoined the meeting at 1:05 p.m.

**LAND USE BYLAW REVIEW PROJECT – WHAT WE HEARD REPORT #2**

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- 2024-097 Moved by Councillor Properzi that Council accepts the “What We Heard Report #2” for information and proceed with 1st Reading of the Land Use Bylaw at the May 7, 2024, Council meeting.

Carried 6-0.

Jenny Bruns and Tara Troock left the meeting at 1:34 p.m.

**BARRHEAD INDIGENOUS DAY COMMITTEE - COMMUNITY GRANT REQUEST**

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- 2024-098 Moved by Councillor Preugschas that Council approves the application from Barrhead Indigenous Day committee for \$1,500 under the Community Grants Policy to assist with the Barrhead Indigenous Day event to be held on June 21, 2024.

Carried 5-1.

**COMMUNITY PEACE OFFICER (CPO) – NEW POLICIES AND POLICY REVISIONS**

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- 2024-099 Moved by Deputy Reeve Schatz that Council approves the amendments to the PS-003 CPO Traffic, Pursuit & Emergency Response Policy as required by the Public Security Peace Officer Program under Alberta Public Safety & Emergency Services.

Carried 6-0.

Deputy Reeve Schatz left the meeting at 1:47 p.m.

Tamara Molzahn rejoined the meeting at 1:48 p.m.

Deputy Reeve Schatz rejoined the meeting at 1:53 p.m.

**REGULAR MEETING OF COUNCIL - HELD APRIL 2, 2024**

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**DIRECTOR OF CORPORATE SERVICES REPORT**

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- 2024-100 Moved by Councillor Lane to accept the following Director of Corporate Services reports for information:
- Cash, Investments & Taxes Receivable as of February 29, 2024
  - Payments Issued for the month of February 2024
  - YTD Budget Report for 2 months ending February 29, 2024
  - YTD Capital Recap for period ending February 29, 2024
  - Elected Official Remuneration Report as of February 29, 2024

Carried 6-0.

Tamara Molzahn departed the meeting at the time of 2:00 p.m.

**INFORMATION ITEMS**

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- 2024-101 Moved by Councillor Kleinfeldt that Council accepts the following items for information:
- Letter from Municipal Affairs Re: Assessment Model Review – dated March 18, 2024
  - Letter from Municipal Affairs Re: PERC Extension – dated March 20, 2024
  - Letter from Forestry & Parks Re: Early Start to Wildfire Season – dated March 26, 2024
  - Invitation – Community Volunteer Appreciation Event on April 17, 2024
  - Letter from Japanese Twinning Delegation – dated March 7, 2024
  - Brochure from West Central Airshed Society (WCAS) Re: Membership
  - Brochure from West Central Airshed Society (WCAS) Re: Microsensor Technology
  - Minutes:
    - BDSHA Minutes – February 5, 2024

Carried 6-0.

**COUNTY MANAGER REPORT**

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Debbie Oyarzun, County Manager, reviewed the 2024 Resolution Tracking List and included updates on:

- April 16 – Drought Workshop
- AAIP Renewal Stream Stats
- ICF Survey, Municipal Affairs

- 2024-102 Moved by Councillor Preugschas that Council direct Administration to fill out the ICF Survey for Municipal Affairs

Carried 6-0.

- 2024-103 Moved by Councillor Lane that Council rescind resolution 2023-238 requesting Administration to contact Alberta Carbon Grid to present at a future Council meeting.

Carried 6-0.

- 2024-104 Moved by Deputy Reeve Schatz that the County Manager's report be received for information.

Carried 6-0.

**COUNCILLOR REPORTS**

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Councillor Lane reported on his attendance at a Misty Ridge meeting, BDSHA meeting, RMA Convention, Alberta Social Housing Association Conference, County Budget Workshop and Joint Town/County Councillor Social evening.

Councillor Kleinfeldt reported on his attendance at the Joint Town/County Councillor Social evening, RMA Convention, and County Budget Workshop.

Councillor Preugschas reported on his attendance at the Cooperative Extension Working Group, ASB meeting, Alexander First Nation Open House, Japanese Twinning Delegation activities, Joint Town/County Councillor Social evening, RMA Convention, County Budget Workshop and participated as a 4H Public Speaking Judge.

Councillor Properzi reported on his attendance at Naples Hall Community meeting, Japanese Twinning Delegation activities, RMA Convention, and County Budget Workshop.

Deputy Reeve Schatz reported on his attendance at the ASB meeting, RMA Convention, CFYE meeting, and County Budget Workshop.

Reeve Drozd reported on his attendance at the ASB meeting, Japanese Twinning Delegation dinner, Joint Town/County Councillor Social evening, RMA Convention, Mayors & Reeves meeting, County Budget Workshop, LEPA meeting, office administration duties and conversations regarding the NE Zonal model for VSU.

**ADJOURNMENT**

2024-105 Moved by Councillor Lane that the meeting adjourn at 2:45 p.m.

Carried 6-0.



Print Name	Signature	Contact Information (Optional)
NICK WARD		780-394-0561.
Saralynne Dewar		
Taylor B.		
- Surgen Am St J Am		
- Lisa Mae Buchanan Lisa		



# REQUEST FOR DECISION

APRIL 16, 2024

# B

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**TO: COUNCIL**

**RE: CROSS ROADS (GARDENVIEW) COMMUNITY CENTRE  
COMMUNITY GRANT REQUEST**

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**ISSUE:**

Cross Roads Community Centre is applying for a Community Grant to assist with placing a gate at their north entrance (see attached application).

**BACKGROUND:**

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- Applicant is requesting a \$2,500 donation to assist with a total project cost of \$5,000.
- All property taxes are current.

**ANALYSIS:**

- Application was considered under Policy AD-002 Community Grants (attached).
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
  - ✓ A registered non-profit society or charitable organization that provides services within the County or provides services readily available to the general public of the County
    - Applicant has indicated that they host suppers for the public and other social events throughout the year
  - ✓ Needs financial support to complete the project
  - ✓ Demonstrates value or benefit to the community as a community structure available for use by the public and promotes tourism within the County.
- Application was considered under section 5.1 as a project (vs event or sponsorship)
- Application was assessed based on the criteria outlined in section 5.2 as follows:
  - Benefit to community – provides general access and usage to a local facility with tourism value
  - Other sources of funding and community involvement – applicant is providing 50% of the total project cost including 50 volunteer hours valued at \$1,000.
- Project is eligible under section 5.3 and 5.4 as follows:
  - Matching requirement has been met with the applicant committing \$1,500 of their own funds and volunteer hours valued at approximately \$1,000 to use towards the total project cost of approximately \$5,000.

- In order to keep costs down, volunteers will be picking up the gate and transporting out to hall
- Project is to be completed in spring/summer of 2024
- This is the 6<sup>th</sup> application for the 2024 budget year
- Financial implications:

2024 Community Grant Budget	<b>\$15,000</b>
Dispersed in 2024	(\$7,750)
Current Balance	\$7,250
Application (February 6, 2024)	(\$2,500)
Balance Remaining for 2024	<b>\$4,750</b>

#### **STRATEGIC ALIGNMENT:**

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

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

**Outcome** - *County maintains its Rural Character and is Recognized as a Desirable Location to Invest, Work, Live and Play*

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

**Outcome** - *Council Is Transparent & Accountable*

GOAL 2 County demonstrates open & accountable government

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

Council approves the application from Cross Roads Community Centre for a donation of \$2,500 under the Community Grants Policy to assist with the purchase of a main entrance gate.





# Community Grant Application Form

## Application Information

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

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

## Applicant Information

Name of Organization: CROSS ROADS COMMUNITY CENTRE

Mailing Address: RR3 Stn Main

Street Address

BARRHEAD AB T7N 1N4

City

Province

Postal Code

Phone Number: c/o 780-674-5279 Email: jtmc-2@mcnet.ca

Contact Name: Terry McEachern George Andrews

Position or Title: Treasurer President

Phone Number: 780-674-5279 780-674-4287  
 Email: jtmc-2@mcnet.ca

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

If yes: Alberta Registry Number: 500022090

Date of Incorporation: August 9/1954

## Project Information

Name of Project or Event: Main Entrance - North Gate

Start Date: May 15/2024 Completion Date: July 31/2024

Location of Project or Event: Cross Roads Community Centre





# Community Grant Application Form

**Describe Your Project or Event:** North Gate - Entrance Gate

**Goals:** Fabricate / Purchase & Install N. Entrance Gate

**Anticipated number of County participants, or number directly affected by event, program, or services offered:**  
Exact number of participants using facility is unknown. We host suppers open to the public along with hosting horse / sleigh rally -> participants range from 70-90 people / aged youth to senior

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

**Describe how this project will benefit the community:**  
Have a facility available for gatherings - public & private

## Financial Information

### Project Funding:

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

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

#### Funds from Other Sources:

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

Own Funds:	\$	<u>1500.00</u>
Fundraising:	\$	<u>                    </u>
Volunteer Hours <sup>approx.</sup> \$ 20/ Hr x <u>50</u> Hours =	\$	<u>1000.00</u>
Other:	\$	<u>                    </u>
Other: <small>Please Specify</small>	\$	<u>                    </u>
Other: <small>Please Specify</small>	\$	<u>                    </u>
<b>Total From Other Sources:</b>	<b>\$</b>	<b><u>2500.00</u></b>

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

<b>Total Project Funding:</b> (Total Requested Funding + Total from Other Sources)	<b>\$</b>	<b><u>5000.00</u></b>
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# Community Grant Application Form

## Project Costs:

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

	\$ 3535.21
fabricate double swinging gate	\$
	\$
install to be done by members -	\$
volunteer hours	\$ 1000.00
additional cost covered by	\$
Community Centre (posts, etc)	\$ 500.00
Supply + Install Support Posts	\$
Install Gate (pickup gate)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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

**Total Project Costs:** \$ 5,035.21

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

### Signature of Applicant or Authorized Representative

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

Signature: George A Andrews Date: April 4/2024  
 Print Name and Title: George A Andrews President

Signature: T McEachern Date: April 4/2024  
 Print Name and Title: Teresa (Terry) McEachern Treasurer



# Community Grant Application Form

## For Office Use Only

Application Reviewed and Approved      Grant Number: 2024-06

Application Reviewed and Denied      Council Resolution No. : \_\_\_\_\_

Funding Requested: \$ 2,500.00

Funding Approved: \$ \_\_\_\_\_       Letter Sent: \_\_\_\_\_

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

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

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





Grant Application #: 2024-06

Resolution #: \_\_\_\_\_

# Community Grant Declaration

Name of Organization: Cross Roads Community Centre ("the Organization")

**The Organization declares that:**

The information contained in its application is complete and accurate.

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

**The Organization agrees to the following terms and conditions:**

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

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

George A Andrew  
Signature

George A Andrew s  
Print Name  
(Terry)

April 04/2024  
Date

McEachern  
Signature

Teresa McEachern  
Print Name

April 4/2024  
Date

# Quote

Barrhead Machine & Welding (2023) LTD.  
 Box 4574  
 6128 48 ST  
 Barrhead AB

Date	Quote #
2024-02-15	466

Name / Address
Cross Roads Community Centre In Care Of, Terry McEachern 4331 Twp Rd 580 County of Barrhead Barrhead, Alberta Canada

P.O. No.

Item	Description	Qty	Cost	U/M	Total
Service	Fabricate double swinging gate with 20' opening. 6" sch 40 pipe to be used for anchor points. 3" x 3" x 3/16" to be used for gate frame. Installation is NOT included in this cost.	1	2,420.05	ea	2,420.05
Service	Powder Coat Gate- No Sandblasting included (Estimated)	1	706.82	ea	706.82
Service	Delivery and pickup form Powder Coating	2	120.00	ea	240.00
	GST on sales		5.00%		168.34

Prices are subject to change if quantities are revised from this quotation.

<b>Subtotal</b>	\$3,366.87
<b>Sales Tax Total</b>	\$168.34

**Total** \$3,535.21

GST/HST No. 783116817



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**TO: COUNCIL**  
**RE: MELLOWDALE COMMUNITY HALL ASSOCIATION**  
**COMMUNITY GRANT REQUEST**

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**ISSUE:**

Mellowdale Community Hall Association is applying for a Community Grant to assist with upgrading and repairing the baseball diamond (see attached application).

**BACKGROUND:**

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- Applicant is requesting a \$2,500 donation to assist with a total project cost of \$8,740
- All property taxes are current.

**ANALYSIS:**

- Application was considered under Policy AD-002 Community Grants (attached).
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
  - ✓ A registered non-profit society or charitable organization that provides services within the County or provides services readily available to the general public of the County
    - Applicant has indicated that they host public social and sporting events throughout the year
  - ✓ Needs financial support to complete the project
  - ✓ Demonstrates value or benefit to the community as a community structure available for use by the public and promotes tourism within the County.
- Application was considered under section 5.1 as a project (vs event or sponsorship)
- Application was assessed based on the criteria outlined in section 5.2 as follows:
  - Benefit to community
    - provides general access and usage to a local facility with tourism value
    - with the closure of the Camp Creek ball diamonds, Mellowdale has seen an increase in usage and is in need of upgrades
  - Other sources of funding and community involvement – applicant is using \$4,500 of their own funds as well as donations from members and volunteer hours for labour.

- Project is eligible under section 5.3 and 5.4 as follows:
  - Matching requirement has been met with the applicant providing 71% of the total project costs committing \$4,500 of their own funds, \$1,340 in donations and volunteer hours valued at \$400
  - Project is to be completed in spring/summer of 2024
- This is the 7<sup>th</sup> application for the 2024 budget year
- Financial implications:

2024 Community Grant Budget	<b>\$15,000</b>
Dispersed in 2024	<b>*(\$10,250)</b>
Current Balance	\$4,750
Application (April 8, 2024)	(\$2,500)
Balance Remaining for 2024	\$2,250

*\*note: amount dependant on Council decisions April 16, 2024*

#### **STRATEGIC ALIGNMENT:**

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

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

**Outcome** - *County maintains its Rural Character and is Recognized as a Desirable Location to Invest, Work, Live and Play*

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

**Outcome** - *Council Is Transparent & Accountable*

GOAL 2 County demonstrates open & accountable government

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

Council approves the application from Mellowdale Community Hall Association for a donation of \$2,500 under the Community Grants Policy to assist with the upgrade and repair of their community ball diamond.





# Community Grant Application Form

## Application Information

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

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

## Applicant Information

Name of Organization: Mellonville Community Hall Association

Mailing Address: Box 13  
Street Address

Bloomsbury AB T0G 0G0  
City Province Postal Code

Phone Number: \_\_\_\_\_ Email: mellonvillecommunity@hotmail.com

Contact Name: Nancy Mahar

Position or Title: Treasurer / Secretary

Phone Number: 780 674 9550 Email: nancy.mahar@hotmail.com

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

If yes: Alberta Registry Number: 500012349

Date of Incorporation: 1945/09/19

## Project Information

Name of Project or Event: Baseball Diamond upgrades

Start Date: Apr 1 2024 Completion Date: May 30/2024

Location of Project or Event: Mellonville Hall 3303 Twp Rd 604





# Community Grant Application Form

### Describe Your Project or Event:

Goals: To upgrade and repair the baseball diamond grounds and grass so it can be used again by community members and any rentals.

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

All community members + county residence for county ball.

Target population (Children, youth, adults, seniors, families): children, youth, adults, families.

Describe how this project will benefit the community:

increase activities at the community hall, increase rental revenue. and encourage community spirit.

### Financial Information

#### Project Funding:

Funds Requested from the County of Barrhead:

Cash:	\$	<u>2500.00</u>
In-Kind:	\$	
<b>Total Requested:</b>	<b>\$</b>	<b><u>2500.00</u></b>

(Maximum \$2,500)

#### Funds from Other Sources:

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

Own Funds:	\$	<u>4500.00</u>
Fundraising:	\$	
Volunteer Hours \$ 20/ Hr x <u>20</u> Hours =	\$	<u>400.00</u>
Other: <u>donations by members</u>	\$	<u>1340.00</u>
<small>Please Specify</small>		
Other:	\$	
<small>Please Specify</small>		
<b>Total From Other Sources:</b>	<b>\$</b>	<b><u>6240.00</u></b>

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

#### Total Project Funding:

(Total Requested Funding + Total from Other Sources)

**\$ 8740.00**



**Project Costs:**

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

Mini Excavator \$190/hr 6 hrs	\$ 540.00
Rototilling 75/hr 8 hrs	\$ 600.00
4 loads black dirt	\$ 3200.00
2 loads gravel	\$ 1800.00
Grass Seed	\$ 200.00
20 hours labor	\$ 400.00
Red Shale \$65/yard	\$ 2000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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

**Total Project Costs: \$ 8740.00**

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

**Signature of Applicant or Authorized Representative**

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

Nancy Mahar Apr. 8 / 2024  
Signature Date

Nancy Mahar Secretary / Treasurer  
Print Name and Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title





# Community Grant Application Form

## For Office Use Only

Application Reviewed and Approved      Grant Number: 2024-07

Application Reviewed and Denied      Council Resolution No. : \_\_\_\_\_

Funding Requested: \$ 2,500.00

Funding Approved: \$ \_\_\_\_\_       Letter Sent: \_\_\_\_\_

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

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

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





Grant Application #: \_\_\_\_\_  
Resolution #: \_\_\_\_\_

## Community Grant Declaration

Name of Organization: Mellonvale Community Hall Assoc. ("the Organization")

**The Organization declares that:**

The information contained in its application is complete and accurate.

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

**The Organization agrees to the following terms and conditions:**

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

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

*Nancy Mahar*  
Signature

Nancy Mahar  
Print Name

Apr. 8/24  
Date

Signature

Print Name

Date





**TO: COUNCIL**

**RE: BARRHEAD COMMUNITY PUMPKIN WALK - COMMUNITY GRANT REQUEST**

---

**ISSUE:**

Barrhead Community Pumpkin Walk is applying for a Community Grant to assist with the costs of providing the annual Pumpkin Walk event to the community (application attached).

**BACKGROUND:**

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- August 15, 2023 – Council reviewed and approved the revised Community Grants Policy.
- Barrhead Community Pumpkin Walk committee is planning to host the event on Friday October 25, 2024.
- Committee is requesting a \$2,000 donation to assist with a total project cost of \$10,000.
- Intention is to provide fireworks, pumpkins, insurance, etc. and encourage participation from community groups and residents to create an event to be enjoyed by everyone.
- County of Barrhead also participated in the event in 2022 and 2023 with a booth which was well received by the community.

**ANALYSIS:**

- Application was considered under Policy AD-002 Community Grants (attached).
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
  - ✓ A volunteer group, service club or community group that provides services within the County or provides services readily available to the general public of the County
  - ✓ Demonstrates value or benefit to the community
- Application was considered under section 5.1 as an event (vs project or sponsorship).
  - Event scheduled October 25, 2024 (Friday before Halloween)
- Application was assessed based on the criteria outlined in section 5.2 as follows:
  - ✓ Benefit to community – provides general access to an event for the community to enjoy
    - Planning to continue with a larger event similar to last year that creates a block party atmosphere and encourages community participation.
  - ✓ Other sources of funding and community involvement – applicant is providing their own funds in addition to a commitment to fundraising; value of volunteer time has not been included as it was not required to achieve matching funds.

- ✓ Community involvement – event creates an opportunity for businesses and organizations to get involved and give back to their community; it is also an opportunity for children and adults to enjoy an evening of fun which promotes a sense of inclusion and involvement within the community.
- Project is eligible under section 5.3 and 5.4 as follows:
  - Matching requirement has been met with the applicant contributing 80% of the total project funding through the use of \$2,500 of their own funds in addition to \$5,500 from fundraising
  - Event is to take place October 25, 2024
  - Supports an event that promotes and celebrates the community
- This is the 8<sup>th</sup> application for the 2024 budget year
- Financial implications with the approval of this application:

2024 Community Grant Budget	<b>\$15,000</b>
Dispersed in 2024	*(\$12,750)
Current Balance	\$2,250
Application (April 9, 2024)	(\$2,000)
Balance Remaining for 2024	<b>\$250</b>

\*note: amount dependant on Council decisions April 16, 2024

#### **STRATEGIC ALIGNMENT:**

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

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

GOAL 2 County promotes & celebrates success/achievements

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

GOAL 2 County demonstrates open & accountable government

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

Council approve the application from Barrhead Community Pumpkin Walk for a donation of \$2,000 under the Community Grants Policy to assist with the annual Community Pumpkin Walk on October 25, 2024.





# Community Grant Application Form

## Application Information

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

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

## Applicant Information

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address

City Province Postal Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

If yes: Alberta Registry Number: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

## Project Information

Name of Project or Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Location of Project or Event: \_\_\_\_\_



# Community Grant Application Form

## Describe Your Project or Event:

Goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Target population (Children, youth, adults, seniors, families): \_\_\_\_\_

Describe how this project will benefit the community: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Financial Information

### Project Funding:

Funds Requested from the County of Barrhead:

Cash: \_\_\_\_\_ \$ \_\_\_\_\_

In-Kind: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Requested:** \_\_\_\_\_ \$ \_\_\_\_\_

(Maximum \$2,500)

Funds from Other Sources:

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

Own Funds: \_\_\_\_\_ \$ \_\_\_\_\_

Fundraising: \_\_\_\_\_ \$ \_\_\_\_\_

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

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

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

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

**Total Project Funding:** \$  

(Total Requested Funding + Total from Other Sources)



# Community Grant Application Form

### Project Costs:

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

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

**Total Project Costs:** \$

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

### Signature of Applicant or Authorized Representative

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

Adambert \_\_\_\_\_ April 9, 2024 \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title



# Community Grant Application Form

## For Office Use Only

Application Reviewed and Approved      Grant Number: 2024-08  
 Application Reviewed and Denied      Council Resolution No. : \_\_\_\_\_

Funding Requested: \$ 2,000.00

Funding Approved: \$ \_\_\_\_\_       Letter Sent: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



Grant Application #: 2024-08

Resolution #: \_\_\_\_\_

# Community Grant Declaration

Name of Organization: \_\_\_\_\_ ("the Organization")

**The Organization declares that:**

The information contained in its application is complete and accurate.

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

**The Organization agrees to the following terms and conditions:**

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

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

*Adam Burt*  
Signature

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date



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**TO: COUNCIL**

**RE: ASB BUSINESS PLAN STATUS REPORT**

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**ISSUE:**

Council is required to review the 2023 ASB Business Plan Status Report as required under the *ASB Act* and as recommended by the ASB.

**BACKGROUND:**

- ASB Business Plan was accepted by Council in 2019.
- ASB Business Plan Status Report is reviewed annually by the ASB to assess accomplishments and formally shared with Council for information as required under the *ASB Act*.
  - February 13, 2024 – ASB reviewed the outcomes of the 2023 ASB Business Plan and recommended that the summary be presented to Council for approval.
- ASB Business Plan supports the following goals of the **2022-2026 County of Barrhead Strategic Plan** primarily under the Economic Growth and Diversity Pillar:

**PILLAR 1: Economic Growth & Diversity Pillar**

GOAL 3.0 County supports innovation in agriculture

Strategy 3.1 Encourage diversification of agriculture & value-added opportunities.

Strategy 3.2 Identify opportunities to promote agricultural research & extension.

**PILLAR 3: Rural Lifestyle Pillar**

GOAL 4.0 County protects & preserves the environment

Strategy 4.2 Encourage environmental stewardship & conservation.

**PILLAR 4: Governance & Leadership Pillar**

GOAL 3.0 County demonstrates leadership

Strategy 3.2 Create opportunities for engagement & advocacy with provincial, federal governments, associations, and agencies

**ANALYSIS:**

- To satisfy requirements of the *ASB Act* to “present a summary of activities” to Council, the following takes place annually:
  - Council is provided the ASB Business Plan Status Report after it is reviewed by the ASB.
- ASB Business Plan is meant to guide the ASB programming and operational decisions in achieving the goals of the County Strategic Plan.

- Status Report for ASB Business Plan provides outcomes for each strategy to show what was accomplished in 2023.
- Amendments to the ASB Business Plan can be made annually in response to opportunities, changing priorities and to ensure alignment with the County Strategic Plan.
- ASB Business Plan is included in the orientation of new ASB members each year.

**ADMINISTRATION RECOMMENDS THAT:**

Council reviews the status report on the 2023 ASB Business Plan and accepts for information.





# 2023 ASB BUSINESS PLAN -STATUS REPORT-

## Vision

To strengthen the Agricultural Industry within the County of Barrhead.

## Mission

To provide guidance, learning opportunities, and programs to assist residents of the County of Barrhead.

### Theme 1 - Legislative Regulations

**Community Outcome Expected:** County is accountable and compliant with legislative responsibilities.

**GOAL 1.1 County demonstrates accountability for performing the legislative responsibilities delegated to the County.**

#### Strategies:

1.1.1 Regular review of legislative responsibilities, bylaws, and policies to ensure compliance and accountability.

- Terms of Reference and ASB Bylaw were reviewed and amended
- ASB Orientation presented and accepted
- Approved new DRAFT Vegetation Management Plan and DRAFT Wild Boar Bylaw
- Provided grading of resolutions responses from the Provincial ASB Conference

1.1.2 Maintain relevant policies, programs and services through regular review and evaluation.

- Grain Bag Roller rented throughout the Conservation partner municipalities. 56 grain bags collected for return to Clean Farms.
- Now collecting twine at the Ag Yard to help supplement the recycling program so producers are not inconvenienced by having to transport it to Westlock.
- Working with Town of Barrhead to allow the landfill chemical shed to remain open so it can be a drop off point for retailers to take returned used chem jugs.
- Drafted Terms of Reference for the Resource Management Partnership.



## 2023 ASB BUSINESS PLAN -STATUS REPORT-

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### **GOAL 1.2 County administers programs related to legislative and delegated responsibilities to reduce the detrimental economic impact to rural residents.**

#### **Strategies:**

##### 1.2.1 Carry out duties under the *ASB Act*

- Council appointed 3 council members and 4 public members to the ASB
- ASB met 8 times in 2023
- Appointed a seasonal weed/pest inspector for the weed control program
- Attended the regional and provincial conference to vote on resolutions

##### 1.2.2 Carry out duties under the *Weed Control Act*

- Inspected 154 properties for Noxious and Prohibited Noxious weeds. Of those, 70 required action with the landowner, and 29 landowners requested private spraying on their land.
- Plotted sites on the Munisight Ag program for tracking, letters to owners, and for future reference.
- Sprayed along every County owned road for weeds and brush (approximately 2,300 km of road)
- Met with Alberta Invasive Species Council to investigate renewal of biocontrol for Canada Thistle and Yellow Toadflax. Suppliers were low on stock, so will revisit in 2024.
- Performed hand removal of Greater Knapweed on localized site.
- Continued control efforts of the Himalayan Balsam infestation at Peanut Lake, Canada Thistle at the Jensen and Gardenview sites, and bare-ground treatments at the County gravel pits, waste transfer sites, and airport runway.
- Assisted the Town of Barrhead in their weed inspection program by offering pamphlets and guidance to their permanent staff to pass on to their seasonal crews; offered training to staff by inviting them to take part in the annual training offered by the NW region.
- Provided certified weed free grass seed for reseeded of newly constructed roads and reclaiming disturbed area on municipal reserves.
- Renewed certification for Weed Free Forage Inspector and had a 2nd staff member trained.
- Handpicked provincial highways and County paved roads to stop the spread of Scentless Chamomile.
- Inspected Barrhead District Seed Cleaning Plant and assessed them a score of 95%
- Met with Alberta Transportation in the spring along with the other Fieldmen from the Northwest region regarding implementation of a provincial Highway Weed Control Plan. Province released a plan in the fall and recommended areas of control were forwarded to the local branch for control in 2024.



## 2023 ASB BUSINESS PLAN -STATUS REPORT-

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### 1.2.3 Carry out duties under the *Agricultural Pests Act*

- Surveyed for Clubroot, Fusarium, Black Leg, and grasshoppers in 79 fields as per Alberta Agriculture's request and for our own monitoring for spread.
- Provided Compound 1080 for coyote control to 2 producers to decrease predatory attacks on livestock.
- Fieldman and Ag Supervisor took training for handling and distribution of 1080.
- Investigated 2 sites for wild boar damage. Game cameras were set up by the Provincial trapper, but the sounders had already moved on and didn't return.
- Distributed 5 game cameras to local pork producers for wild boar monitoring. Program was facilitated by a partnership with Alberta Agriculture and the University of Calgary.
- Responded to a discovery of Roof Rats. Upon inspection, 2 rats had been dispatched by the family dog and a nest was discovered by the owner inside his RV. The area was monitored for the following 2 weeks to watch for signs. One rat was collected for testing by AB Ag.

### 1.2.4 Carry out duties under the *Soil Conservation Act*

- Investigated 2 sites where disturbance of riparian areas and wetland were reported, as requested by private citizens and our own observations. Alberta Environment was notified via the hotline for both sites.

### 1.2.5 Carry out duties under the *Animal Health Act*

- Received 1 request from the Alberta Farm Animal Care Association (AFAC) to investigate reports of animal neglect. The producer was found to have poor fencing, allowing livestock to escape daily onto neighbouring land. Province is currently working with the landowner to have this issue fixed.

### 1.2.6 Participate and conduct surveys to support provincial forecasting

- Provided survey information to Alberta Agriculture for crop production, moisture reports, and pest establishment on a monthly basis during the growing season.

### **Measurables**

- Annual review of ASB policies, terms of reference, and strategic plan
- Eradication of prohibited noxious weed species.
- Build partnerships with AB Transportation and the Town of Barrhead to assist in weed control.
- Survey 20% of susceptible fields for crop diseases
- Seed disturbed areas with certified seed to prevent the reestablishment of invasive species



## 2023 ASB BUSINESS PLAN -STATUS REPORT-

### Theme 2 - Linking Rural & Urban

**Community Outcome Expected:** Enhanced rural-urban relationship through increased awareness of the importance and value of agriculture.

**GOAL 2.1 County provides valuable extension and educational opportunities to increase awareness of agriculture in our community.**

#### Strategies:

2.1.1 Offer agricultural programming to schools and youth.

- Pond Days was held at Lac La Nonne and Thunder Lake. Offered to Grade 5 children from the 4 Barrhead schools and Rich Valley. Approximately 220 children took part.
- City Slickers Tour was held in September for the Grade 4 students of Barrhead Elementary.
- Provided and operated the cattle scale for the 4H weigh in and Achievement Day.
- Provided educational talk to Grade 6 classes from Barrhead Elementary on bats and their role in the ecosystem and agricultural economy.

2.1.2 Offer relevant workshops, services and information.

- Through partnerships, offered the following workshops with the number of participants in ( ): Green Acreages (32), Garden Day (70), On Farm Climate Action Fund (45), Rural Women's Conference (82), Container Gardening (30), Horticulture Pests (57), Drone Workshop (16), SCAP/ALUS (34), EFP Workshop (13)
  - Total of approximately 379 participants
- During the growing season, we received an average of 3 people/week coming into the office for identification on plants and insects. By phone, over 15 people/week asking for ID, site visits, and advice.
- Shelterbelt consultation and planting plans developed for multiple landowners through the shelterbelt program and ALUS.

2.1.3 Provide joint programming with the Town to reduce the impact of weed concerns (i.e. special weed grant, weed identification, training, resource materials, presence at open house etc.)

- Provided assistance by identifying areas of concern and supported with our annual urban weed control grant.
- Invited the Town to take part in herbicide and inspection training.
- Partnered with the Town in the Communities in Bloom program. This helps promote weed management through advertising, local exposure, and initiatives.



## 2023 ASB BUSINESS PLAN -STATUS REPORT-

- Answered calls for assistance that came from Town residents who were referred to us by the Town.

### **GOAL 2.2 County promotes the importance and value of agriculture**

#### **Strategies:**

##### 2.2.1 Explore opportunities to leverage tourism as a means to promote agriculture

- Provided support including promotion and advertising for 7 Ag operators to act as host in the Alberta Open Farm Days program.

##### 2.2.2 Ensure events and information is current on County website

- Communications Coordinator was provided with relevant and timely information to create posts on the website and newsletters.
- Events, programming, and information posts were created and shared as links on social media.

##### 2.2.3 Host annual events to showcase current ag trends and operations

- Worked with administration to host County Tour. 111 attendees joined us on the busses. Reviews of the day were overwhelmingly positive.

#### **Measurables**

- Host the annual City Slickers tour for all Grade 4 and 5 children, showing the importance of agriculture and farm safety.
- Host/Sponsor a minimum of 5 extension events in a year that pertain to agricultural production and farm products.
- Host the Annual County Tour to showcase points of interest, local business, and ag trends

### **Theme 3 - Recognition & Celebration**

**Community Outcome Expected:** Positive image of agriculture in the County.

### **GOAL 3.1 County recognizes and celebrates a positive agricultural image**

#### **Strategies:**

##### 3.1.1 Showcase agriculture-based businesses, individuals, and local success stories

- Nominated Paul Meunier & Sons for the 2023 BMO Farm Family Award.
- Signage placed at highly visible ALUS project site. Landowner was showcased in an "ALUS Participant Profile", which included a video interview with ALUS Canada.

##### 3.1.2 Host annual events to promote agriculture and celebrate successes

- County Tour showcased 2 Ag businesses along the route, as well as 4 businesses on the City Slickers tour



## 2023 ASB BUSINESS PLAN -STATUS REPORT-

### 3.1.3 Increase ag awareness and stop the spread of misinformation.

- 16 articles and ads submitted to the newsletter and website, including EFP's, Livestock Depopulation, Recycling, Dutch Elm Disease, Peanut Lake Aeration, extension events for both Resource management and Ag, ALUS programming, and the Shelterbelt Program

#### Measurables

- Have local ag business as a stop on the annual County Tour
- Develop an Ag Award for local ag leaders to be presented at the Annual ASB supper
- Submit 3 articles a year, for dispersal on website, flyer, and newspaper

### Theme 4 - Current Technologies, Emerging Trends, and Best Practices

**Community Outcome Expected:** Increased awareness of environmental issues, current technologies and agricultural best practices that may impact agricultural sustainability.

#### GOAL 4.1 County recognizes the importance of environmental sustainability

##### Strategies:

#### 4.1.1 Support (promote/deliver) programs to improve land, water and energy use in the County.

- Conservation staff provided guidance over the phone and in person to help complete 10 EFP's to our residents. 5 more were started but not yet completed.
- Leafy Spurge Beetles were monitored and a rough count made by net sweeping. Slight dieback occurring on weed stand. Will continue to monitor annually and transfer to new sites if required.
- Annual shelterbelt program distributed 5,200 trees and 1,200 hemp squares to local residents.
- Sold out of all 28 Pollinator packages. Consists of 14 mixed berry trees and an assortment of native wildflower seed.
- 3 aerators were removed in May from Peanut Lake, then reinstalled in October for the winter season. Water samples were showing 5.3 mg/L of dissolved oxygen at the end of the last winter, where 3.0 mg/L is needed for fish survival.
- ALUS Partnership Advisory Committee approved 14 more sites across the Barrhead, Westlock, Athabasca region, with 190.46 acres enrolled in the program. (County of Barrhead has 8 project with 102.65 acres).
- Member of the Pembina River Watershed Technical Advisory Committee, advising on water testing sites and producer involvement.
- Member of the EFP Operations Committee, advising on program direction and development for the Alberta Environmental Farm Plan Program.





## 2023 ASB BUSINESS PLAN -STATUS REPORT-

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- 4.1.2 Promote change in current environmental practices through education and awareness of conservation practices (workshops, seminars, articles, tours, demonstrations, awareness campaigns)
- Installed a 2<sup>nd</sup> pond leveler on a site prone to beaver activity that floods the road. Results were positive. Helped present at a beaver mitigation workshop in Westlock County.
- 4.1.3 Promote the effectiveness and economic advantage of supporting biodiversity in agricultural production through extension and sharing of up-to-date information on new crop varieties.
- Supported Gateway Research Organization (GRO) with funding for operation of the test plots within the County of Barrhead, as well as sponsored their crop walk and grazing school with Greg Judy.
  - Gave financial support to West Central Forage Association (now known as Farming Forward) and helped advertise for some of their extension events.
  - Distributed and promoted research on disease and pathotype information to local Ag Business so it could be passed on to their customers.
  - Attended the Barrhead District Seed Cleaning Plant AGM to report on this year's trends, the weed control program, and promoted the effectiveness crop rotation by presenting the results of the Ag departments scouting program.

### **GOAL 4.2 County supports agricultural research and knowledge transfer to producers and the community.**

#### **Strategies:**

- 4.2.1 Explore opportunities to build relationships and leverage agricultural knowledge of non-profit groups, research organizations, industry, and government.
- Continued our partnerships with neighbouring municipalities (Town of Barrhead, Woodlands County, Lac Ste. Anne County, and Westlock County), as well as Gateway Research Organization (GRO) and Farming Forward
  - Still offering support to the Alberta Farm Animal Care Association
  - Continued as a collection site with the partnership between Counties of Barrhead, Westlock, Athabasca, Thorhild, Westlock Landfill, and CleanFarms for the Ag Plastic Recycling Pilot Program.
- 4.2.2 Provide valuable extension and educational opportunities to promote new technologies, encourage modernization, and increase efficiency
- Provided and sponsored 8 extension events this year. Partnered with Cows & Fish, Lac Ste. Anne County, Westlock County, Thorhild County, Athabasca Watershed Council, Alberta Lake Management Society, and Alberta Agriculture



## 2023 ASB BUSINESS PLAN -STATUS REPORT-

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### **GOAL 4.3 County is able to retain, attract and diversify the agricultural industry.**

#### **Strategies:**

#### 4.3.1 Play an active role in understanding the challenges of the agricultural industry in the County.

- Appointed knowledgeable members at large to the ASB
- Had delegations attend meetings who brought perspective to issues that the ASB could address through support or resolutions.
- Attended conferences and provincial "Town Hall" meetings where we were updated by industry experts.

#### 4.3.2 Support the facilitation of events, activities, and resource development to address challenges and opportunities in agriculture (i.e. Hemp, succession)

- There is support in place for GRO, Farming Forward, Athabasca Watershed Council, Barrhead Community Garden

#### 4.3.3 Provide information to the public via the website and social media

- Multiple programs were advertised on the County website throughout the year regarding weed control, shelterbelt trees and the Alberta Open Farm Days program. The introduction of a social media presence for the County has been very beneficial for advertising and information dissemination.

#### 4.3.4 Educate and support the development of new producers

- Information and extension were made available to all producers who requested assistance. Varied from tree health, water retention or drainage, weed control/identification, and beaver/pest mitigation

#### **Measurables**

- Have an increase of 5% in new attendees to extension events
- Create an article for every County newsletter
- Develop a social media presence to aid in the spread of accurate information and advertising
- Host workshops, focused on Ag Finance, updates on crop and livestock



**TO: COUNCIL**

**RE: 2024 OPERATING & CAPITAL BUDGET**

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**ISSUE:**

Section 242 of the *MGA* requires Council to adopt an operating budget for each calendar year.

Section 245 of the *MGA* requires Council to adopt a capital budget for each calendar year.

**BACKGROUND:**

- *MGA s.243(1)* - An operating budget must include the estimated amount needed for the following expenditures and transfers:
  - To provide for Council's policies and programs
  - To pay the debt obligations
  - To pay the requisitions required to pay under an enactment
  - Amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework (ICF)
  - Amount to be transferred to reserves
  - Amount to be transferred to the capital budget
- *MGA s. 246* - A capital budget must include the estimated amount needed for the following:
  - Amount needed to acquire, construct, remove or improve capital property,
  - Anticipated sources and amounts of money to pay for those costs; and
  - Amount to be transferred from the operating budget
- December 19, 2023:
  - Council approved an Interim Operating Budget for 2024 in accordance with *MGA s. 242(2)* which permits a Council to adopt an interim operating budget for part of a calendar year.
  - Council approved the 2024 Capital Budget.
- February 20, 2024:
  - Council approved purchase of three tandem trucks; the previous budget had the purchase of 1 tandem truck
  - Council cancelled Naples Road re-construction project for 2024; 5 miles of other re-construction projects identified from the 2025 and/or 2026 Road Program to be approved in lieu of Naples Road.

**ANALYSIS:**

- 2024 Operating & Capital Budget Presentation provides a summary of the 2024 Operating and Capital Budgets.
- Attached is the 2024 Budget Overview that provides details on the Operating and Capital Budgets by the various departments.

**Attachments:**

- 2024 Operating Budget
- 2024 Capital Budget
- 2024 Budget Overview

**STRATEGIC ALIGNMENT:**

Approval of the 2024 Operating & 2024 Capital Budget achieve the following outcome and alignment with the County 2022 – 2026 Strategic Plan:

<b>Pillar</b>	<b>4 Governance &amp; Leadership</b>
Outcome	4 Council is transparent & accountable.
Goal	4.2 County demonstrates open & accountable government.
Strategy	4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

**ADMINISTRATION RECOMMENDS THAT:**

- Council adopt the 2024 Operating Budget as presented; with 2024 operating expenditures and revenue of \$19,145,635 respectively.
- Council revise the 2024 Capital Budget from \$6,459,335 to \$7,600,225, as presented.

# 2024 DRAFT FINAL OPERATING BUDGET



## DEPARTMENT SUMMARY

Expenditures

Revenue

Net Cost

\$100 of Taxes  
Collected Used for:

### A-General Government Services

01-General Municipal	172,158	829,158	(657,000)	(5)
05-Taxation	24,053	13,262,837	(13,238,784)	
06-Requisitions	3,009,326	16	3,009,310	23
11-Council & Legislative	369,775	6,881	362,894	3
12-Administration	1,600,227	76,198	1,524,029	11
15-Elections & Plebiscites	2,500	-	2,500	0

### Total A-General Government Services

5,178,039 14,175,090 (8,997,051) 32

### B-Protective Services

21-Enhancing Policing Services	406,514	173,159	233,355	2
23-Fire Fighting	705,800	102,987	602,813	5
24-Emergency Management	16,906	-	16,906	0
25-Ambulance (STARS)	7,500	-	7,500	0
26-Enforcement	170,176	15,850	154,326	1
27-Safety	78,729	11,660	67,069	-
28-Barrhead & Area Regional Crime Coalition	24,704	22,207	2,497	0

### Total B-Protective Services

1,410,329 325,863 1,084,466 8

### C-Transportation Services

32-Public Works	7,802,051	1,797,834	6,004,217	45
33-Airport	63,875	28,555	35,320	-

### Total C-Transportation Services

7,865,926 1,826,389 6,039,537 45

### D-Utilities & Waste Management Services

41&42 W&S Utility / Truck Fill	1,960,574	1,920,942	39,632	1
48-Lagoons	61,000	61,000	-	-
43-Waste Management	319,280	25,000	294,280	2
44-Utility Services -General	70,637	-	70,637	1

### Total D-Utilities & Waste Management Services

2,411,491 2,006,942 404,549 4

### E-Community Support Services

51-FCSS	77,149	-	77,149	1
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### Total E-Community Support Services

77,149 - 77,149 1

### F-Planning & Development

61-Land Use Planning & Development	292,211	58,750	233,461	2
63-Economic Development	147,361	20,000	127,361	1
66-Subdivision & Land Development	283	-	283	0
69-Land,Housing and Leases	-	17,360	(17,360)	(0)

### Total F-Planning & Development

439,855 96,110 343,745 3

### G-Agricultural Services

62-Agricultural Services	831,590	531,651	299,939	2
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### Total G-Agricultural Services

831,590 531,651 299,939 2

### H-Recreational & Cultural Services

72-Recreation	730,936	26,860	704,076	5
74-Culture	200,320	156,730	43,590	0

### Total H-Recreational & Cultural Services

931,256 183,590 747,666 5

## 2024 OPERATING BUDGET

19,145,635 19,145,635 - \$ 100

# 2024 DRAFT FINAL OPERATING BUDGET



## SUMMARY BY CATEGORY

	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Dollar Change	% Change
<b>Revenues</b>								
Municipal taxes	8,776,157	8,791,533	8,989,480	9,498,843	9,499,705	\$ 10,253,527	753,822	8%
Requisitioned taxes	2,684,745	2,653,019	2,836,284	2,774,231	2,775,989	\$ 3,009,310	233,321	8%
Local improvement levy	21,885	21,885	21,885	21,885	21,885	\$ 21,885	-	0%
Aggregate levy	100,632	96,077	112,328	72,880	100,000	\$ 115,000	15,000	15%
User fees and sale of goods	589,154	825,853	1,238,615	1,122,058	1,239,620	\$ 994,309	(245,311)	-20%
Rental income	79,333	77,542	66,726	72,916	78,585	\$ 79,485	900	1%
Allocation of in-house equip rental	735,580	856,265	715,620	740,638	792,986	\$ 818,318	25,332	3%
Penalties and costs on taxes	299,849	325,645	167,712	139,821	150,000	\$ 150,000	-	0%
Licenses, permits and fee revenue	19,557	23,731	17,371	14,972	16,579	\$ 23,500	6,921	42%
Returns on investment	230,643	151,592	455,914	899,436	326,483	\$ 618,137	291,654	89%
Other governments transfer for operating	1,797,034	1,543,403	1,113,483	1,760,945	1,811,662	\$ 1,287,332	(524,330)	-29%
Other revenue	19,181	58,186	127,111	158,276	84,207	\$ 38,942	(45,265)	-54%
Drawn from operating reserves	769,471	176,876	634,445	196,599	307,476	\$ 63,716	(243,760)	-79%
Drawn from unrestricted reserves	153,545	273,251	162,586	174,303	399,391	\$ 172,158	(227,233)	-57%
Debenture proceeds	-	-	-	-	1,500,000	\$ 1,500,000	-	0%
Contribution from capital source	195,842	85,977	98,890	22,902	23,302	\$ -	(23,302)	-100%
Over/Under Levy income	4,116	1,988	2,068	1,940	283	\$ 16	(267)	-94%
<b>Total Revenue</b>	<b>16,476,724</b>	<b>15,962,823</b>	<b>16,760,518</b>	<b>17,672,645</b>	<b>19,128,153</b>	<b>\$ 19,145,635</b>	<b>17,482</b>	<b>0%</b>
<b>Expenditures</b>								
Salaries and benefits	3,568,325	3,645,063	3,875,617	4,089,895	4,198,880	\$ 4,634,571	435,691	10%
Materials, goods and supplies	2,108,648	2,434,318	2,899,318	2,603,299	3,033,565	\$ 3,174,192	140,627	5%
Utilities	115,883	115,295	125,377	124,683	133,040	\$ 134,710	1,670	1%
Contracted and general services	1,302,243	1,806,645	1,846,405	1,918,415	2,475,115	\$ 2,165,583	(309,532)	-13%
Purchases from other governments	279,595	359,359	297,897	368,318	300,240	\$ 323,635	23,395	8%
Transfers to other governments	958,128	1,049,106	1,152,560	1,132,785	2,816,919	\$ 2,844,404	27,485	1%
Transfers to individuals and organizations	25,738	148,763	605,555	89,798	79,881	\$ 96,000	16,119	20%
Transfer to local boards and agencies	149,304	149,744	157,621	165,523	165,523	\$ 171,070	5,547	3%
Interest on long term debt	128,234	123,772	119,183	114,459	114,671	\$ 109,816	(4,855)	-4%
Principal payment for debenture	153,545	158,001	162,586	167,303	167,303	\$ 172,158	4,855	3%
Provision for allowances	1,121,473	(309,575)	(334,106)	(365,100)	40,425	\$ -	(40,425)	-100%
Bank charges and short term interest	986	789	1,255	1,344	1,970	\$ 1,970	-	0%
Tax cancellations	232	-	9,890	17,414	20,000	\$ 24,053	4,053	20%
Other expenditures (over/under levy)	33,184	4,116	2,223	2,068	2,068	\$ 1,750	(318)	-15%
Requisitions	2,684,745	2,653,019	2,836,126	2,774,231	2,774,205	\$ 3,007,576	233,371	8%
Transfer to operating reserves	827,724	340,509	627,111	279,179	266,747	\$ 234,276	(32,471)	-12%
Transfer to capital reserve	1,458,333	1,670,692	1,951,612	3,340,491	1,835,438	\$ 1,992,288	156,850	9%
Transfer to capital program	914,746	512,622	117,558	848,542	702,164	\$ 57,583	(644,581)	-92%
<b>Total Expenditures</b>	<b>15,831,067</b>	<b>14,862,238</b>	<b>16,453,787</b>	<b>17,672,645</b>	<b>19,128,153</b>	<b>\$ 19,145,635</b>	<b>17,482</b>	<b>0%</b>
Expenditures	15,831,067	14,862,238	16,453,787	17,672,645	19,128,153	\$ 19,145,635	17,482	0%
Net Cost (Revenue)	(645,657)	(1,100,585)	(306,730)	0	0	\$ -	(0)	-100%



# 2024 CAPITAL BUDGET



	Capital Assets Acquired	Contributions to Reserves	Total
<b>General Government Services</b>			
01-General Municipal	-	-	-
11-Council & Legislative	-	-	-
12-Administration	1,323,000	70,000	1,393,000
<b>Total -General Government Services</b>	<b>1,323,000</b>	<b>70,000</b>	<b>1,393,000</b>
<b>Protective Services</b>			
21-Enhancing Policing Services	-	-	-
23-Fire Fighting	5,950	97,000	102,950
24-Disaster Services	-	-	-
25-Ambulance (STARS)	-	-	-
26-Enforcement	54,210	17,000	71,210
27-Safety	-	-	-
28-Barrhead & Area Regional Crime Coalition	-	-	-
<b>Total -Protective Services</b>	<b>60,160</b>	<b>114,000</b>	<b>174,160</b>
<b>Transportation Services</b>			
32-Public Works	4,090,277	1,398,004	5,488,281
33-Airport	-	18,000	18,000
<b>Total -Transportation Services</b>	<b>4,090,277</b>	<b>1,416,004</b>	<b>5,506,281</b>
<b>Utilities &amp; Waste Management Services</b>			
41&42-W&S Utility	82,000	135,081	217,081
43-Waste Management	37,500	78,000	115,500
44-Utility Services -General	-	50,000	50,000
48-Lagoons	-	34,203	34,203
<b>Total -Utilities &amp; Waste Management Services</b>	<b>119,500</b>	<b>297,284</b>	<b>416,784</b>
<b>Community Support Services</b>			
51-FCSS	-	-	-
<b>Total -Community Support Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Planning &amp; Development</b>			
61-Land Use Planning & Development	-	45,000	45,000
63-Economic Development	-	-	-
66-Subdivision & Land Development	-	-	-
69-Land,Housing and Leases	-	-	-
<b>Total -Planning &amp; Development</b>	<b>-</b>	<b>45,000</b>	<b>45,000</b>
<b>Agricultural Services</b>			
62-Agricultural Services	10,000	50,000	60,000
<b>Total - Agricultural Services</b>	<b>10,000</b>	<b>50,000</b>	<b>60,000</b>
<b>Recreational &amp; Cultural Services</b>			
72-Recreation	5,000	-	5,000
74-Culture	-	-	-
<b>Total -Recreational &amp; Cultural Services</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>TOTAL - 2023 CAPITAL BUDGET</b>	<b>5,607,937</b>	<b>1,992,288</b>	<b>7,600,225</b>
Capital Assets Acquired	5,607,937		
Contributions from Operating for Future Reserves		1,992,288	
Subtotal			7,600,225
Contributions from Reserves to Current Year Operating		-	
			7,600,225

CF - denotes carry forward

	Funding Source						
	2023 and prior years PROJECT COST	2024 PROJECT COST	GENERAL REVENUES	RESERVES	GRANTS	SALE OF EQUIP	OTHER / UNKNOWN
<b>ADMINISTRATION</b>							
Renovations		1,284,000		1,284,000			-
Carpet (CF)		19,000		19,000			
Telephone system (CF)		20,000		20,000			
Asset Management Software (deferred to future year)				-			
		1,323,000	-	1,323,000	-	-	-
<b>FIRE</b>							
OnSite Training Facility (50%) (CF)		5,950		5,950			
		5,950	-	5,950	-	-	-
<b>ENFORCEMENT</b>							
Vehicle Buildout - Ticketing System		8,610		8,610			
Vehicle Buildout - Cargo Securement		3,000		3,000			
Axon Cameras		24,600		24,600			
AIRCSS Radio		18,000		18,000			
		54,210	-	54,210	-	-	-

		Funding Source						
		2023 and prior years PROJECT COST	2024 PROJECT COST	GENERAL REVENUES	RESERVES	GRANTS	SALE OF EQUIP	OTHER / UNKNOWN
<b>TRANSPORTATION</b>		<b># miles</b>						
<b>Bridges</b>								
BF 70370 RGE RD 51 (STIP Funding Denied) (CF)			210,000		210,000	-		
<i>Apply for STIP funding for BF72815,77360,74538,74974 with work to be done in 2025</i>								
<b>Road Construction</b>								
<del>24-540 - RGE RD 25 (Naples Road)</del>								
To be replaced with 5 miles of road from 2025/2026 list	5		1,078,000			1,078,000		
24-240 - RGE RD 45 West of SW 5-58-4-W5	0.25		52,583	52,583				
23-740 - RGE RD 32, north of TWP RD 613 (Mast North) (CF)	1		197,930		197,930			
RR24 extension - 310'	0.06		10,940		10,940			
<b>Equipment Replacement</b>								
2024 Grader 150AWD - Council Res #2023-203			577,250		377,250		200,000	
2024 Pickup Truck			70,000		66,000		4,000	
2024 1Ton Pickup with Box & Hoist			95,000		89,500		5,500	
2024 Tandem Truck with Hoist, Plow, Snow Wing & hydraulics			390,995		359,995		31,000	
2024 Plow Truck - Sander/Oil			525,363		515,363		10,000	
2024 Gravel Truck - Box/Pup			366,456		281,456		85,000	
<b>Buildings, Land, &amp; Land Improvements</b>								
DEF Bulk Storage Building			28,000		28,000			
Shop Front Entrance			12,000		12,000			
Asphalt pad for Salt/Sand Shed			70,000		70,000			
Salt/sand shed (CF)			400,000		400,000			
County welcome sign (CF)			5,760		5,760			
	6.31	-	4,090,277	52,583	2,624,194	1,078,000	335,500	-

CF - denotes carry forward

	Funding Source						
	2023 and prior years PROJECT COST	2024 PROJECT COST	GENERAL REVENUES	RESERVES	GRANTS	SALE OF EQUIP	OTHER / UNKNOWN
<b>AIRPORT</b>							
	-	-	-	-	-	-	-
<b>WASTE MANAGEMENT</b>							
Netting		12,500		12,500			
Non-Compliance Rehab (Well Drilling, etc)		25,000		25,000			
		37,500	-	37,500	-	-	-
<b>UTILITIES</b>							
Utility Officer Vehicle - 1/2 T truck		57,000		53,000		4,000	
Neerlandia Water Dist. Pump Rebuild		25,000		25,000			
	-	82,000	-	78,000	-	4,000	-
<b>AGRICULTURAL SERVICES</b>							
Retrofit of mower - Wet Blade Kit - deferred to a future year				-			
Plastic mulch applicator		10,000		10,000			
Sell 62-006; 2009 Dodge Dakota 4x4 Ex. Cab - Surplus				(5,000)		5,000	
Sell 62-008; 2012 Dodge 1500 - Surplus				(5,000)		5,000	
		10,000	-	-	-	10,000	-
<b>ECONOMIC DEVELOPMENT</b>							
	-	-	-	-	-	-	-
<b>RECREATION</b>							
Klondike Park Shelter Replacement (Deductible)		5,000	5,000				
		5,000	5,000	-	-	-	-
<b>TOTAL</b>	-	<b>5,607,937</b>	<b>57,583</b>	<b>4,122,854</b>	<b>1,078,000</b>	<b>349,500</b>	-

Vision and Mission Statements below were adopted by Council and influence the 2024 Budgets.

<b>Vision</b>	<b>“To foster a strong, healthy and proud rural community”</b>
<b>Mission</b>	<b>“Provide good governance and sustainable services to enhance our municipality”</b>

2024 Operating & Capital Budgets provide for the delivery of a wide range of local government services and programs, setting aside a prudent level of funding in reserves, all while maintaining a reasonable cost to ratepayers in the County of Barrhead No. 11.

There are several items that influence the 2024 budgets such as the following:

- To balance the 2024 budget, multiple strategies were used. This included reducing some service levels, increasing user fees, use of grants, use of reserves, debt financing, as well as an increase to taxes.
- Taxable municipal assessment increased by 5.31% reaching a total of \$1,082,978,220.
  - Average market increase for residential properties is 2.01%.
  - Linear assessment for 2024 is \$142M reflecting an increase from 2023. Linear assessment has been on a decline since 2014 but 2023 and 2024 were both increases. Most of the assessment increase for linear was due to inflation and other factors, not growth. Linear assessment reached a high of \$172M in 2013.
  - For the past 3 taxation years, the province has implemented a ‘property tax holiday’ for linear assessment. In 2025, when the property tax holiday ends, the County expects an additional \$22M in taxable linear assessment.
- There was no change in the municipal mill rate for residential assessment. Non-residential, machinery & equipment, and farmland municipal mill rates increased by 2%.
- Total mill rate increased by 1.02% for non-residential, 1.37% for residential and 2.33% for farmland. Due to assessment increases from inflation and growth, combined with mill rate increases, total taxes increased by \$987,143 from 2023 budget.
- Sanitary Pre-Treatment infrastructure at the Town of Barrhead lagoon, required to service the Kiel Industrial Park, with funding to come from debenture, was carried forward from 2023 budget.
- County implemented a new compensation grid in 2022, as recommended by an external consultant. The new grid also included a 3.34% cost-of-living increase based on a 5-year rolling average at September for the Alberta Consumer Price Index.
- Approved organizational chart includes 9 seasonal public works employees. Due to budget restraint and program, the 9<sup>th</sup> seasonal position has not been funded or hired for several years. With increased road re-oiling planned for 2024 the 9<sup>th</sup> seasonal position has been budgeted for. Approved organizational chart includes a four-month position for the Admin department. Due to recent projects this position was budgeted for 10 months in 2023 and for the full year in 2024.

- 2024 Road Maintenance & Construction Program.
  - Oil program has been limited to subdivisions and key corridors, along with limited patchwork on existing oiled roads.
  - Shoulder Pull Program has been successful and is continued for 2024. Planned for 2024 is 19.3 km (12 miles) on select roads within the County.
  - Road reconstruction of 10.15 km (6.31 miles).
- 1 bridge reconstruction, with funding to come from reserves.
- Projects carried forward from 2023 include: welcome sign, compliance work at Landfill, fire training facility enhancements, salt/sand shed, admin phone system and carpet.
- Asset replacements in accordance with the Capital Plan which includes 1 grader, 2 light duty vehicles, 3 tandem axle trucks, building renovations for admin and public works, netting at the landfill, water distribution pump rebuild, and Klondike Park shelter replacement.
- New equipment planned includes completion of CPO vehicle buildout and equipment, DEF bulk storage building, and plastic mulch applicator.

These and other factors will be discussed further in the following pages.



**OPERATING BUDGET**

2024 Operating Budget proposes operating expenditures of \$19,145,635 including requisitions and transfers. Planned revenue from sources other than general taxation are \$5,874,356 which requires \$13,271,279 be raised from general taxation. Taxes collected on behalf of other organizations (the “Requisitioning Authorities”) are \$3,009,310 and are remitted to the Requisitioning Authority, leaving a Municipal Tax Revenue of \$10,261,969 to cover a Net Cost of \$10,261,969.

Municipal budgets must be balanced. Some strategies to balance a budget include reducing costs and/or service levels, reduce contributions to reserves, use of reserves, use of grants, debt financing, and to increase taxes. To balance the 2024 budget, multiple strategies were used. This included reducing some service levels, use of grants, reserves, and debt financing, as well as an increase to non-residential and farmland taxes.

2024 Operating Budget includes the costs to maintain most existing service levels and sets aside a prudent level of funding into reserves.

**00 General Municipal Revenue**

This is not an active department, but rather items that are global and not attributed to any one department are included here. Revenues include penalties on taxes, returns on investments, transfer to and from general reserves.

- This category provides for \$657,000 to fund all departments.

**05 Taxation**

This department includes all revenues collected annually through local property taxation and includes any Federal and Provincial grants in lieu of taxes.

Taxes levied are a function of assessed values multiplied by mill rates.

Assessment

Taxable municipal assessment increased by 5.31% reaching a total of \$1,082,978,220. Assessment for residential properties increased by 3.68%, which was a combination of market increase of 2.01% and new growth of 1.64%. Non-residential assessment increased overall by 9.08%, linear assessment increased by 14.18%, and machinery & equipment assessment increased by 11.91%.

Mill Rate

Municipal mill rate for residential assessment remains unchanged at 6.1431. Other municipal mill rates were adjusted for a 2% increase.

Taxes Levied

Applying the municipal mill rate to assessment provides the County with \$10,261,969 in tax revenue, which is an increase of \$754,523 or 7.94% from the prior year budget.

Included in the 2024 Property Tax Bylaw is a minimum tax of \$50 for all parcels with taxable assessment. It is anticipated an additional \$6,412 will be generated from the minimum tax.

Collection of taxes from oil and gas companies has been a challenge in previous years. However, the County's tax instalment payment plan (TIPP) has been successful assisting oil and gas operators in paying their outstanding and current taxes. In addition, the recent ministerial order issued by Alberta Energy to Alberta Energy Regulator (AER) requiring payment of municipal taxes as a mandatory condition for approving new well license transfers between companies or granting new well licenses to companies has given the County greater assurance that oil and gas taxes will be collected. As a result, the County has not provided for any allowance for uncollectible oil and gas taxes in the current year.

County must collect and remit taxes on behalf of other Requisitioning Authorities. An additional \$3,009,310 is levied to property owners for these requisitions. The expense is recorded in Department 06 Requisitions and discussed further in the following section.

Provincial grants in place of taxes are levied at 100% but only paid at 50%, for a total amount not received of \$14,854.

Estimated tax cancellations for eligible taxpayers applying to the Non-Residential Tax Incentive Bylaw is estimated at \$24,053.

- This category provides for \$13,238,784 to fund all departments.

## 06 Requisitions

County must collect and remit 3 types of requisitions: education, social housing, and designated industrial.

### Education

Alberta Education uniform mill rate is applied to the Equalized Assessment of the County along with the under or over levies to develop the mill rate to apply to current year assessment. County is billed \$2.56 per \$1,000 of their total residential and farmland equalized assessment value, based on 2022 property values. In addition, the non-residential rate of \$3.76 per \$1,000 of equalized assessment value is also charged to the County.

The Province kept the education mill rates unchanged from 2023. However, equalized assessment increased resulting in an additional tax levied of \$121,089 or a 4.58% increase.

A total of \$2,763,560 will be collected in 2024 to cover education requisitions.

### Social Housing

Barrhead & District Social Housing Association (BDSHA) operates lodge accommodations and is funded by the County of Barrhead, Town of Barrhead, Woodlands County, MD of Big Lakes and the Town of Swan Hills based on Equalized Assessment. In accordance with the *Alberta Housing Act*, a management body may requisition municipalities for which the management body provides lodge accommodates for the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation. The amount requisitioned has increased by \$109,963 from 2023 which reflects a 91% increase. The mill rate has increased by 81.39%.

A total of \$230,802 will be collected in 2024 to cover social housing requisitions.

### Designated Industrial

Municipal Affairs Designated Industrial Properties (DIP) Requisition was new in 2018 and is related to the province recovering costs for assessment of industrial properties such as but not limited to linear property (wells, pipelines, telecommunications, electric power systems) and facilities regulated by the AER, Canadian Energy Regulator and AUC. The requisition increased 17.9% from 2023.

A total of \$14,948 will be collected from these properties in 2024 to cover DIP requisitions.

- Total requisitions, including under and over levies, in the 2024 Operating Budget equal \$3,009,310 for an increase of 8.4%
- Represents approximately 15.72% (2023 – 14.51%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$23 will be used for Requisitions.

## **11 Council & Legislative**

This section of the Budget primarily reflects expenses to support the 7 members of Council, with most of the costs related to Councillor compensation.

- 2024 Operating budgeted expenditures have seen an increase of \$5,079 primarily for attendance for 1 Councillor at the 2024 FCM convention being held in Calgary, AB.
- Revenue for this category is negligible leaving a net cost of \$362,894.
- Represents approximately 1.93% (2023 – 1.91%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$3 will be used for Council & Legislative expenses.

## **12 Administration**

This section of the Budget covers a variety of expenditures such as administrative salaries and benefits, assessor services, audit fees, postage, communications (internet & phones), advertising, insurance, building maintenance, goods, utilities and contributions to reserves.

- 2024 Operating Budget presents a 1.86% or \$30,353 decrease in expenditures from the 2023 Operating Budget. In 2023, a Feasibility Study to repurpose the ADLC as a joint civic center with the Town of Barrhead was commenced, with funding coming from a provincial ACP grant. The project continues into 2024 but at a cost of \$22,369 funded by grants. The decrease in expenditures for this project is offset by increases in salaries and wages due to COLA and merit increases as well as hiring a seasonal position for a full year.
- Revenue for this category is \$76,198 leaving a net cost of \$1,524,029. Revenue primarily comes from the ACP grant (\$22,369), provision of BRWC financial services, transfer from reserves and sale of services such as tax certificates and sale of maps.
- \$70,000 is contributed to Capital Reserves from this category.
- Represents approximately 8.36% (2023 – 8.52%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$11 will be used for Administration expenses.

**15 Elections & Plebiscites**

Elections occur every 4 years with the next municipal election to occur in 2025. By-elections may occur if a seat on Council becomes vacant.

- A municipal election was held on October 18, 2021; the next election is scheduled for October 20, 2025.
- \$2,500 is contributed to Operating Reserves from this category in 2024.
- Represents approximately 0.01% (2023 – 0.01%) of 2024 Operating Budget Expenditures.

**21 Enhanced Policing Services & School Resource Officer**

In 2020 the Province implemented a Police Costing Model that requires rural municipalities to pay for 10% of frontline policing based on equalized assessment and population. The contribution for 2024 is estimated at \$405,764. The contribution from municipalities is being phased in until 2024 at which time rural municipalities will cover 30% of the cost.

On implementation of the Police Costing Model on April 1, 2020, the enhanced policing agreement for a School Resource Officer no longer requires a financial contribution from municipalities. The position will still service the schools in the Town of Barrhead, County of Barrhead, and Woodlands County; however, the funding for this resource is now captured in the Police Costing Model.

- Includes a contribution to Victim Services at \$750, which will be the final contribution due to the service moving to a Zonal model.
- Province announced a one time doubling of MSI Operating for 2023, which has continued for 2024. The County allocated the MSI Operating to this department, leaving a net cost of \$233,355.
- There is no contribution to reserves from this category.
- Represents approximately 2.12% (2023 – 1.96%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$2 will be used for Enhanced Policing Services

**23 Fire Fighting Services**

Under the Barrhead Regional Fire Services Agreement between the County of Barrhead and the Town of Barrhead, the County is responsible for costs of firefighting and ambulance assists that occur within the County, Fire Guardian and dispatch fees and 50% of the common expenses to operate a Fire Department regardless of the number of responses. Those common expenses include salaries and benefits for a Fire Chief, Deputy Fire Chief and administrative support, training, insurance, and general supplies and costs to run the Emergency Response Center.

- Revenue for this section is generated by invoicing residents and businesses that receive fire services up to a maximum of \$3,000 per incident and the use of MSI Operating funds. Historically the County collects 40% of the fire response costs due to the \$3,000 capping policy on invoices.

- 2024 Operating Budget projects a budgeted revenue of \$102,987 to cover approximately 14.59% of the expenditures. Net cost of the Fire Department is \$602,813.
- 2024 Operating Budget presents an increase in budgeted expenditures from 2023 of 4.07%.
- Includes reserve contributions of \$97,000 to capital and \$25,000 to operating.
- Represents approximately 3.69% (2023 – 3.54%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$5 will be used for Fire Fighting Services.

#### **24 Emergency Management Services**

Alberta *Emergency Management Act* requires the County to maintain a Municipal Emergency Management Plan and participate in Emergency Preparedness.

- Includes \$2,000 contribution to Operating Reserves from this category.
- There is no revenue anticipated for this category in 2024, leaving a net cost of \$16,906.
- Represents approximately 0.09% (2023 – 0.07%) of 2024 Operating Budget Expenditures.

#### **25 Ambulance Services**

Annual grant to STARS (air ambulance) is contained in this part of the Budget and is set at a flat rate of \$7,500.

- Represents approximately 0.04% (2023 – 0.04%) of 2024 Operating Budget Expenditures.

#### **26 Enforcement Services**

Due to increasing costs of the previous contracted services for enforcement, combined with the need for increased presence of a Community Peace Officer (CPO), the County has added a full-time permanent CPO to its organizational chart.

- 2024 Operating Budget is an increase of \$28,291 from 2023 Operating Budget, but now provides for full-time services. Contract enforcement was being provided at up to 80 hours per month, roughly equivalent to half a full-time position.
- \$17,000 contribution to Capital Reserves from this category.
- Revenue, in the form of fines, for this category is unpredictable but is estimated to cover approximately 6.69% of the expenditures excluding the reserve transfers, leaving a net cost of \$154,326.
- Represents approximately 0.89% (2023 – 0.74%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$1 will be used for Enforcement Services.

#### **27 Safety Program**

Safety Program falls under the Alberta *Occupational, Health & Safety Act*. This section of the budget primarily includes salary and benefits for a Safety Coordinator. In 2020, 0.15 full-time equivalent (FTE) was allocated to this area. In 2021, the position was expanded to 0.5 FTE to address changes to legislation, ensure compliance and improve the County Health & Safety

Program. This department also includes in-service training expenses for the Joint Workplace Health & Safety Committee members and safety audit expenses. Due to difficulties in retaining the position, in 2023 this position is covered by one full-time permanent employee with 0.45 FTE going to Safety and the balance to Ag Services.

- 2024 Operating Budget presents a net increase of \$16,961 from prior year due to vacancy in the position for part of the year along with additional mandatory safety requirements, such as hearing tests.
- Revenue from the workers compensation and reserves to fund the Safety Incentive Program covers 14.81%, leaving a net cost of \$67,069.
- Anticipated Partners in Injury (PIR) rebate of \$5,600 is planned to be contributed to Operating Reserves from this category.
- Represents approximately 0.41% (2023 – 0.30%) of 2024 Operating Budget Expenditures.

## **28 BARCC (Barrhead & Area Regional Crime Coalition)**

Created in 2018, this department includes the activities of the collaboration efforts of 5 partners – County of Barrhead, Town of Barrhead, Woodlands County, Barrhead & District Rural Crime Watch, and Barrhead RCMP Detachment. Focus of this department is to take an active role in reducing crime through coordinated efforts in education, awareness of crime prevention and reporting suspicious activities. The Alert Tool and Website are 2 main deliverables for this department.

- Revenue is in the form of contributions from the Town of Barrhead and Woodlands County of \$2,992, and a carry forward of 1-time provincial grant of \$19,215 leaving a net cost of \$2,497.
- There is no contribution to reserves from this category.
- Represents approximately 0.13% (2023 – 0.17%) of 2024 Operating Budget Expenditures.

## **32 Public Works**

County uses a proactive approach to roadway repair, maintenance, and construction. The road network is reviewed annually, and a plan is developed that identifies the annual priorities in addition to a 5-year plan for construction. This approach allows for incremental improvements and the ability to accumulate reserves for the larger projects.

In total, the County maintains approximately 1,499 km of road annually. As part of the Road Maintenance Program, it is the County's practice to re-gravel approximately 1/3 of the gravel roadways each year. This approach aims for improvement of the roadways which is both manageable and financially sustainable. 2024 Road Maintenance Program specifically includes 521 km of gravelling (a decrease of 1 km), 7 km oiling of subdivisions roads, 9 km of soil stabilization, and 8 km of dust control in addition to subsidized application of dust control (\$1.50/lineal foot, no change from prior year) for residents by request. County also uses a "flag system" which provides laneway grading for our residents at a very modest cost.

Public Works Department also provides support to our community in ways that do not appear as specific lines in the Budget. For example, snow plowing that is provided to our community halls.

This section of the Budget presents a variety of expenditures to support the following programs: grading and blading of roads, road maintenance, drainage, roadside mowing, brush control, and gravel exploration and extraction. Public Works department also manages the transfer stations and campgrounds.

- 2024 Operating Budget presents a 6.42% increase in net cost from 2023 Operating Budget primarily due to inflation and activities planned.
- Shoulder pulls on 19.31 km (12 miles) of roadway at a cost of \$198,000 is planned.
- Oiling program at a cost of \$456,820. Included in the budget is soil stabilization (permazyme) on key corridor roads with intent to re-oil these roads in 2025. Planned for oiling or permazyme treatment in 2024 is Elks Beach Road, Lighting Bay, Manola Road, and Peanut Lake Road.
- Dust control on 8.04 km (5 miles) at a cost of \$127,700 offset by sale of dust control of \$49,500.
- Gravel continues to be a key resource for the County. Engineering services required to ensure our gravel pits are compliant with provincial legislation as well as gravel exploration activities are included in the 2024 Operating Budget.
- County will continue to offer small quantities of aggregate for sale to the public, but ratepayers will be required to arrange trucking to collect the materials. This program has also moved to a pre-pay program to ensure County is fiscally responsible with its resources. The budget reflects a decrease in aggregate and trucking revenue of \$70,500 with a corresponding decrease in expenses of \$59,433.75.
- Revenue for this category covers approximately 23.04% of the expenditures and comes from a variety of sources such as Aggregate Levy Fees for gravel, sale of goods and gravel, equipment rentals, value of offsetting costs by using County equipment in construction projects and provincial grants.
- \$52,583 is contributed to capital and \$1,398,004 to Capital Reserves from this category.
- Represents approximately 40.75% (2023 – 41.32%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$45 will be used for services provided by Public Works.

### **33 Airport Services**

Barrhead Johnson Airport is a joint service between the County of Barrhead and the Town of Barrhead with expenses shared equally.

- 2024 Operating Budget presents a slight increase in expenditures from the 2023 Operating Budget.



- \$18,000 is contributed to County Capital Reserves from this category.
- Revenue for this category is budgeted to cover 44.70% of the expenditures in 2024 which includes leases, fees, and contribution from the Town, leaving a Net Cost of \$35,320.
- Represents approximately 0.33% (2023 – 0.33%) of 2024 Operating Budget Expenditures.

#### **40 General Utility Services (41 Water, 42 Sewer, 44 General Utility Services)**

County of Barrhead performs repairs and maintenance on water lines going to Manola and Neerlandia, which is paid for by the Barrhead Regional Water Commission (BRWC). The Manola waterline and a portion of the Neerlandia waterline are leased by the BRWC.

Water is purchased by the County of Barrhead from the BRWC and charged to the water users through the water rates charged by the County. Other expenses incurred include contracted services, insurance, materials and supplies and utilities.

A Local Improvement Tax of \$21,885 is collected for the fire suppression reservoir that serves Northplex and future developments on the Kiel Industrial Lands on NE 27-59-3 W5M. Currently only Northplex and the County share in this expense and it is set aside in a reserve.

To service Kiel Industrial Park and mitigate any negative impacts on the Town of Barrhead's lagoon, Sanitary Pre-Treatment infrastructure is required. Planned for 2024, the estimated cost of the infrastructure is \$1,500,000, with funding to come from debentures. Required engineering for Kiel including development of Servicing Standards and water and sewer expansion work and tie-ins is also included at a cost of \$25,000. Sanitary Pre-Treatment infrastructure will be triggered when construction on the 2 lots that were sold in 2022 commence.

- Revenue for this category covers approximately 94.73% of the expenditures and comes from debenture, user fees, BRWC fees and Local Improvement Tax, leaving a net cost for water, sewer and lagoons to be \$110,269.
- No change in water & sewer rates; with a budgeted recovery from water and sewer utility holders of 96%.
- No change in truck dumping fees, with any net operating surplus to go to reserves to fund future replacement or refurbishment of lagoons.
- 2024 Operating Budget includes \$219,284 contribution to Capital Reserves from this category, of which net operating surplus of \$34,203 from truck-dump lagoons and net operating surplus of \$3,196 from Truck Fill is planned to go to Capital Reserves.
- Represents approximately 10.93% (2023 – 10.98%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$2 will be used for General Utility Services.

#### **43 Waste Management**

Net costs for operating the Barrhead Regional Landfill are split equally between the County of Barrhead and the Town of Barrhead. County also contributes to its own Capital Reserve

for Landfill. Costs of operating the County's 6 Transfer Stations are borne solely by the County of Barrhead.

Expenses in this category primarily include contracted services, insurance, gravel, and provisions for closure of the landfill. Maintenance provided by County Public Works is recorded as an expense under Waste Collection, but also as revenue under Public Works.

- 2024 Operating Budget presents a 3.24% increase in expenditures from the 2023 Operating budget.
- There is no revenue generated from the Transfer Stations, however the Landfill is expected to generate 37.11% of the operating expenditures from tipping fees and recycling. As the Town is the Unit of Authority for the Regional Landfill, only the net cost of operating the landfill is recorded as a "Transfer to Other Governments."
- Revenue is generated from the capital reserves; any interest earned on reserves is transferred to reserve.
- Net cost to the County to provide waste collection and disposal services is \$294,280.
- \$78,000 is contributed to Capital Reserves from this category.
- Represents approximately 1.67% (2023 – 1.62%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$2 will be used for Waste Management.

#### **51 Family & Community Support Services (FCSS)**

FCSS municipal contributions are paid equally by the County of Barrhead and the Town of Barrhead. The FCSS program is delivered by an external organization and is supported primarily by provincial funding, which is contingent upon receiving a combined minimum contribution from both municipalities of 20% of eligible operating costs.

- County and Town each contribute \$77,149 to the FCSS program which exceeds the 20% minimum requirement.
- Represents approximately 0.40% (2023 – 0.39%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$1 will be used for FCSS.

#### **61 Land Use Planning, Zoning & Development**

Revenues in this category are generated by fees for development permits, subdivision applications, use of specific Operating Reserves, and grant funding.

- Revenue for this category covers approximately 20.11% of the expenditures.
- 2024 Operating budget includes completion of planned Land Use Bylaw Amendments at a cost of \$16,185.
- 2024 Operating budget presents a net increase of 5.2% due to planned land use bylaw review, and transfer to capital reserves.
- Net cost to the County for this department is \$233,461.

- Contributions to Operating Reserves of \$10,000 from this category.
- Contribution to Capital Reserves of \$45,000 from this category.
- Represents approximately 1.53% (2023 – 1.45%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$2 will be used for Land Use Planning, Zoning & Development.

## 62 Agricultural Services

Agricultural Services is made up of several program areas including General Operations, Extension, Vegetation Control, Conservation, Pest Control, Resource Management and ALUS.

In 2021, the County, along with Westlock County, and Athabasca County were successful in joining ALUS Canada, which provides funding for conservation projects and programming. County of Barrhead is the managing partner.

County of Barrhead is also the managing partner for the Resource Management stream of the provincial grant. Resource Management grant is provided for eligible activities undertaken for County of Barrhead, Westlock County, Athabasca County, and Thorhild County.

Multi-year provincial grant was signed in 2020, with annual funding established until 2024. There are 2 funding streams under this grant program: 1) Legislative for \$166,247 per year, and 2) Resource Management for \$92,000 per year (as described above).

- Agricultural Services portion of budget reflects a negligible increase in Net Cost of \$605.
- Revenue for this category covers approximately 63.93% of the expenditures, leaving a net cost of \$299,939.
- \$50,000 is contributed to Capital Reserves and \$nil towards Operating Reserves from this category.
- Represents approximately 4.34% (2023 – 4.20%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$2 will be used for Agriculture Services.

## 63 Economic Development

This department's expenditures are primarily for salaries and benefits for 0.95 FTEs, public relation expenses, and special projects.

- A NEW Business Conference & Trade Show is planned for 2024 with funding to come from the Alberta Small Community Opportunity Program grant.
- 2024 Operating Budget presents a 17.4% increase in expenditures from 2023 or \$21,878.
- Net cost to the County for this department is \$127,361.
- There are no contributions to reserves from this category.
- Represents approximately 0.77% (2023 – 0.66%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$1 will be used for Economic Development.

**66 Subdivision & Land Development**

In 2018 work commenced on Phase I of the Kiel Industrial Park and was completed in 2020. Any revenue that is generated from the sale of a lot is put back into reserves to fund future phases of the Kiel Industrial Park.

- There are no budgeted sales in 2024 but activities to sell lots are included in the Economic Development department.
- 2024 Operating Budget presents expenditures of \$283.
- Represents nil (2023 – 1.38%) of 2024 Operating Budget Expenditures.

**69 Land, Housing & Building Rentals**

County has several small leases generating revenue of \$17,360 which is an increase of \$4,570 from 2023.

**72 Recreational Services**

Maintenance of our parks, open spaces and campgrounds are budgeted in this section. Public Works Department is responsible for these facilities.

In 2021, an interest-bearing loan of \$115,250 was provided to Barrhead Golf & Recreation Area Society for campground expansions, with funding to come from reserves. Starting in 2022, annual repayments from the Society of \$9,654.10 are returned to the reserve.

County of Barrhead continues to provide funding of \$25,000 for staffing and supervision of summer recreation programming to the Town of Barrhead.

County continues to make principal and interest payments of \$281,974 on the \$5,000,000 debenture borrowed for the capital contribution to the Barrhead Regional Aquatics Centre.

In addition, a contribution of \$337,951 to support the operation of Town recreational facilities (Arena, Aquatic Centre, Curling Rink) will be made to the Town. This contribution is a result of the Arbitrator selecting the County's Recreation Agreement which presented a funding model based on 0.03403% of a rolling 3-yr assessment (starting in 2017) or a minimum of \$312,679.

Planned for 2024 is the replacement of the 3-sided shelter at Lac La Nonne at a cost of \$5,000, representing the deductible portion required from insurance.

- Revenue for this category covers approximately 3.67% of the expenditures, leaving a net cost of \$704,076.
- \$9,654 is contributed to Operating Reserves from this category.
- Represents approximately 3.82% (2023 – 3.68%) of 2024 Operating Budget Expenditures.
- For every \$100 of taxes collected in 2024, \$5 will be used for Recreational Services.

**74 Culture**

Most of the expenditures in this section are related to the transfer of funds to other organizations to provide services to our residents.

The largest expenditure in this section is the \$171,070 contribution to the Barrhead Public Library, which includes the Neerlandia Library, as well as the Yellowhead Regional Library. This contribution is based on the approved \$22.75 per capita contribution for Barrhead Public Library and \$4.75 per capita for Yellowhead Regional Library. Barrhead Public Library uses the Federal Census figures to calculate per capita (5,877), while Yellowhead Regional Library uses AB Treasury population estimate of 6,325.

Expenditure associated with “Transfers to Organizations,” which is used to make contributions to various local community organizations remains unchanged. Organizations must now apply through the Community Grant Policy to be eligible for funding, to a maximum of \$2,500 per organization, with funding to come from reserves.

To support Community Halls, the County is facilitating Facility Condition Assessments at an estimated cost of \$14,400, with funding to come from reserves.

- 2024 Operating Budget presents an increase in expenditures from the 2023 Operating Budget of \$20,947.
- Revenue for this category covers approximately 78.24% of the expenditures, leaving a net cost of \$43,590. Revenues are from MSI Operating Grants and Operating Reserves.
- There are no contributions to reserves from this category.
- Represents approximately 1.05% (2023 – 0.94%) of 2024 Operating Budget Expenditures.

## **CAPITAL BUDGET**

Capital Budget proposes Capital Expenditures of \$5,607,937, in addition to transfers to Operating and Capital Reserves of \$1,992,288 for a total Capital Budget of \$7,600,225.

Capital assets are purchased based on the 10-year Capital Plan. Roads selected for reconstruction are based on the Road Plan which is reviewed annually by Council.

2024 Capital Budget includes the following capital purchases and transfers:

### **12 Administration**

- Renovations to an Admin building, including carpet and telephone system replacement, of \$1,323,000, with funding to come from reserves.
- Transfers of \$70,000 from operations to Capital Reserves:
  - \$20,000 for Computer & Equipment Reserve
  - \$50,000 for Building Reserve

### **23 Fire Fighting**

- Training facility enhancements of \$5,950 (County’s 50% share)
- Transfers of \$97,000 from operations to Capital Reserves:
  - \$87,000 for Fire Equipment Reserves
  - \$10,000 for ERC Building & Equipment Reserves

**26 Enforcement Services**

- CPO vehicle buildout and equipment include cameras and radio of \$54,210, with funding to come from reserve.
- Transfers of \$17,000 from operations to Capital Reserves:
  - \$17,000 for Enforcement Equipment Reserves

**32 Public Works**

- Equipment purchases of the following with funding to come from the trade in of old equipment and balance of the funding to come from Capital Reserves:
  - 1 grader with total cost of purchase of \$577,250 with proceeds on sale of old equipment of \$200,000 for net cost of \$377,250, to be funded from reserves.
  - 1 vehicle with a cost of \$70,000 with proceeds on sale of old truck of \$4,000 for a net cost of \$66,000 to be funded from reserves.
  - 1 Ton truck with box & hoist with a cost of \$95,000 with proceeds on sale of old truck of \$5,500 for a net cost of \$89,500 to be funded from reserves.
  - Tandem truck with hoist, plow, snow wing & hydraulics with a cost of \$390,995 with proceeds from sale of old equipment of \$31,000 for a net cost of \$359,995 to be funded from reserves.
  - Plow truck with sander/oiler with a cost of \$525,363 with proceeds from sale of old equipment of \$10,000 for a net cost of \$515,363 to be funded from reserves.
  - Gravel truck with box and pup with a cost of \$366,456 with proceeds from sale of equipment of \$85,000 for a net cost of \$281,456 to be funded from reserves.
- Building and land improvements planned, with funding to come from reserves: DEF bulk storage building (\$28,000), shop front entrance repairs (\$12,000), salt/sand shed and asphalt pad (\$470,000), and replacement of a County welcome sign (\$4,760).
- 6.31 miles of road reconstruction projects utilizing County forces for a total cost of \$1,339,453 with funds coming from operations of \$52,583, reserve funding of \$208,870, and \$1,078,000 from MSI Capital grant for the following projects:
  - Range Rd 45 West of SW 5-58-4-W5 – 0.25 miles
  - Range Rd 32 North of Twp Rd 613 – 1.0 mile
  - Range Rd 24 extension – 310 feet (0.06 miles)
  - Planned for 2024 was road re-construction of Naples Road. County was unable to obtain necessary agreements with landowners and this project was canceled for 2024. This project will be replaced with 5 miles of gravel road re-construction from the 2025 and 2026 planned projects, depending on obtaining agreements with landowners.

- Construction of 1 bridge for a total cost of \$210,000. This bridge has been denied STIP funding, but the County deems it necessary to replace in 2024. Funding will come from reserves.
  - Typically, the County only performs bridge work if successful in obtaining grant funding. Where project is approved for grant funding, the project is 75% grant funded and 25% Capital Reserve funded.
  - County will apply for grant funding for 4 bridges. If successful in obtaining grant funding, these projects will be carried out in 2025.
- Transfers of \$1,398,004 from operations to Capital Reserves
  - \$683,584 for Equipment Reserve
  - \$517,420 for Grader Reserve
  - \$50,000 for Building Reserve
  - \$115,000 for Aggregate Reserve
  - \$32,000 Gravel Pit Reclamation Reserve

### **33 Airport**

- No capital expenditures planned for 2024.
- Transfer of \$18,000 from operations to Capital Reserves.

### **44 General Utility Services (41 Water & 42 Sewer & 48 Lagoons)**

- Replacement of Utility Officer Vehicle at a cost of \$57,000 with funding to come from reserves and the sale of the old unit.
- Rebuilding of Neerlandia water distribution pump at a cost of \$25,000, with funding to come from reserves.
- Transfers of \$219,284 from operations to Capital Reserves:
  - \$21,885 for Fire Suppression Reserves
  - \$50,000 for Regional Water & Sewer Reserves
  - \$110,000 for Water & Sewer Reserves funded by Utility Rate
  - \$34,203 for Lagoon Reserves – (Neerlandia, Lac La Nonne, and Thunder Lake).
  - \$3,196 for Truck Fill Reserve funded by truck fill revenues

### **43 Waste Management**

- Purchase of netting for Landfill for County's 50% cost of \$12,500, with funding to come from reserves.
- Compliance work required at Landfill for County's 50% cost of \$25,000, with funding to come from reserves.
- Transfers of \$78,000 from operations to Capital Reserves:



- \$25,000 for Landfill Equipment Reserve
- \$53,000 for Landfill Reserve
- Transfers of \$5,000 from operations to Operating Reserves:
  - \$5,000 for Transfer Station bin reserve

**61 Land Use Planning, Zoning & Development**

- Transfer of \$45,000 from operations to Capital Reserves for Money in Lieu of Reserves.

**62 Agricultural Services**

- Purchase of plastic mulch applicator at a cost of \$10,000 with funding to come from reserves.
- Sale of 2 vehicles that are surplus to the fleet with proceeds allocated to Ag Vehicle & Equipment Reserve
- Transfers of \$50,000 from operations to Capital Reserves:
  - \$10,000 for Ag Building Reserves
  - \$40,000 for Ag Vehicle & Equipment Reserves

**72 Recreation**

- Replacement of the Klondike Park Shelter (Lac La Nonne) with funding to come from general revenues at a cost of \$5,000. Insurance will cover the remaining costs to rebuild the structure.



**TO: COUNCIL**

**RE: 2024 PROPERTY TAX BYLAW**

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**ISSUE:**

Council must pass a Property Tax Bylaw annually (MGA s. 353(1)).

**BACKGROUND:**

- Property taxation is a process regulated by the *MGA*.
- Council cannot pass a Property Tax Bylaw for a particular year unless the operating and capital budget for that year has been adopted by Council. (*MGA s. 247*).
- Property Tax Bylaw authorizes Council to impose a tax on property in the County to raise revenue to be used toward the payment of:
  - Expenditures and transfers set out in the budget
  - Requisitions (*MGA s. 353(2)*).
- Property Tax Bylaw must set and show separately all the tax rates that must be imposed to raise the revenue required for expenditures and requisitions (*MGA s. 354(1)*).

**ANALYSIS:**

- 2024 Operating and Capital Budget were previously discussed at the April 16, 2024, meeting and passed by Resolution # 2024-\_\_\_\_ and # 2024-\_\_\_\_.
- 2024 Property Tax Bylaw as presented reflects the following:
  - No increase to the residential municipal mill rate.
  - Non-residential, machinery and equipment and farmland municipal mill rate increased by 2%.
  - Minimum Tax of \$50.00 per taxable parcel remains in the Bylaw.
- 2024 Budget requires tax revenue of the following:
  - Municipal expenditures & transfers, net of revenue – \$10,261,969
  - Requisitions:
    - School Requisition – \$2,763,560
    - Barrhead & District Social Housing Requisition – \$230,802
    - Designated Industrial Requisition – \$14,948
  - Total tax levied – \$13,271,279

**STRATEGIC ALIGNMENT:**

Approval of the 2024 Property Tax Bylaw contributes to the following outcome and aligns with the County 2022 – 2026 Strategic Plan:

<b>Pillar</b>	<b>4 Governance &amp; Leadership</b>
Outcome	4 Council is transparent & accountable
Goal	4.2 County demonstrates open & accountable government.
Strategy	4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

**ADMINISTRATION RECOMMENDS THAT:**

Council gives 3 readings to Bylaw 2-2024 Property Tax Bylaw.



**COUNTY OF BARRHEAD NO. 11**

**PROVINCE OF ALBERTA**

**BYLAW NO. 2-2024**

**2024 PROPERTY TAX BYLAW**

**A Bylaw to authorize the rates of taxation to be levied against assessable property within the County of Barrhead No. 11 for the 2024 taxation year.**

**WHEREAS** the County of Barrhead No. 11, in the Province of Alberta, has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held on April 16, 2024; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the County of Barrhead No. 11 for the year 2024 total \$19,145,635; and

**WHEREAS** the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$5,874,356; and

**WHEREAS** the balance of \$13,271,279 is to be raised by general municipal taxation; and

**WHEREAS** the estimated requisitions, including under-levies and over-levies to create the total 2024 levy are:

<b>Alberta School Foundation Fund (ASFF)</b>		
Residential and Farmland	\$2,100,330	
Non-Residential/Pipe and Power	\$638,310	
Subtotal		\$2,738,640
<b>Opted-Out School Board #1 – Evergreen CRSD</b>		
Residential and Farmland	\$24,750	
Non-Residential/Pipe and Power	\$170	
Subtotal		\$24,920
<b>Total Education Requisitions</b>		<b>\$2,763,560</b>

<b>Barrhead &amp; District Social Housing Association Requisition</b>	<b>\$230,802</b>
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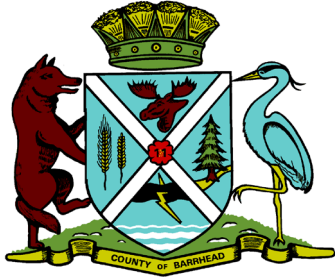
<b>Alberta Municipal Affairs Designated Industrial Requisition</b>	<b>\$14,948</b>
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**WHEREAS** the Council of the County of Barrhead No. 11 is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS** the assessed value of all property in the County of Barrhead No. 11 as shown on the assessment roll is:

<b>Residential</b>	<b>\$782,922,890</b>
<b>Farmland</b>	<b>\$61,130,450</b>
<b>Non-Residential</b>	<b>\$49,380,450</b>
<b>Linear</b>	<b>\$142,008,700</b>
<b>Machinery and Equipment</b>	<b>\$47,535,730</b>
<b>TOTAL</b>	<b>\$1,082,978,220</b>



**COUNTY OF BARRHEAD NO. 11**

**PROVINCE OF ALBERTA**

**BYLAW NO. 2-2024**

**2024 PROPERTY TAX BYLAW**

**NOW THEREFORE**, under the authority of the *Municipal Government Act, Revised Statutes of Alberta 2000, and amendments thereto*, the Council of the County of Barrhead No. 11, in the Province of Alberta, duly assembled, enacts as follows:

1. That the County Manager (CAO) is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the County of Barrhead No. 11:

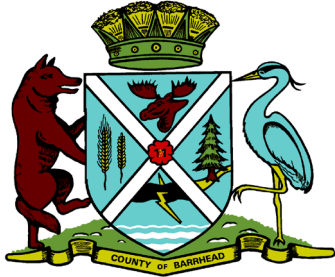
	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential	\$4,809,574	\$782,922,890	6.1431
Farmland	\$1,110,820	\$61,130,450	18.1713
Non-Residential	\$897,307	\$49,380,450	18.1713
Pipe and Power	\$2,580,482	\$142,008,700	18.1713
Machinery and Equipment	\$863,786	\$47,535,730	18.1713
<b>Total</b>	<b>\$10,261,969</b>	<b>\$1,082,978,220</b>	

<b>ASFF</b>			
Residential and Farmland	\$2,100,330	\$832,407,389	2.5232
Non-Residential	\$638,310	\$191,236,740	3.3378
<b>Opted-Out School Board Evergreen CRSD</b>			
Residential and Farmland	\$24,750	\$9,809,001	2.5232
Non-Residential	\$170	\$50,900	3.3378
<b>Total</b>	<b>\$2,763,560</b>	<b>\$1,033,504,030</b>	

<b>Barrhead and District Social Housing Association</b>			
<b>Total</b>	<b>\$230,802</b>	<b>\$1,081,039,760</b>	0.2135

<b>Alberta Municipal Affairs Designated Properties Requisition</b>			
<b>Total</b>	<b>\$14,948</b>	<b>\$195,394,170</b>	0.0765

<b>GRAND TOTAL</b>	<b>\$13,271,279</b>
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**COUNTY OF BARRHEAD NO. 11**

**PROVINCE OF ALBERTA**

**BYLAW NO. 2-2024**

**2024 PROPERTY TAX BYLAW**

**Page 3 of 3**

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2. That the minimum tax levy for each individual taxable property shall be \$50.00.
3. The invalidity of any section, clause, sentence, or provision of this bylaw shall not affect the validity of any other part of this bylaw, which can be given effect with such invalid part or parts.
4. This Bylaw shall come into full force and take effect upon third and final reading.

FIRST READING GIVEN THE \_\_\_\_ DAY OF APRIL 2024.

SECOND READING GIVEN THE \_\_\_\_ DAY OF APRIL 2024.

THIRD READING GIVEN THE \_\_\_\_ DAY OF APRIL 2024.

\_\_\_\_\_  
Reeve

Seal

\_\_\_\_\_  
County Manager (CAO)



**TO: COUNCIL**

**RE: BYLAW 3-2024 TAX PENALTY BYLAW**

**ISSUE:**

Council to consider updates to the “Tax Penalty Bylaw”.

**BACKGROUND:**

- June 18, 2019 – Council passed Bylaw 2-2019 Tax Penalty Bylaw
- August 31, 2019 fell on a Saturday.
  - 11 tax rolls were paid on Tuesday, September 2<sup>nd</sup>, that being the next business day. An additional 26 rolls were paid on the Wednesday. Many of those tax rolls were likely paid at their financial institution on the Tuesday with the County receiving the funds on the Wednesday.
  - 5 requests went to Council requesting penalties be cancelled on 10 tax rolls.
  - Council denied all penalty cancellation requests.
  - Council to review if any changes are required to Tax Penalty Bylaw prior to the next tax due date falling on the weekend.

**ANALYSIS:**

- Where a provincial or federal tax due date falls on a weekend, the Province and Federal government consider taxes paid on time if received the next business day.
- Municipalities vary on providing an extension to payment date if the due date falls on a weekend.
- If Council considers this change it would provide the following benefits:
  - Reduced complaints or formal requests to Council from ratepayers who pay the next business day after the due date.
- The proposed bylaw is attached. A summary of the changes made are as follows:

Section	Bylaw No. 2-2019	Proposed updates Bylaw 3-2024
<b>Definitions</b>		<ul style="list-style-type: none"> <li>• Add the following definitions for clarity:               <ul style="list-style-type: none"> <li>▪ Tax Due Date</li> <li>▪ Business day</li> </ul> </li> <li>• Updated definition of “Tax” to remove reference to Business Revitalization Zone and to provide clarity that penalties imposed under this bylaw do not apply to Community Aggregate Payment Levy</li> </ul>



<b>Penalties on unpaid Taxes</b>		<ul style="list-style-type: none"> <li>• Add “Where August 31 falls on the weekend, taxes will be deemed paid on time if received the next business day.”</li> </ul>
<b>Section 4</b>		<ul style="list-style-type: none"> <li>• Add Section Heading “Tax Due Date” to differentiate between Tax Due Date and Penalties on Unpaid Taxes</li> </ul>
<b>Section 5 - Date of penalty</b>	1 <sup>st</sup> day of September (8%) 1 <sup>st</sup> day of November (4%) 1 <sup>st</sup> day of March (4%)	<ul style="list-style-type: none"> <li>• Add “If August 31 falls on a weekend, the penalty shall be levied on the 2<sup>nd</sup> business day of September.”</li> </ul>
<b>Repeals</b>	Repeal Bylaw No. 1-99 to avoid bylaw conflict	Repeal Bylaw No. 2-2019 and amendments thereto to avoid bylaw conflict

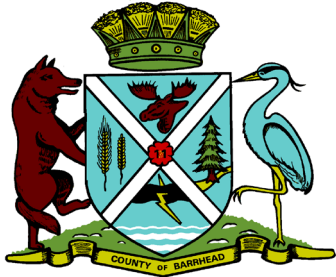
#### **STRATEGIC ALIGNMENT:**

Approval of the 2024 Property Tax Bylaw contributes to the following outcome and aligns with the County 2022 – 2026 Strategic Plan:

<b>Pillar</b>	<b>4 Governance &amp; Leadership</b>
Outcome	4 Council is transparent & accountable
Goal	4.2 County demonstrates open & accountable government.
Strategy	4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

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

Council gives 3 readings to Bylaw 3-2024 Tax Penalty Bylaw.



# COUNTY OF BARRHEAD NO. 11

## PROVINCE OF ALBERTA

### BYLAW NO. 3-2024

## TAX PENALTY BYLAW

Page 1 of 2

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**A BYLAW OF THE COUNTY OF BARRHEAD NO. 11**, in the Province of Alberta, providing for penalties on current and arrears of taxes rescinding Bylaw No. ~~1-99~~ **2-2019** and replacing it as follows:

**WHEREAS**, pursuant to section 344 of the *Municipal Government Act*, R.S.A. 2000, c M-26 (MGA), as amended, Council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice; and

**WHEREAS**, pursuant to section 345 of the *MGA*, County may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after the 31<sup>st</sup> day of December of the year in which it is imposed.

**NOW THEREFORE** the Council of the County of Barrhead No. 11 hereby enacts as follows:

#### TITLE

1. This bylaw may be called the "Tax Penalty Bylaw".

#### PURPOSE

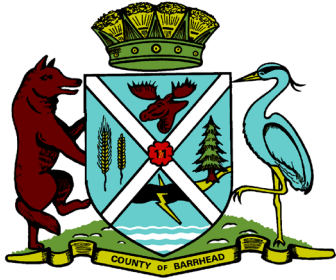
2. The purpose of this bylaw is to establish:
  - (a) the due dates for the payment of Taxes; and
  - (b) the rates of penalty to be imposed for failure to pay Taxes by the due date.

#### DEFINITIONS

3. Unless the context otherwise requires, or is otherwise defined herein, the words and phrases contained in this bylaw shall have the same meaning as in the *MGA*. In this bylaw:
  - (a) "**Tax Year**" means the annual period in which Taxes are imposed, commencing with January 1 and ending with December 31;
  - (b) "**Tax Arrears**" means all Taxes which remain unpaid after December 31 of the year in which they were imposed;
  - (c) "**Tax Due Date**" means August 31.
  - (ed) "**Tax**" or "**Taxes**" includes property taxes, local improvement taxes and all other taxes or charges lawfully imposed pursuant to the *MGA* or any other statute of the Province of Alberta but does not include ~~Business Revitalization Zone taxes~~ **Community Aggregate Payment Levy**;
  - (e) "**Business day**" means Monday through Friday, excluding statutory holidays.

#### **TAX DUE DATE PENALTIES ON UNPAID TAXES**

4. Any or all Taxes shall be due and payable on or before the date shown on the tax notice. **Where August 31 falls on the weekend, taxes will be deemed paid on time if received the next business day.**



# COUNTY OF BARRHEAD NO. 11

## PROVINCE OF ALBERTA

### BYLAW NO. 3-2024

## TAX PENALTY BYLAW

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### **PENALTIES ON UNPAID TAXES**

5. Any Taxes remaining unpaid after the due date shown on the tax notice are subject to penalties at the rates set out as follows:
  - (a) a penalty of eight percent (8%) be applied to all unpaid current and arrears of taxes on the first day of September. **If August 31 falls on a weekend, the penalty shall be levied on the 2<sup>nd</sup> business day of September.**
  - (b) a penalty of four percent (4%) be applied to all current and arrears of taxes on the first day of November; and
  - (c) a penalty of four percent (4%) be applied to all arrears of taxes on the first day of March each year.
6. Any penalty imposed hereunder shall be added to and shall form part of the unpaid taxes.
7. ~~Bylaw No. 1-99~~ **Bylaw No. 2-2019, and any amendments thereto** is hereby repealed in its entirety upon this bylaw coming into effect.
8. This bylaw comes into force and takes effect upon third and final reading.

FIRST READING GIVEN THE \_\_\_ DAY OF APRIL, 2024.

SECOND READING GIVEN THE \_\_\_ DAY OF APRIL, 2024.

THIRD READING GIVEN THE \_\_\_ DAY OF APRIL, 2024.

\_\_\_\_\_  
Reeve

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



# REQUEST FOR DECISION

APRIL 16, 2024

I

**TO: COUNCIL**

**RE: 3 YEAR FINANCIAL PLAN & 10 YEAR CAPITAL PLAN**

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**ISSUE:**

Section 283.1 of the *Municipal Government Act (MGA)* requires Council to annually review and update its Capital Plan and Financial Plan.

**BACKGROUND:**

- *MGA* requires a written financial plan and a written capital plan.
  - Financial plan – must cover a minimum of the next 3 years
  - Capital plan – must cover a minimum of the next 5 years
- Primary benefit of longer-term planning is to identify future financial challenges and opportunities, allowing Council to plan and develop strategies to minimize or eliminate challenges and to capitalize on opportunities.
- Financial and capital plans do not have to be financially balanced.

**ANALYSIS:**

- County of Barrhead 3-year Financial Plan meets the requirements of the *MGA Sec. 283.1(2)*.
- County of Barrhead 10-year Capital Plan exceeds the requirements of the *MGA Sec 283.1(3)*.

***Financial Plan***

- 3-year Financial Plan was prepared by Administration with workshops held with Council during preparation.
- 3-year Financial Plan included estimates of revenues and expenditures.
  - Where actuals are known, such as contracted amounts, actuals were used.
  - Road Construction Plan is incorporated into the financial plan.
- 3-year Financial Plan shows projected deficits for the 3 years as follows: \$878,603, \$986,531, and \$1,188,649 respectively.

***General Comments:***

- 2024 Draft Final Operating Budget includes a one-time \$1.5M in revenue (debenture proceeds) with corresponding expense for Sani-Pretreatment at Town lagoon. This has been carried over from Budget 2023.
  - Expenditure for servicing debenture has not been included in the 2025-2027 plan nor has revenue projected due to projected increased water and wastewater volumes.
- In 2022, a Total Compensation Review was undertaken to develop internal and external equity in pay. The plan assumes merit increases for employees but no cost-of-living adjustments are included in 2025-2027 financial plan.

- No increase in mill rate or assessment is usually contemplated in the financial plan. Typically, the 2024 projected tax revenue is used in the 2025 – 2027 financial plan. However, the province provided a report on the linear assessment that will come off ‘property tax holiday’ in 2025. The assessment using 2024 proposed mill rates will bring an additional \$398,000 of tax revenue and has been included in the 2025 – 2027 plan.

***Compare 2025 to 2024:***

- Projected revenue decrease for 2025 compared to 2024 includes a total decrease of \$1.6M:
  - Removal of one-time debenture proceeds of \$1.5M for Town of Barrhead Sani-Pretreatment.
  - Removal of one-time grant revenues: ACP grant, AB crime prevention grant, Small Community Opportunity Program grant, and one-time doubling of MSI Operating Grant.
  - No projected sale of Kiel lots for 2025-2027
  - Increase of \$398,000 of tax revenue for linear assessment that is coming off of ‘property tax holiday’.
- Projected expense decrease in 2025 compared to 2024 includes a total decrease of \$0.7M:
  - Removal of one-time contribution of \$1.5M for Town of Barrhead Sani-Pretreatment.
  - Removal of contracted services for 2024 grant funded projects.
  - Decrease in utilities due to one-time expense for utility hookups at Kiel Industrial Park budgeted for in 2024.
  - No projected sale of Kiel lots for 2025-2027 so no selling expenses or contribution to reserves
  - Road reconstruction program - planned use of grant funding in 2024 so an increase in the 2025 – 2027 cost to operating budget for transfers to capital is planned.

***Compare 2026 to 2025:***

- Revenue is projected to be stable
- Overall, expenses increased by 0.58% and are based on contracted or estimated amounts. Also included are any changes based on cyclical patterns. For example, Airport and pavement line painting is completed every 3 years and is planned for 2025 so removed from 2026 and 2027 budget. In 2026, repair of cracking and settlements of pavement is planned for 2026 so those costs are only included in 2026. Another example would be computer workstation replacements completed on a 3, 4 or 5 year replacement cycle, depending on computer user type.

***Compare 2027 to 2026:***

- Slight decrease in revenue. Revenue is based on prior year or contracted amounts.
- Expenses are projected to increase by 0.95% from 2026 and are based on contracted or estimated amounts.

***Capital Plan***

- 10-year Capital Plan was prepared by Administration with workshops held with Council during preparation.
- Highlights of the 10-year Capital Plan include:
  - Gravel road reconstruction of 4-7 miles per year. Annual cost of \$1.16M

- 1 bridge structure reconstructed annually, dependent on condition rating of structure and grant funding. 2025 and 2026 include 4 and 3 bridge reconstructions respectively, but construction will only occur if grant funding is provided.
- New paving of Kiel Industrial Park Road (2028)
- Pavement overlay of Elks Beach Road (2026)
- Correction line chip seal (2032)
- Graders and road reconstruction equipment replacement based on warranty / buyback period
- Major repairs and maintenance for buildings (Admin, Public Works, and Ag) included based on Building Condition Assessment Reports prepared by consultant.
- Canada Community Building Fund (formerly Gas Tax) and Municipal Sustainability Initiative (MSI) have been included in the plan, but no usage of the funds have currently been planned.
  - MSI transitions to LGFF in the current year
  - CCBF program runs until 2024, but it is anticipated that it will continue beyond 2024.
- 10-year projection of capital reserves show adequate reserves to cover planned expenditures except for Admin, PW Graders & Equipment and PW Roads & Bridges.
- Grant funding or debentures could be used to cover any planned expenditures that exceed capital reserves. Council can also consider delaying planned expenditures until adequate reserves are in place or reconsider any planned expenditure.

**Attachments:**

- 3 Year Financial Plan (2025 – 2027)
- 10 Year Capital Plan, Summary

**STRATEGIC ALIGNMENT:**

Review and approval of the 3-year Financial Plan and 10-year Capital Plan achieves the following outcome and alignment with the County 2022 – 2026 Strategic Plan:

<b>Pillar</b>	<b>4 Governance &amp; Leadership</b>
<b>Outcome</b>	4 Council is transparent & accountable.
<b>Goal</b>	4.2 County demonstrates open & accountable government.
<b>Strategy</b>	4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

**ADMINISTRATION RECOMMENDS THAT:**

Council approve the 3-Year Financial Plan for 2025 – 2027 and the 10-Year Capital Plan for the County of Barrhead as presented.

# Budget + 3 Year Financial Plan

Costing Center	BUDGET	FINANCIAL PLAN		
	2024	2025	2026	2027
- 01-General Municipal	829,158	634,154	639,294	644,584
- 05-General Taxation	13,262,837	13,670,537	13,670,537	13,670,503
- 06-Requisitions	16	16	16	16
- 11-Council & Legislative	6,881	4,500	4,500	4,500
- 12-General Administration	76,198	56,329	53,829	56,329
- 15-Elections and Plebiscites	-	7,650	-	-
<b>Total A General Government Services</b>	<b>14,175,090</b>	<b>14,373,185</b>	<b>14,368,176</b>	<b>14,375,931</b>
- 21-Enhanced Policing Service formerly SRO	173,159	-	-	-
- 23-Fire Fighting	102,987	102,987	102,987	102,987
- 26-Enforcement	15,850	12,950	10,250	10,250
- 27-Safety Program	11,660	7,000	7,000	7,000
- 28-Barrhead & Area Regional Crime Coalition (BARCC)	22,207	3,172	3,362	3,362
<b>Total B Protective Services</b>	<b>325,863</b>	<b>126,109</b>	<b>123,599</b>	<b>123,599</b>
- 32-Public Works	1,797,834	1,822,356	1,820,944	1,820,944
- 33-Airport Services	28,555	31,909	27,415	27,595
<b>Total C Transportation Services</b>	<b>1,826,389</b>	<b>1,854,265</b>	<b>1,848,359</b>	<b>1,848,539</b>
- 41-Utility Services - Water	367,987	367,808	367,630	367,444
- 42-Utility Services - Wastewater	1,552,955	52,955	52,955	52,955
- 43-Waste Management	25,000	25,000	42,000	25,000
- 48-Lagoons	61,000	61,000	61,000	61,000
<b>Total D Utilities and Waste Management</b>	<b>2,006,942</b>	<b>506,763</b>	<b>523,585</b>	<b>506,399</b>
- 61-Land Use Planning & Development	58,750	45,250	43,750	43,750
- 63-Economic Development	20,000	-	-	-
- 66-Subdivision & Land Development	-	-	-	-
- 69-Land, Housing, Leases	17,360	17,260	10,885	-
<b>Total F Planning and Development Services</b>	<b>96,110</b>	<b>62,510</b>	<b>54,635</b>	<b>43,750</b>
- 62-Agricultural Services	531,650	479,097	483,097	478,728
<b>Total G Agricultural Services</b>	<b>531,650</b>	<b>479,097</b>	<b>483,097</b>	<b>478,728</b>
- 72-Recreation	26,860	26,663	26,460	26,251
- 74-Culture	156,730	142,330	142,330	142,330
<b>Total H Recreational and Cultural Services</b>	<b>183,590</b>	<b>168,993</b>	<b>168,790</b>	<b>168,581</b>
<b>Total Revenues</b>	<b>19,145,635</b>	<b>17,570,922</b>	<b>17,570,241</b>	<b>17,545,527</b>
<b>Percent Increase</b>		<b>(8.96%)</b>	<b>(0.00%)</b>	<b>(0.14%)</b>
- 01-General Municipal	172,158	177,154	182,294	187,584
- 05-General Taxation	24,053	28,800	25,500	25,500
- 06-Requisitions	3,009,326	3,009,326	3,009,326	3,009,326
- 11-Council & Legislative	369,775	361,872	366,892	361,002
- 12-General Administration	1,600,227	1,578,034	1,644,711	1,656,568
- 15-Elections and Plebiscites	2,500	7,650	2,500	2,500
<b>Total A General Government Services</b>	<b>5,178,039</b>	<b>5,162,835</b>	<b>5,231,223</b>	<b>5,242,480</b>
- 21-Enhanced Policing Service formerly SRO	406,514	405,764	410,080	410,000
- 23-Fire Fighting	705,800	710,540	727,580	728,590

# Budget + 3 Year Financial Plan

	BUDGET	FINANCIAL PLAN		
- 24-Disaster Services	16,906	16,156	16,156	16,156
- 25-Ambulance Services (Stars)	7,500	7,500	7,500	7,500
- 26-Enforcement	170,176	165,564	165,609	167,409
- 27-Safety Program	78,729	79,154	74,807	76,964
- 28-Barrhead & Area Regional Crime Coalition (BARCC)	24,704	5,758	6,044	6,044
<b>Total B Protective Services</b>	<b>1,410,329</b>	<b>1,390,437</b>	<b>1,407,777</b>	<b>1,412,663</b>
- 32-Public Works	7,802,050	8,706,781	8,741,362	8,890,013
- 33-Airport Services	63,875	71,426	61,275	61,475
<b>Total C Transportation Services</b>	<b>7,865,925</b>	<b>8,778,207</b>	<b>8,802,637</b>	<b>8,951,488</b>
- 41-Utility Services - Water	417,674	413,252	406,868	412,212
- 42-Utility Services - Wastewater	1,542,900	52,900	32,900	33,100
- 43-Waste Management	319,280	324,267	343,640	332,050
- 44-Utility Services - General	70,637	61,292	61,297	61,307
- 48-Lagoons	61,000	61,000	61,000	61,000
<b>Total D Utilities and Waste Management</b>	<b>2,411,491</b>	<b>912,711</b>	<b>905,705</b>	<b>899,669</b>
- 51-FCSS	77,149	77,149	77,149	77,149
<b>Total E Community Support Services</b>	<b>77,149</b>	<b>77,149</b>	<b>77,149</b>	<b>77,149</b>
- 61-Land Use Planning & Development	292,211	284,318	276,435	280,420
- 63-Economic Development	147,361	129,449	131,667	133,998
- 66-Subdivision & Land Development	283	283	283	283
- 69-Land, Housing, Leases	-	-	-	-
<b>Total F Planning and Development Services</b>	<b>439,854</b>	<b>414,050</b>	<b>408,385</b>	<b>414,702</b>
- 62-Agricultural Services	831,590	795,500	795,914	803,713
<b>Total G Agricultural Services</b>	<b>831,590</b>	<b>795,500</b>	<b>795,914</b>	<b>803,713</b>
- 72-Recreation	730,936	729,396	734,399	734,419
- 74-Culture	200,320	189,240	193,583	197,893
<b>Total H Recreational and Cultural Services</b>	<b>931,256</b>	<b>918,636</b>	<b>927,982</b>	<b>932,312</b>
<b>Total Expenses</b>	<b>19,145,635</b>	<b>18,449,526</b>	<b>18,556,772</b>	<b>18,734,176</b>
Percent Increase		(3.77%)	0.58%	0.95%
<b>Net Total</b>	<b>(0)</b>	<b>(878,603)</b>	<b>(986,531)</b>	<b>(1,188,649)</b>



**County of Barrhead No. 11  
10 Year Capital Plan  
DEPARTMENT RECAP**

EXPENDITURES RECAP	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	& Beyond
Administration	60,666	1,323,000	145,000	60,657	10,357	-	-	14,986	6,401	70,000	30,000	-
Fire (County - 50%)	71,290	5,950	400,000	20,000	600,000	-	-	227,500	-	175,000	-	400,000
Public Works - Graders & Equipment (less trade-in)	1,575,959	1,689,564	540,000	2,677,000	900,000	1,330,000	833,000	2,328,000	2,342,000	955,000	2,042,000	321,244
Public Works - Roads & Bridges	7,774,390	1,544,273	2,548,000	2,572,319	1,694,200	2,695,000	1,550,000	2,665,037	1,550,000	1,550,000	1,550,000	24,424,289
Public Works - Building & Land	55,050	510,000	57,156	16,971	-	-	6,092	64,941	-	-	-	82,468
Airport (County - 50%)	-	-	-	-	-	-	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement	90,471	54,210	20,000	-	-	-	-	-	-	140,000	-	-
Utilities	32,683	78,000	-	-	-	-	-	-	-	-	-	10,550,000
Utilities - Lagoon Sounding / Monitoring wells	17,250											
Landfill (County - 50%)	314,687	37,500	42,500	15,000	-	-	-	-	212,500	-	322,500	553,742
Transfer Stations	5,652	-	-	-	-	-	-	-	-	-	-	-
Development, including Broadband	-	-	-	-	-	-	-	-	-	-	-	-
AG - Building & Equipment	28,520	10,000	70,000	50,913	-	-	50,000	70,000	26,200	85,000	-	-
Subdivision & Land Dev. - Kiel Industrial Park												
Recreation (incl. Money in Lieu Reserve)	0	5,000	1,500,000	-	-	-	-	-	-	-	-	-
Planned Expenditures	\$10,026,619	\$5,257,498	\$5,322,656	\$5,412,860	\$3,204,557	\$4,025,000	\$2,439,092	\$5,370,464	\$4,137,101	\$2,975,000	\$3,944,500	\$36,331,744

RESERVES CONTRIBUTIONS RECAP	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Administration	647,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Fire	258,681	97,000	97,000	97,000	97,000	97,000	97,000	97,000	97,000	97,000	97,000	97,000
Public Works - Graders & Equipment	1,017,726	1,201,005	1,225,025	1,249,525	1,274,516	1,300,006	1,326,006	1,352,526	1,379,577	1,407,168	1,435,312	816,947
Public Works - Roads & Bridges / ROW	919,199	199,583	1,295,000	1,138,200	1,446,200	1,407,000	1,307,000	1,307,000	1,307,000	1,307,000	1,307,000	16,951,654
Public Works - Building	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-
Airport	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Emergency Management	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement	75,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
Utilities	255,542	219,283	225,496	225,436	225,436	225,436	225,436	225,436	225,436	225,436	225,436	254,436
Landfill	442,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	128,000	128,000	128,000
Transfer Stations	-	-	-	-	-	-	-	-	-	-	-	-
Development	-	-	-	-	-	-	-	-	-	-	-	-
AG - Building & Equipment	56,222	60,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Subdivision & Land Dev. - Kiel Industrial Park												
Recreation (incl. Money in Lieu Reserve)	38,787	45,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	20,000
Annual Contribution	\$3,778,157	\$2,054,871	\$3,150,521	\$3,018,162	\$3,351,152	\$3,337,442	\$3,263,442	\$3,289,963	\$3,317,013	\$3,394,604	\$3,422,748	\$18,423,037



# 10 Year Capital Plan DEPARTMENT RECAP

RESERVE BALANCE <small>(ending balance in Reserve Account at YE)</small>	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Administration	1,291,711	38,711	(36,289)	(26,946)	32,697	102,697	172,697	227,711	291,311	291,311	331,311	401,311
Fire	825,566	916,616	613,616	690,616	187,616	284,616	381,616	251,116	348,116	270,116	367,116	64,116
Public Works - Graders & Equipment	1,449,589	961,029	1,646,054	218,579	593,095	563,101	1,056,107	80,634	(881,789)	(429,621)	(1,036,309)	(540,606)
Public Works - Roads & Bridges, incl Agg. Levy	2,648,759	2,382,069	2,179,069	1,528,700	1,576,950	877,700	927,200	(138,337)	(88,837)	(39,337)	59,663	(3,547,926)
Public Works - Building	531,905	71,905	64,749	97,778	147,778	197,778	241,686	226,745	276,745	326,745	376,745	294,277
Airport	145,174	163,174	181,174	199,174	217,174	235,174	253,174	271,174	289,174	307,174	325,174	343,174
Emergency Management												
Enforcement	69,529	32,319	29,319	46,319	63,319	80,319	97,319	114,319	131,319	8,319	25,319	42,319
Utilities	2,384,676	2,525,959	2,751,455	2,976,891	3,202,327	3,427,764	3,653,200	3,878,636	4,104,072	4,329,508	4,554,944	3,852,380
Landfill	729,841	770,341	805,841	868,841	946,841	1,024,841	1,102,841	1,180,841	1,046,341	1,174,341	979,841	554,098
Transfer Stations	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Development												
AG - Building & Equipment	284,439	334,439	314,439	313,526	363,526	413,526	413,526	393,526	417,326	382,326	432,326	482,326
Subdivision & Land Dev. - Kiel Industrial Park	446,464	446,464	446,464	446,464	446,464	446,464	446,464	446,464	446,464	446,464	446,464	446,464
Recreation (incl. Money in Lieu Reserve)	523,565	568,565	593,565	618,565	643,565	668,565	693,565	718,565	743,565	768,565	793,565	813,565
Ending Balance	\$11,331,217	\$9,211,590	\$9,589,455	\$7,978,507	\$8,421,352	\$8,322,545	\$9,439,395	\$7,651,394	\$7,123,806	\$7,835,911	\$7,656,159	\$3,205,498



**TO: COUNCIL**

**RE: 2024 CONSTRUCTION PROJECT 24-240**

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**ISSUE:**

Public Works requires Council to authorize signing of agreements for 2024 Road Reconstruction Project #24-240 – West of SW 5-58-4-W5.

**BACKGROUND:**

Public Works has acquired the following landowner signatures on agreements for Crop Damages on Backslope Area and Landscape Borrow Area & Crop Damage on Access Road, for 2024 Road Reconstruction Project #24-240 – West of SW 5-58-4-W5.

**Crop Damage on Backslope Areas**

- |    |                                     |              |
|----|-------------------------------------|--------------|
| 1. | Randy B Lotholz and Wendy F Lotholz | SW 5-58-4-W5 |
| 2. | Leigh B McKain and Anita M McKain   | SE 6-58-4-W5 |

**Landscape Borrow Area & Crop Damage on Access Road**

- |    |                                     |              |
|----|-------------------------------------|--------------|
| 1. | Randy B Lotholz and Wendy F Lotholz | SW 5-58-4-W5 |
| 2. | Leigh B McKain and Anita M McKain   | SE 6-58-4-W5 |

Council approved rates are as follows:

Crop Damages	\$300.00 per acre
Landscape Borrow Area	\$500.00 per acre
Fencing	Where there is a fence, the Municipality will supply posts and labour and the landowner will supply the wire

Reconstruction to take place on Range Road 45 north of Township Road 580.

**ANALYSIS:**

- Total estimated cost of the agreements for Project #24-240 are included in the total project cost of \$52,583.
- Public Works is scheduled to begin work on this project May 2024 weather permitting.
- Cost has been accounted for in the 2024 Capital Budget under Road Construction.

**STRATEGIC ALIGNMENT:**

Road reconstruction is an essential service provided to County residents. Ensuring timely, cost-effective road construction aligns with the County 2022 – 2026 Strategic Plan in the following areas:

- PILLAR 2: Municipal Infrastructure & Services

OUTCOME - County has necessary tools & information to deliver Programs and Services efficiently

- GOAL 1 – Infrastructure & services balance County capacity with ratepayer needs.

- PILLAR 4: Governance & Leadership

OUTCOME – Council is Transparent & Accountable

- GOAL 2 – County demonstrates open & accountable government.

**ADMINISTRATION RECOMMENDS THAT:**

Council directs the Reeve and County Manager to sign the agreements for Crop Damages on Backslope Area, and Landscape Borrow Area & Crop Damage on Access Road, 2024 Road Reconstruction Project #24-240 – West of SW 5-58-4-W5.



### 2024 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2024-102	Administration to fill out the ICF Survey for Municipal Affairs	CAO	Survey submitted	Complete Apr 11/24
2024-099	Approved amendments to PS-003 CPO Traffic, Pursuit & Emergency Response Policy	EA/CPO	Policy updated and sent to APSES	Complete Apr 2/24
2024-098	Approve community grant of \$1,500 for Barrhead Indigenous Day Committee	EA/CAO	Letter sent to recipient	Complete Apr 9/24
2024-097	Accept 2nd What We Heard Report & Proceed with 1st Reading of LUB on May 7, 2024, Council meeting.	CAO/DEV	Report posted to website	Underway
2024-094	Publish the 2023 audited financial statements to the County website	COMM/CS	Posted to website	Complete Apr 12/24
2024-089	Deny request to cancel the permit fee for the 2nd temporary residence application within Lot 1 Block 1 Plan 202 1587 (SE 4 60 5 W5).	EA/CAO	Letter sent	Complete Apr 11/24
2024-070	Adopted Bylaw 1-2024 Rates & Fees Bylaw	EA/CAO	Posted on website	Complete Mar 15/24
2024-074,075	Approve Policy FN-005 and rescind 12.36	EA/CAO	Policies updated in Mfiles	Complete Mar 7/24
2024-072,073	Approve Policy PW-001 and rescind 32.27	EA/CAO	Policies updated in Mfiles	Complete Mar 7/24
2024-071	Cancel Project 24-540 and directs PW to reach out to landowners on future planned projects to secure an additional 5 miles of road construction for the 2024 season.	PW/CS	Negotiations underway	Underway
2024-070	Dispose of Unit 542, Unit 533 along with its plow attachments, which are Units 535, 536, and 537, as well as the plow attachments from Unit 543, which are Units 544 and 540.	PW/CS		Underway
2024-069	Following the arrival of the new gravel truck and pup, dispose of Unit 532, 532A, and 532B.	PW/CS		Underway

2024-068	Not include Unit 543 in the disposal list in the 2024 Capital Budget in order to utilize this truck as a permanent oil/water tank truck.	CS/CAO	List updated	Complete Mar 22/24
2024-067	Approved engaging Hayworth Equipment Sales to carry out the supply and rig up of the truck box and triaxle pup at the cost of \$123,980.	PW	Hayworth Equipment notified	Complete Mar 6/24
2024-066	Approved engaging Wabash Manufacturing to supply and install an oil tank at the cost of \$115,435.	PW	Wabash Manufacturing notified	Complete Mar 6/24
2024-065	Approved engaging Viking Cives to carry out the rig up of two plow trucks for \$308,322.40	PW	Viking Cives notified	Complete Mar 6/24
2024-062	Council approved signing the land exchange agreement and to cancel the portion of Road Plan 2000MC north of NW 2-62-4-W5 containing approximately 0.938 ha (2.32 acres).	EA/DEV	Alberta Transportation contacted for permission to close portion of road plan	Underway
2024-061	Appointed Fire Guardians for Apr 2024-Mar 2025	CAO/EA	List has been updated and Fire Chief informed	Complete Mar 7/24
2024-053	Accept 2022 year-end financial reports; subject to audit adjustments & year end finalizations.	CS/CAO	2023 Year End Closed	Complete Feb 20/24
2024-046-49	Approve CPO policies PS-003, PS-008, PS-011, PS-014	CAO/EA	Policies updated in Mfiles	Complete Feb 23/24
2024-045	Rescind policies 25.01, 74.01, 74.03	CAO/EA	Policies status in Mfiles updated	Complete Feb 23/24
2024-042-44	Appointed ARB officials for CRASC	CAO/EA	ARB clerk notified of appointments	Complete Feb 21/24
2024-041	Approved community grant to Volunteer Appreciation for \$1,250	CAO/EA	Letter and cheque sent	Complete Feb 23/24
2024-040	Approved one-time donation of \$1,000 for community program & resource guide	CAO/EA	Letter and cheque sent	Complete Feb 23/24
2024-039	Include construction of a 2nd permanent dwelling on Ag parcels in the 1st draft of the Land Use Bylaw as presented in Option B.	DEV/CAO		Underway
2024-031	Approved RCMP annual policing priorities for County	CAO	Waiting for documents from RCMP for Reeves signature	Underway
2024-030	Approved purchase of 2024 trucks; Chev 1500 for \$61,500; Ford F-250 XLT for \$74,954; Ford F-450 XL for \$74,053	PW/EA/CAO	Letters sent to dealerships informing of decision	Complete Feb 12/24

2024-027	Approved additional funding sources for 2023 capital projects (2022-440, 2023-640 & 2023-742)	CS/CAO	Done.	Complete Feb 6/24
2024-025	Move Gravel Pit Reclamation Reserve and Landfill Reserve to interest bearing reserves.	CS/CAO	Done. Reserve to bear interest starting Jan 1, 2024	Complete Feb 6/24
2024-022,023,024,026	Approved reserve transactions & reserve report	CS/CAO	Transactions recorded and Report updated.	Complete Feb 6/24
2024-021	Denied community grant to Bhd Community Program & resource guide committee	CAO/EA	Applicant informed of decision	Complete Feb 6/24
2024-020	Approved community grant to Bhd Street Festival for \$2,500	CAO/EA	Letter and cheque sent	Complete Feb 7/24
2024-019	Approved community grant to Paddle River GC for \$2,500 to replace deck, stairs, ramp	CAO/EA	Letter and cheque sent	Complete Feb 7/24
2024-010	Approved swoop and crest decal for County Peace Officer vehicle	CAO/CPO	Design submitted	Complete Jan 16/24
2024-006	Write-off uncollectable AR account as recommended for invoice # IVC402525 in the amount of \$1,850	CS/CAO	Journal Entry completed	Complete Jan 16/24
2024-005	Forgave charges to Barrhead & District Historical Society for fire-fighting at Pioneer Church; \$3,000 to be funded from Community Organizational Reserve	CS/CAO	Journal Entry completed	Complete Jan 17/24
2024-004	Forgave charges to St. Aidans Community Church for fire-fighting; \$1,350 to be funded from Community Organizational Reserve	CS/CAO	Journal Entry completed	Complete Jan 17/24
2023-458	Supported grant application up to \$40K for SCOP	DEV/CAO	Grant application submitted	Complete Jan 10/24
2023-456	Approved agreement with Luke's Contract Hauling for the period January 1, 2024 to December 31, 2026	EA/CAO	Contract fully executed	Complete Jan 4/24
2023-372	Set Ag lease rate of \$30/acre in SE 25-61-6-W5 for a 3 year term	CAO/EA	Agreement executed; Agreement sent to tenants for signature	Complete Feb 1/24
2023-297	Execute the CRTC-approved Next Generation 911 Local Government Service Agreement as provided by Telus Communications Inc.	CAO	Service Agreement returned to Telus	*Underway



2023-296	Negotiate Use Agreement with NSC to construct a ball diamond near Neerlandia Lagoon and bring back to Council for final consideration.	CAO/DEV	Draft agreement being prepared to support discussions	Underway
2023-256	Initiate road closure process to close an undeveloped road allowance related to sand and gravel extraction activities.	CAO/DEV	Operator has been notified of the process ahead; waiting for confirmation of interest	*Underway
2023-254	Continue on current path as outlined in County Strategic Plan & Economic Development Plan; PLUS conduct research on other models in Alberta to explore options to promote Regional Tourism.	CAO/DEV	Grant funds received for NEW 2024 Business/Tourism Conference & Tradeshow; progress being made on YOLO marketing strategy	Complete Apr 5/24
2024-103, 2023-238	Contact "Alberta Carbon Grid" to present at a future Council meeting.	CAO/EA	Company has determined location, topic no longer relevant.	Rescinded
2023-210	Authorized to negotiate and refine the scope of the project with Next Architecture Inc., up to a maximum of \$146,570 + GST.	CAO	Discussed w NEXT to confirm capacity	*Underway
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Letter of Intent sent to pit owner; Discussion with owner to confirm specifications, letter drafted; Gravel pit owner was notified verbally of County's intent; letter to follow	Underway
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	Awaiting arrival date of new grader	*Underway
2023-098	Cost share (50:50) with TOB purchase of 2023 John Deere 755K Landfill Track Loader (\$608,000 plus GST) from Brandt Tractor Ltd. as per 2023 Waste Management Capital	FIN/PW	Invoice is being processed; Delivered Sept 25 and awaiting invoice from Town in January; Ordered	Complete Jan 16/24
2023-064; 2024-064	Approved Admin to enter into an agreement with Western Star North to purchase 3 Western Star 47X SB trucks for delivery in 2024 & 2025 as per 10-yr Capital Plan; bring back final pricing to Council for final order approval	PW/CAO	Council approved purchase of 3 trucks at a cost of \$735,077; Western notified of intent to purchase	Complete Mar 5/24
2022-448	Draft congratulatory letter for Reeve's signature to new Min of MA and provide info on County of Barrhead strategic initiatives.	CAO/EA	New minister, revising message	Underway
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Received electronic file; Awaiting Signatures from LSAC	Complete Mar 14/24

2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Consolidating all lagoon reports (T.L. received Dec/22); incorporating asset management principles and discussions with LSAC	Underway
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Met with VSU representative to better understand situation/impact; Rough draft prepared	Underway
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway
2018-029	Service Contract Review	FIN/EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Bylaw is drafted, timeline to be discussed with Council; Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway



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**From:** Debbie Oyarzun  
**Sent:** Thursday, April 11, 2024 10:05 PM  
**To:** LEROY HANNAH; Dee Krysa; Shelley Weaver; Sharon Stoik; Anna Churchill; Lori Hannah; Scott Jevne  
**Cc:** Edward LeBlanc <[ELeBlanc@barrhead.ca](mailto:ELeBlanc@barrhead.ca)>  
**Subject:** County 2024 Contribution to Barrhead Historical Society

Hi everyone,

As the CAO for the County of Barrhead, I am writing to advise the current board of the Barrhead Historical Society (Museum) that the County will not be releasing the 2024 annual contribution to the Museum for the following reasons:

- The County contribution comes from County taxpayers, and it is essential that these funds are used appropriately and for the benefit of the community.
- At my previous meeting with you, where we discussed County support to cancel the fire invoice, I requested the 2023 Financial Statements, copies of minutes, and current policies.
  - I did receive the documents I requested which was greatly appreciated, however upon review it appears that your policies are extremely outdated and lacking in many areas and it is also unclear as to whether the board is in fact following their current policies and bylaw
- Recent postings in the paper and comments from the public (including elected officials) that have attended recent meetings further brings into question the board's compliance with the Societies current bylaw.

I will be discussing my concerns with County Council on April 16, 2024, during the regular meeting of Council and will recommend that the County contribution is withheld until such time as there is evidence of appropriate governance and compliance with your current bylaw and that the best interest of the Museum and the community are being considered. I will also be requesting that County Council direct me to formally send a letter to the Town Council suggesting that they also withhold their annual contribution to the Museum.

I respectfully suggest that the board has a lot of work in front of them. If you require any support to ensure compliance, develop and correct governance practices, revise your bylaw, develop policies and procedures please do not hesitate to contact me or access the resources offered by the Alberta Museums Association.

Take care,  
Debbie

**Debbie Oyarzun, M.Sc.**  
County Manager (CAO)  
Office 780-674-3331



Please Note:

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



### ***Graders***

- Area graders are grading gravel roads and spreading gravel as projects are completed.

### ***Gravel Haul***

- Working out of the Fort Assiniboine gravel pit, we are gravelling 2024 road maintenance projects with County forces.

### ***Construction***

- A cover was completed on the household and demolition cells at the regional landfill utilizing the County's motor scrapers and dozer.

### ***Mulching***

- Completed work on Range Road 41 south of Township Road 590 and moved to Lightning Bay Road.

### ***Dust Control***

- Sales have been advertised in the Barrhead Leader and on the County website.
- Orders will be accepted until May 3, 2024.

### ***Tenders***

- Tender package for bridge repairs on BF70370 (SW 5-58-5-W5) have been advertised on APC and close April 18, 2024 at 2:00 pm.
- Tender package for crack sealing on paved roads and airport have been advertised on APC and close April 24, 2024.
- Results of the tenders will be brought to Council with a recommendation from administration.

### ***Labour***

- Pumping dugout for construction project 740 (Range Road 32 between Township Roads 613 and 614), sign repairs, transfer station maintenance and shop cleanup.

### ***Shop***

- Rebuilding mower deck on 15-foot Degelman mower and clutch repair on Western Star gravel truck.
- All other maintenance and repairs as required.

### ***Utilities***

- Thunder Lake lagoon was closed on April 5, 2024, following a regular spring inspection of the facility. Now that the ice and snow have melted, the freeboard for the facility is approximately 0.25 m, which is not adequate to allow for continued dumping. Staff will continue to monitor the levels and re-open when sufficient space becomes available. All affected haulers and organizations (Lightning Bay Condo Association) were contacted. Efforts have been made to help accommodate the affected users.
- Valve repairs were carried out in Neerlandia on a damaged main shut off valve.

- A service connection investigation was carried out in Neerlandia to a residence that thought they were connected. After hydro-vacuuming the connection valve it was determined that the residence was not connected, and it would be up to them to run pipe from the house to the CC if they wanted water service.
- Mr. Petrushik, new Utility Operator has now passed the Small Water and Wastewater System course requirement and has applied to write his final exams with AEP. He will continue to work under the supervision of the PW Manager who is fully certified.
- All other testing and monitoring is being carried out as per normal operations.

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# New tool making investing even easier in Alberta

April 02, 2024 [Media inquiries](#)

Alberta's Site Selector Tool will help promote Alberta as the destination of choice for business and investment.

Alberta's government is committed to maintaining its strong business environment that promotes investment and economic growth. The Site Selector Tool provides businesses and investors the data they need to make informed decisions about setting up shop or expanding in communities across the province.

"Alberta's government is always looking for ways to attract job-creating investment to the province. The Site Selector Tool is another way our government is making Alberta even more investment-friendly by putting critical information at the fingertips of people looking to invest here."

*Matt Jones, Minister of Jobs, Economy and Trade*

This user-friendly tool combines available property listings in communities across Alberta with insights on local economic conditions, industry data and proximity to crucial infrastructure like rail terminals and power lines. It is helping investors from around the world find available properties in Alberta that are suited to their unique needs.

"Technology is the driving force behind the growth and diversification of our economy. By providing digital tools that connect businesses and prospective investors to the opportunities that abound in our province, we are ensuring that our province's national leadership in economic growth and job creation continues."

*Nate Glubish, Minister of Technology and Innovation*

Municipalities and economic developers across the province identified a site selector tool as a valuable resource to help them attract business and promote their communities as a destination of choice to potential investors. The Site Selector Tool complements the province's business-friendly programs and policies to attract investment, further solidifying Alberta as the economic and job creation engine of Canada.

“This Site Selector Tool will be an excellent resource for Alberta economic developers in their efforts to create thriving communities. This centralized resource equips Alberta economic developers with the breadth of data needed to strategically identify investment opportunities, foster informed decision-making, and drive sustainable economic growth and prosperity across our province.”

*Leann Hackman-Carty, CEO, Economic Developers Alberta*

## Quick Facts

- Alberta's government distributed a survey to municipalities, regional economic development organizations and industry associations in August 2022.
  - Half of the survey respondents noted that they do not have the proper online tools to promote properties in their municipality or region, with 92 per cent of respondents indicating that they would use a site selector tool.
- With almost 7,000 available properties already featured on the tool, Alberta's remote and rural regions are being empowered with access to free, easy-to-use data and a platform to pinpoint and shine a spotlight on local opportunities.

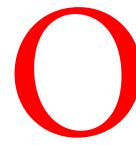
## Related information

- [Alberta Regional Dashboard & Site Selector](#)



# We Deliver!

## 2023 Annual Report



### Message from the Board Chair

**We deliver!** That's the theme of this year's annual report and it fits. The past year was incredibly accomplished, and I am grateful to my fellow board members for their contributions in guiding Yellowhead Regional Library staff. Thank you for your service.

**We deliver on our Plan of Service.** The ambitious plan outlines four pillar goals, and progress was made through 2023 on each.

**We deliver advocacy.** YRL demonstrated significant leadership last year as a key participant in the library systems advocacy committee. Efforts to demonstrate the value of libraries to elected officials resulted in a five per cent increase in Provincial funding and adoption of more current population data. Plus, we gave 11 presentations to municipal councils and 22 presentations to municipal library boards to further enhance their understanding of YRL's return on investment to them.

**We deliver websites.** All member library websites were upgraded to a new platform, providing better cybersecurity and functionality. To help those for whom English is a second language, each website has the ability to be translated into any language.

**We deliver professional development.** The Stronger Together Conference was presented in a unique format, virtual and in-person, with great results. We partnered with Northern Lights, Parkland Regional and Peace Library Systems to present two days of terrific content. A third day, presented by the Alberta Library Trustees' Association, helped library board members make connections and discuss important issues.

**We deliver materials.** With the last of the new library vehicles purchased, the YRL fleet is up-to-date and on the road. More than 2,400 van runs were made, delivering nearly two million resources to member libraries and beyond.



**We deliver value.** Together the collective buying power and resource sharing of the regional library system gives every library in our area access to the world of information, entertainment and knowledge.

**We deliver for good.** Libraries are the heart of our communities. They offer an open, free, welcoming space for everyone.

I'm very proud of the efforts of the entire board and staff of YRL, and look forward to great things in 2024.

#### Hendrik (Hank) Smit

*Chair, Yellowhead Regional Library Board of Trustees*



**“Overall, the staff and board of YRL focused on the deliverables in the first year of this plan of service, with the goal of ensuring supportive services from YRL so that the libraries can support their communities. Priorities shifted as the environment changed, partnerships were grown, and pilot programs developed.”**

*Karla Palichuk  
Director*

## PUBLIC LIBRARY INTERACTIONS

**41** Visits    **110** In-person Consultations    **1,295** Virtual Consultations

## SCHOOL LIBRARY CONSULTATIONS

**13**

In-person Visits

**206**

Virtual Interactions



**DELIVERIES**  
**204** Per Month    **2,448** Per Year  
**1,948,100** Items Moved

## COLLECTIONS



**2,309**

Total Print Materials



**32**

eResources



**424**

Total Non-print Materials

“The Library Development Services team provided enhanced training and resources, outreach and services to our school libraries, and supported our public libraries, through their celebrations and challenges, as a hub for connection and learning. We are dedicated to the promotion and use of YRL services — from eResources to high-quality training — to be a foundation for the excellent library services offered to patrons within the YRL region.”

*Jessica Knoch*  
 Manager, Library Development Services

“With a focus on increased efficiency and community impact, Technology Services spearheaded projects, like new websites that can be translated into the language of your choice, and implemented solutions to position YRL and its libraries for sustained success in an ever-evolving landscape of information access and technology.”

*Stephanie Thero*  
 Manager, Technology Services



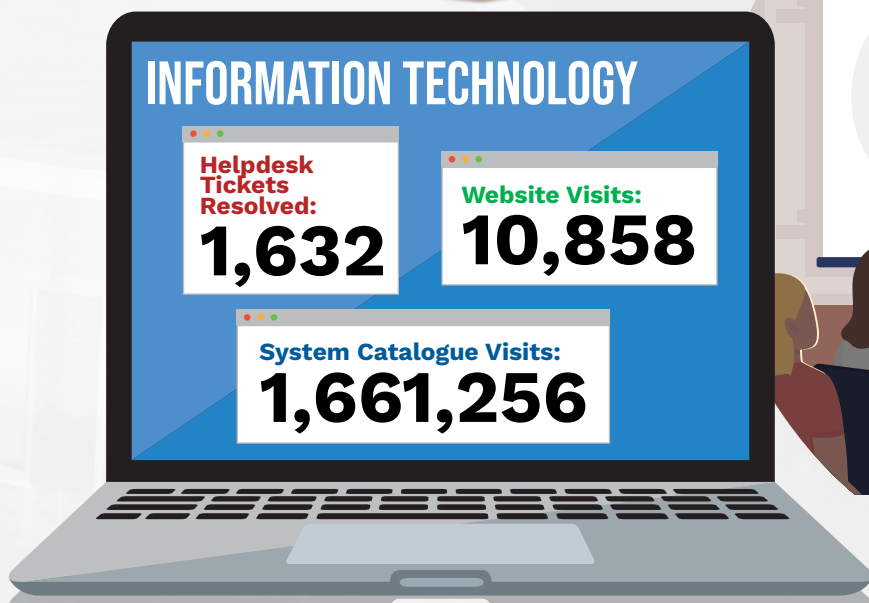
## INDIGENOUS SERVICES



Program  
and  
Initiative  
Hours



In-library or  
Community  
Programs



“In order to connect library collections to patrons, Collections and Resource Sharing staff facilitated the movement of more than 1.9 million items through YRL in 2023. To strengthen the Coordinated Collection Development tool, we invited two other library systems to share in the tool to generate sustainable funding for future innovations.”

*Jocie Wilson*  
Manager, Collections and Resource Sharing



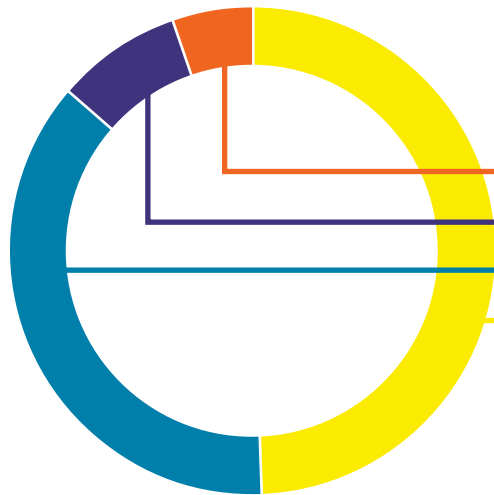
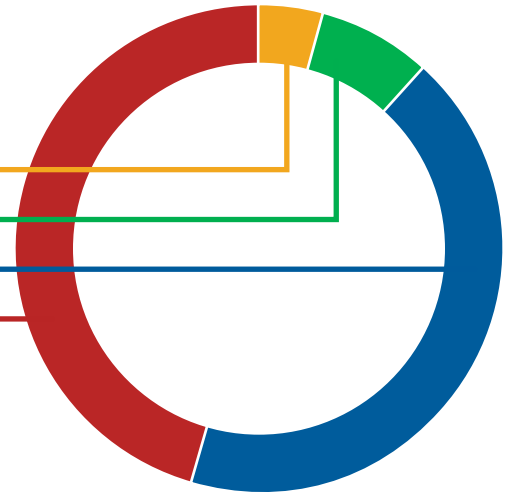
“In Administrative Services, we focused on getting a new vehicle for our fleet and maintaining our building premises to keep our core operations safe and secure.”

*Wendy Sears Ilnicki*  
Deputy Director and  
Manager, Administrative Services



### Revenue

School Levies	\$147,278 (4.2%)
Contract Services	\$261,989 (7.5%)
Provincial Government	\$1,493,214 (43.0%)
Municipal Levies	\$1,574,103 (45.3%)
<b>Total</b>	<b>\$3,476,584</b>



### Expenses

Administration	\$197,944 (5.4%)
Building and Capital	\$308,160 (8.4%)
Direct Services	\$1,354,594 (36.8%)
Staffing	\$1,816,505 (49.4%)
<b>Total</b>	<b>\$3,677,203</b>

## Yellowhead Regional Library

#### Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

#### Building Location

433 King Street, Spruce Grove, AB T7X 2C6

#### Phone

780-962-2003

#### Toll-free

1-877-962-2003

[yrl.ab.ca](http://yrl.ab.ca)



**Special Board Meeting Minutes**  
Thursday, December 21st, 2023, at 11:30 am

<b>Present</b>	<p>Leslie Penny – Chair          Anthony Oswald – Vice Chair          Albert Mast – Secretary/Treasurer          Karen Gariepy – Executive Director          Terese Koch – Recording Secretary          Sally Littke, Bill Lane, Paul Properzi,          Tom Carroll, Anthony Oswald, Dausen Kluin,          Jean Loitz, Kavitha Kamalahasan, Peter Kuelken</p>	
<b>Absent/ Regrets</b>	<p>Bev Disterheft</p>	
	<p>1) <b>Call to Order:</b>          The special meeting of the Barrhead &amp; District Family and Community Support Services Society was called to order by Leslie Penny at 10:41 am.</p>	
<b>23/12-01</b>	<p>2) <b>Acceptance of Agenda – Additions/Deletions – None</b>           Moved by Kavitha Kamalahasan to accept the agenda. Seconded by Albert Mast.</p>	<b>Carried</b>
<b>23/12-02</b>	<p>3) <b>By-Law Amendments Approval</b>          a) Moved by Sally Littke to accept the changes made to the Barrhead &amp; District FCSS Society By-Laws as presented, with the inclusion of an addition to 5.4.1 to read that, “Woodlands County will appoint one (1) elected municipal council Member to the Board for whatever term they define.” Seconded by Jean Loitz.</p>	<b>Carried</b>
<b>23/12-03</b>	<p>4) <b>Adjournment</b>          Moved by Tom Carroll to adjourn the meeting at 11:45 am.</p>	<b>Carried</b>

**Barrhead & District Family and Community Support Services Society  
Special Board Meeting of December 21st, 2023**

*Sophie Perry*

Chairperson

*Larose Koch*

Recording Secretary



Q

APPROVED  
Mar 28/24

**Regular Board Meeting Minutes**  
Thursday, February 15th, 2024

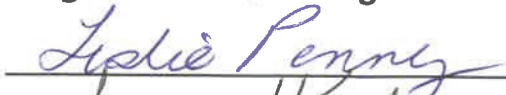
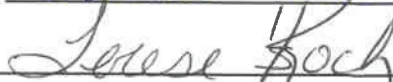
<p><b>Present</b></p>	<p>Leslie Penny – Chair Anthony Oswald – Vice Chair Karen Gariepy – Executive Director Kay Roberts – Finance Terese Koch – Recording Secretary</p> <p>Sally Littke, Paul Properzi, Jean Loitz, Kavitha Kamalahasen, Peter Kuelken</p>	
<p><b>Absent / Regrets</b></p>	<p>Bev Disterheft, Albert Mast, Tom Carroll, Dausen Kluin, Bill lane</p>	
	<p>1) <b>Call to Order:</b> The regular meeting of the Barrhead &amp; District Family and Community Support Services Society was called to order by Leslie Penny at 9:32 am.</p>	
<p><b>24/02-01</b></p>	<p>2) <b>Acceptance of Agenda – Additions/Deletions</b></p> <ul style="list-style-type: none"> <li>Add item c), transfer of funds under Items for Approval</li> </ul> <p>Moved by Paul Properzi to accept the agenda as amended. Seconded by Peter Kuelken.</p>	<p><b>Carried</b></p>
	<p>3) <b>Board Delegation/Presentation – Darin Flemmer and Leah Jackson</b></p> <ul style="list-style-type: none"> <li>Darin Flemmer - Community Development/Volunteer Coordinator</li> <li>Leah Jackson - Program Assistant</li> <li>Numbers in all programs are increasing.</li> <li>Poverty Simulation – numbers are not great, and event will probably be canceled. We will not give up and will be trying again.</li> <li>Santa’s Toybox had over 200 families and there were 20+ adopted families.</li> <li>Volunteer Appreciation is April 17<sup>th</sup> at Bethel Pentecostal Church.</li> <li>55+ Committee – NEW- involves different community groups, including the library, and the town recreational department.</li> </ul>	

	<ul style="list-style-type: none"> <li>Indigenous Committee will have an Indigenous Day event again on June 21<sup>st</sup> at the Agrena.</li> <li>FCSS is hosting the Seniors' Dinner on March 15<sup>th</sup>. Board help would be appreciated.</li> <li>Ft. Assiniboine Seniors' Centre would like to be offered the same programming options as Barrhead.</li> <li>Income Tax program starts on March 7<sup>th</sup>. Free to low-income people. Thursdays at the FCSS office and Wednesdays at Ft. Assiniboine once Vernice is there.</li> <li>New Community Guide will be published 3 times per year.</li> <li>Starting the In-School Mentor program again.</li> <li>Compass for the Caregiver will be starting February 26<sup>th</sup>.</li> </ul>	
24/02-02	<p><b>4) Items for Approval</b></p> <p>a) Moved by Sally Littke to accept the minutes of the Regular Board Meeting for Barrhead and District FCSS Society from December 21<sup>st</sup>, 2023. Seconded by Jean Loitz.</p>	Carried
24/02-03	<p>b) Financial Statements for December 2023 and January 2024: Moved by Anthony Oswald to accept the financial statements for the 80/20 General Account, Community Account, and Casino Account for the period ending December 31<sup>st</sup>, 2023 and January 31<sup>st</sup>, 2024 as presented. Seconded by Kavith Kamalahasan.</p>	Carried
24/02-04	<p>c) Moved by Paul Properzi to move \$10,000.00 from the Community Program account to the Community Angels for Recreational Enrichment program account. Seconded by Peter Keulken.</p>	Carried
24/02-05	<p><b>5) New Business:</b></p> <p>a) Strategic Plan – Will be updated quarterly with the Board</p> <p>b) Northeast Regional Meeting – May 9<sup>th</sup> and 10<sup>th</sup> at Lessard Lake. Hosted by Barrhead FCSS and Lac Ste Anne FCSS. Please plan to attend.</p> <p>c) CSBT Benefit Plan</p> <ul style="list-style-type: none"> <li>Moved by Jean Loitz to change the benefit plan from Alberta Municipalities to CSBT (Community Services Benefit Trust). Seconded by Sally Littke</li> </ul> <p>d) Board Policy Review Committee update.</p>	Carried
	<p><b>6) Old business</b></p> <p>a) Transportation Grant – van should be here by June or July.</p> <p>b) Rural Renewal Stream</p>	



	<b>c) Poverty Simulation</b>	
<b>24/02-06</b>	<b>7) Items for Information</b> a) Director's Report b) Northeast Regional Fall Meeting Minutes c) 2024 Annual Insurance Renewal d) Historic black Cemetery Information  <ul style="list-style-type: none"> <li>Moved by Anthony Oswald to accept the above items as information. Seconded by Sally Little.</li> </ul>	<b>Carried</b>
	<b>8) Board Development</b> a) Committees (Document from GoA – AB Culture – Community Spirit)	
	<b>9) In Camera</b>	
	<b>10) Next Meeting</b> Thursday, March 21 <sup>st</sup> , 2024 – Finance committee at 9 am, regular Board meeting at 9:30.	
<b>24/02-07</b>	<b>11) Adjournment</b> Moved by Sally Little to adjourn the meeting at 11:39 am.	<b>Carried</b>

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of February 15<sup>th</sup>, 2024**

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





# Delegation Request Form



Name of persons or organization requesting to appear before Council			
Council Meeting Date Requested (please provide 1 <sup>st</sup> and 2 <sup>nd</sup> choice)			
<b>Contact Information</b>			
Name			
Address			
Email			
Phone		Cell	
Purpose of Delegation / Presentation			
<input type="checkbox"/> Information sharing			
<input checked="" type="checkbox"/> Request for action, funds, consideration			
<input type="checkbox"/> Other (provide details)			
Topic of discussion (include title and background information)			
<b>Technical Requirements</b>			
<input type="checkbox"/> Computer (for use with memory stick)			
<input type="checkbox"/> Other (what's needed?)			
<b>For Office Use Only</b>			
<input checked="" type="checkbox"/> Added to Agenda		11:30 a.m.	<input type="checkbox"/> Referred to:
Other Departments required to be in attendance?			
In Camera?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	



# Delegation Request Form

## Appearing Before Council as a Delegation

1. Persons or organization wishing to appear before Council as a delegation must submit this completed form at least 5 business days prior to the date of the requested Council meeting.
2. Include all pertinent background and related documents. This information will be included in the Council agenda package for consideration. The information provided should clarify the purpose of the delegation for Council.
  - a. Delegation Request Form and related documents become part of the public record, however, only your name will be made available, and the other contact information excluded.
3. Delegations are limited to fifteen (15) minutes.
4. Delegations are to present information to Council. Council will not debate with the delegations however Council may have questions regarding the presentation.
5. Following your presentation, Council may choose to:
  - a. Respond directly to you if they believe they have enough information, or
  - b. Schedule Council discussion later in the same meeting or a future meeting, or
  - c. Refer the topic to a committee or to administration for additional information.

## Submission Information

Completed applications may be submitted electronically to [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca), in person or by mail to 5306 49 St, Barrhead AB T7N 1N5.

## Questions

Please direct any questions to the County Manager's office at 780-674-3331 or by email to [doyarzun@countybarrhead.ab.ca](mailto:doyarzun@countybarrhead.ab.ca)

## FOIP Act Policy

Personal information collected on this Delegation Request Form is collected in compliance with the *Freedom of Information and Protect of Privacy (FOIP) Act*, Section 33(c). We collect only what is necessary to respond to your request. Please note that all meetings are open to the public except where permitted to be closed under legislated authority. If you have any question or concerns about the collection of personal information, please contact the County of Barrhead FOIP Coordinator at 780-674-3331 or [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)