

**1.0 CALL TO ORDER****2.0 APPROVAL OF AGENDA****3.0 MINUTES****3.1 REGULAR MEETING HELD DECEMBER 17, 2024**[Schedule A](#)**4.0 ACTION ITEMS:****4.1 2025 MEMBER-AT-LARGE APPOINTMENT TO LIBRARY BOARD**

Administration recommends that Council appoint 1 member-at-large to the Barrhead Library Board for a term from January 1, 2025 to December 31, 2027 as recommended by the Barrhead Library Board.

[Schedule B](#)**4.2 RESIDENT CONCERNS REGARDING CHICKENS – STATUS OF PETITION**

Administration recommends that Council accept for information, the CAOs report in accordance with the MGA that identifies the insufficiency of the petition requesting the County to permit the raising of chickens (hens) on land parcels smaller than 2 acres.

[Schedule C](#)**4.3 COPTER PROGRAM APPLICATIONS**

Administration recommends that Council provide exemptions as listed on the table:

1. Three-year COPTER exemption (30 properties)
2. Partial COPTER exemption to Barrhead Golf & Recreation Area for golf course & trails (3 years). Other amenities on the property to be taxed – restaurant, proshop, campground (1 property).
3. \_\_\_\_ years exemption – Camp Encounter (3 properties) – Council to determine # of years of exemption
4. \_\_\_\_ year partial exemption (caretaker residence taxable) Camp Encounter (1 property). Portions of roll already exempt (church, cemetery) – Council to determine # of years of exemption
5. No exemption (1 property)

[Schedule D](#)**4.4 ACQUISITION OF PARCELS OF LAND NOT SOLD AT PUBLIC AUCTION (TAX SALE)**

Administration recommends that:

- Council accepts the attached Record of Proceedings for the December 4, 2024 Public Auction for information, and further;
- Council directs Administration to request the Registrar of Land Titles Office to cancel the existing certificate of titles for the 2 parcels of lands not sold at Public Auction and issue certificates of title in the name of the County of Barrhead, or
- Council provides direction to Administration to take no further action on the 2 parcels that were not sold at Public Auction.

[Schedule E](#)

**4.5 ALLOWANCE FOR DOUBTFUL ACCOUNTS RECEIVABLE & WRITEOFF OF UNCOLLECTABLE ACCOUNTS RECEIVABLE**

Administration recommends that:

1. Council authorizes Administration to write-off the one (1) outstanding Account Receivable account as recommended in the amount of \$1,965.02 as this account has been at the collection agency for more than one year and is uncollectable.
2. Council accept for information the allowance for doubtful accounts of \$2,504.51 as at December 31, 2024.

[Schedule F](#)

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

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

- Resolution Tracking List

[Schedule G](#)

**5.2 PUBLIC WORKS REPORT (9:00 a.m.)**

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

[Schedule H](#)

**5.3 CPO REPORT**

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

[Schedule I](#)

**5.4 COUNCILLOR REPORTS****6.0 INFORMATION ITEMS****6.1 Letter from County of Stettler to FCM Re: Withdrawal of Membership – dated December 16, 2024**

[Schedule J](#)

**6.2 Minutes****6.2.1 FCSS Meeting Minutes – November 21, 2024**

[Schedule K](#)

**7.0 DELEGATIONS****7.1 11:00 a.m. Pembina Hills School Division - Presentation update on operations.**

[Schedule L](#)

**8.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 17, 2024**

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Regular Meeting of the Council of the County of Barrhead No. 11 held December 17, 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 (joined at 9:03 a.m.)  
Councillor Paul Properzi (joined at 9:03 a.m.)  
Councillor Walter Preugschas  
Councillor Jared Stoik (joined at 9:43 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	Adam Vanderwekken, Corporate
Ken Hove, Director of Infrastructure	Communications Coordinator
	Tara Troock, Development Clerk

**ATTENDEES**

Dale Kiselyk – Nature Alive Adventures  
B. Styner – Public Attendee  
Barry Kerton - Town and Country Newspaper

**APPROVAL OF AGENDA**

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2024-481 Moved by Councillor Preugschas that the agenda be approved as presented.  
Carried 4-0.

**MINUTES OF REGULAR MEETING HELD DECEMBER 3, 2024**

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2024-482 Moved by Councillor Kleinfeldt that the minutes of the Regular Meeting of Council held December 3, 2024, be approved as circulated.  
Carried 4-0.

Councillor Properzi and Councillor Lane joined the meeting at 9:03 a.m.

**PUBLIC WORKS REPORT**

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

2024-483 Moved by Deputy Reeve Schatz that the report from the Director of Infrastructure be received for information.  
Carried 6-0.

Ken Hove departed the meeting at 9:10 a.m.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 24-R-927  
LOT 6 BLOCK 2 PLAN 1921344 - NEERLANDIA (JANSSEN)**

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- 2024-484 Moved by Councillor Lane that Council approve subdivision application 24-R-927 proposing to subdivide an urban residential lot in the Hamlet of Neerlandia into 2 residential lots - Lot 6A 0.13 ha (0.32 ac) and Lot 6B 0.135 ha (0.336 ac) with the following conditions:
1. That prior to the registration of an instrument effecting this plan, the registered owner and/or developer enter into and comply with a development agreement with the County of Barrhead No. 11, pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and Section 4.5.3(2) of the County's Municipal Development Plan Bylaw 4-2010, as amended, which development agreement shall be registered by way of caveat against the title of the proposed parcels. This development agreement shall, amongst other matters address, to the satisfaction of the County of Barrhead No. 11, the matter of inspection, upgrade and/or construction of all municipal utilities relating to the site to appropriate standards.
  2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcels and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
  3. That prior to endorsement of an instrument effecting this plan, and in accordance with Section 9(g) of the Matters Related to Subdivision and Development Regulation, AR 84-2022, the Subdivision Authority and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate, prepared by an Alberta Land Surveyor, which indicates that the location and distances between the buildings and above-ground appurtenances on Proposed Lot 6B, and the existing and proposed property boundaries on the proposed lot will conform to the required yard setbacks in the County of Barrhead No. 11 Land Use Bylaw.
  4. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Carried 6-0.

Tara Troock left the meeting at 9:22 a.m.

Tamara Molzahn joined the meeting at 9:23 a.m.

Councillor Stoik joined the meeting at 9:43 a.m.

**2025 INTERIM OPERATING BUDGET & 2025 CAPITAL BUDGET**

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- 2024-485 Moved by Councillor Properzi that Council approve the 2025 INTERIM Operating Budget of \$19,563,734 as presented.
- Carried Unanimously.
- 2024-486 Moved by Deputy Reeve Schatz that Council approve the 2025 Capital Budget of \$6,408,757 as presented.
- Carried Unanimously.

**BYLAW 8-2024 – WATER & SEWER UTILITY BYLAW**

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- 2024-487 Moved by Councillor Lane that Council gives 1<sup>st</sup> reading to Bylaw 8-2024 – Water & Sewer Utility Bylaw.
- Carried Unanimously.
- 2024-488 Moved by Councillor Properzi that Council gives 2<sup>nd</sup> reading to Bylaw 8-2024.
- Carried Unanimously.
- 2024-489 Moved by Councillor Kleinfeldt that Council consider 3<sup>rd</sup> reading for Bylaw 8-2024.
- Carried Unanimously.
- 2024-490 Moved by Deputy Reeve Schatz that Council gives 3<sup>rd</sup> reading to Bylaw 8-2024 – Water & Sewer Utility Bylaw.
- Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 17, 2024**

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**BYLAW 1-2025 – RATES & FEES BYLAW**

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- 2024-491 Moved by Councillor Preugschas that Council gives 1<sup>st</sup> reading to Bylaw 1-2025 – Rates & Fees Bylaw.  
Carried Unanimously.
- 2024-492 Moved by Councillor Properzi that Council gives 2<sup>nd</sup> reading to Bylaw 1-2025.  
Carried Unanimously.
- 2024-493 Moved by Councillor Lane that Council consider 3<sup>rd</sup> reading for Bylaw 1-2025.  
Carried Unanimously.
- 2024-494 Moved by Councillor Kleinfeldt that Council gives 3<sup>rd</sup> reading to Bylaw 1-2025 – Rates & Fees Bylaw.  
Carried Unanimously.

**BANK ACCOUNT FOR CCBF FUNDING**

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- 2024-495 Moved by Councillor Preugschas that Council approves the opening of a bank account at ATB for CCBF funding with any two to sign: Doug Drozd, Marvin Schatz, Debbie Oyarzun, Tamara Molzahn.  
Carried Unanimously.

**APPROVE 2024 CANCELLED TAXES – NON-RESIDENTIAL TAX INCENTIVE BYLAW**

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- 2024-496 Moved by Deputy Reeve Schatz that Council approve the 2024 cancelled tax transactions under the Non-Residential Tax Incentive Bylaw as presented.  
Carried Unanimously.

**2024 BUDGET AMENDMENT - 2024 LGFF OPERATING FUNDING**

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- 2024-497 Moved by Deputy Reeve Schatz that Council amend the 2024 Budget to reallocate the 2024 LGFF Operating Grant allocation from Enhanced Policing Service of \$173,159 to Fire Services in the amount of \$139,419 and Culture in the amount of \$33,740.  
Carried Unanimously.

**DIRECTOR OF CORPORATE SERVICES REPORT**

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- 2024-498 Moved by Councillor Kleinfeldt to accept the following Director of Corporate Services reports for information:
- Cash, Investments & Taxes Receivable as of November 30, 2024
  - Scotiabank and ATB Payments Issued for the month of November 2024
  - YTD Budget Report for 11 months ending November 30, 2024
  - YTD Capital Recap for period ending November 30, 2024
  - Elected Official Remuneration Report as of November 30, 2024
- Carried Unanimously.

Tamara Molzahn departed the meeting at the time of 11:03 a.m.

**RECESS**

Reeve Drozd recessed the meeting at 11:03 a.m.

Reeve Drozd reconvened the meeting at 11:06 a.m.

**IN-CAMERA SESSION**

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- 2024-499 Moved by Councillor Kleinfeldt that Council move in-camera at 11:06 a.m. for discussion on:
- Councillor Relations - *FOIP Sec. 17 Personal Privacy*
- Carried Unanimously.

Debbie Oyarzun, Pam Dodds, and Barry Kerton departed the meeting at 11:06 a.m.

- 2024-500 Moved by Councillor Properzi that Council move out of in-camera at 11:13 a.m.
- Carried Unanimously.

Debbie Oyarzun, Pam Dodds, and Barry Kerton rejoined the meeting at 11:13 a.m.

Councillor Stoik left the meeting at 11:18 a.m.

**LEASE AGREEMENT RENEWAL - 4.0 ACRE PARCEL WITHIN SE 16-59-2-W5**

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- 2024-501 Moved by Councillor Preugschas that Council authorize the new lease agreement with Robert Abernathy for 4.0 acres within SE 16 59 2-W5 for the term January 1, 2025 to December 31, 2027 at an annual rate of \$25.00 per acre.
- Carried 6-0.

**FIRE FIGHTING SERVICES – INV00004415**

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- 2024-502 Moved by Deputy Reeve Schatz that Council receive the correspondence regarding Fire Invoice #00004415 for information.
- Carried 6-0.

Adam Vanderwekken joined the meeting at 11:27 a.m.

**DELEGATION – NATURE ALIVE ADVENTURES**

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Dale Kiselyk of Nature Alive Adventures met with Council at this time being 11:30 a.m. and gave a presentation on a marketing sponsorship opportunity and answered questions from Council.

- 2024-503 Moved by Councillor Preugschas that Council direct Administration to research details on the marketing sponsorship opportunity, and bring back a report to the February 4, 2025 Council meeting.
- Carried 6-0.

Adam Vanderwekken and Dale Kiselyk departed the meeting at 11:56 a.m.

Councillor Stoik rejoined the meeting at 11:59 a.m.

**ROAD CLOSURE BYLAW 9-2024 – SW 34-61-5-W5**

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- 2024-504 Moved by Councillor Lane that Council gives 1<sup>st</sup> reading to Bylaw 9-2024 – Road Closure Bylaw SW 34-61-5-W5.
- Carried Unanimously.

- 2024-505 Moved by Councillor Properzi that Council schedules a public hearing for Road Closure Bylaw 9-2024 on February 4, 2025 at 1:00 p.m. to be held in Council Chambers.
- Carried Unanimously.

**GENERAL CONSENSUS TO EXTEND THE MEETING**

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At 12:08 p.m. the Reeve received general consent from Councillors to extend the meeting until completed.

**MUNICIPAL EMERGENCY MANAGEMENT PLAN**

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- 2024-506 Moved by Deputy Reeve Schatz that Council approves the Municipal Emergency Management Plan as recommended by the Emergency Advisory Committee.
- Carried Unanimously.

**INFORMATION ITEMS**

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2024-507 Moved by Councillor Properzi that Council accepts the following items for information:

- Email – Reasons for no Chickens – December 13, 2024
- Email - Reconsideration Request for Chickens – December 7, 2024
- BDHSA Meeting Minutes – October 31, 2024
- Misty Ridge AGM Meeting Minutes – October 16, 2024
- Misty Ridge Meeting Minutes – November 20, 2024

Carried Unanimously.

**COUNTY MANAGER REPORT**

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

- County office will be closed December 23 to 27, 2024 for Christmas break
- CAO meeting with Misty Ridge Sky Hill liaison to discuss development of strategic plan, budget, etc.
- Reviewing resumes for new Director of “Planning & Ag Services” position with interviews being scheduled for the week of January 6, 2025.
- Preliminary review of package received regarding Animal Control Bylaw and desire for chickens to be permitted on lots less than 2 acres in residential areas – full report to Council in January regarding the status of the sufficiency of the package as a petition

2024-508 Moved by Councillor Lane that the County Manager’s report be received for information.

Carried Unanimously.

**COUNCILLOR REPORTS**

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Councillor Properzi reported on his attendance at the Emergency Advisory Committee meeting and the Committee of the Whole meeting.

Councillor Preugschas reported on volunteering with Pembina Co-op at Santa’s Workshop & the Polar Parade, attending the Emergency Advisory Committee meeting, the Committee of the Whole meeting, and visiting the Hutterite Colony near Manola.

Councillor Kleinfeldt reported on visiting the Hutterite Colony near Manola, attending the Emergency Advisory Committee meeting and the Committee of the Whole meeting.

Councillor Lane reported on his attendance at an Ag Society meeting, Misty Ridge meeting, Emergency Advisory Committee meeting, Committee of the Whole meeting, and volunteering for the Ag Society.

Councillor Stoik had nothing to report for this period.

Deputy Reeve Schatz reported on his attendance at the Emergency Advisory Committee meeting, Committee of the Whole meeting, Seed Cleaning Plant AGM and board meeting, and Christmas Polar Parade.

Reeve Drozd reported on his attendance at the Emergency Advisory Committee meeting, Committee of the Whole meeting, LEPA meeting, Christmas Polar Parade and office administration duties.

**ADJOURNMENT**

2024-509 Moved by Councillor Stoik that the meeting adjourn at 12:28 p.m.

Carried Unanimously.



REQUEST FOR DECISION  
JANUARY 7, 2025

B

**TO: COUNCIL**  
**RE: 2025 MEMBER-AT-LARGE APPOINTMENT TO LIBRARY BOARD**

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**ISSUE:**

Current term has expired for 1 member-at-large for the Barrhead Library Board and a new appointment is required.

**BACKGROUND:**

- Advertising for member-at-large position was posted on the County website, in the Barrhead Leader, and by a BARRC Alert.
- Town and County of Barrhead entered into an agreement for an Intermunicipal Library Board on February 14, 2012.
  - Requires 7 members at large who may be residents of either the County of Barrhead or the Town of Barrhead, one of which shall be from the Neerlandia Library Society.
- October 15, 2024 – Council for the County of Barrhead appointed Councillor Kleinfeldt as the County representative on the Barrhead Public Library Board.
- December 20, 2024 – Library provided an additional candidate for consideration as a member at large to fill a position that expires December 31, 2024.
- New member-at-large appointment is for a 3-year term expiring December 31, 2027.

**ANALYSIS:**

- Barrhead Library Board was consulted regarding member-at-large appointments.
- Council’s consideration of the recommendation from the Barrhead Library Board and evaluation of applicant will require Council to move to an in-camera session under *FOIPP s. 19 Confidential Evaluations* during the January 7, 2024, regular meeting of Council.

**STRATEGIC ALIGNMENT:**

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

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

**ADMINISTRATION RECOMMENDS THAT:**

Council appoint 1 member-at-large to the Barrhead Library Board for a term from January 1, 2025 to December 31, 2027 as recommended by the Barrhead Library Board.





**TO: COUNCIL**

**RE: RESIDENT CONCERNS REGARDING CHICKENS – STATUS OF PETITION**

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**ISSUE:**

CAO is required to determine and report to Council on the sufficiency (validity) of petitions in accordance with the *Municipal Government Act* (MGA).

**BACKGROUND:**

- July 16, 2024 – Council adopted Animal Control Bylaw 5-2024 (unanimous)
  - Bylaw 5-2024 included allowing chickens on parcels 2 ac or greater in the Residential District
    - previously chickens were only allowed in the Agriculture District regardless of property size, but not allowed in the Residential District on any size parcel
- December 9, 2024 – Last signature on a petition was received by the CAO requesting that the County of Barrhead “permit the raising of chickens (hens) on land parcels smaller than 2 acres”
- MGA states that the CAO is responsible for determining if a petition is sufficient and outlines the rules to be followed in this legislated process (general rules provided below):
  - a petition must be signed by the required number of petitioners
  - only electors (primary residence, 18+ yrs of age) of a municipality are eligible to be petitioners
  - electors of the municipality equal in number to **at least 10%** of the population
    - Each signature must be witnessed by an adult person who must sign opposite the signature of the petitioner
    - Each witness must provide an affidavit that they witnessed the signatures and that to the best of their knowledge those individuals are entitled to sign the petition.
- Personal information in a petition is kept confidential and is only used to determine sufficiency of the petition.

**ANALYSIS:**

- CAO has determined that the package received does not meet the requirements of a petition in accordance with the MGA and is therefore deemed insufficient and should only be considered as correspondence.

- Below is a summary table of the basic criteria to determine sufficiency of a petition:

Legislated Criteria	Condition	Status
# Signatures	Minimum 10% of population (587) Electors of County	NOT met (total 112 – 7 ineligible = 105) Achieved 18% of required signatures
Signatures witnessed	Signed with affidavits provided	Met
		<b>Petition is INSUFFICIENT</b>

- Animal Control Bylaw 5-2024 addresses chickens (hens) as follows:
  - Chickens (hens) are allowed in the Agricultural District on any size parcel
  - Chickens (hens) are allowed in the Residential District on parcels 2 acres and larger

#### **STRATEGIC ALIGNMENT:**

Consideration of concerns by residents and visitors is the responsibility of Council and aligns with the 2022-2026 County Strategic Plan as follows:

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

***Outcomes** - County has the necessary Tools & Information to deliver Programs and Services Efficiently*

GOAL 1 Infrastructure & services balance County capacity with ratepayers needs

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

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

#### **PILLAR 4: GOVERNANCE AND LEADERSHIP**

***Outcomes** – Council is Transparent & Accountable*

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

Council accept for information, the CAOs report in accordance with the MGA that identifies the insufficiency of the petition requesting the County to permit the raising of chickens (hens) on land parcels smaller than 2 acres.



**TO: COUNCIL**

**RE: COPTER PROGRAM APPLICATIONS**

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**ISSUE:**

Community Organization Property Tax Exemption Regulation (COPTER) program applications were received by community groups for consideration for tax exemption.

**BACKGROUND:**

- Non-profit Tax Exemption MLA Review Committee in 1997 established a set of principles and a process that could be applied to situations requiring consideration for property tax exemption that involved 'non-profit' organizations. These principles were:
  - advancement of 'public benefit', in terms of charitable and benevolent purposes, community games, sports, athletics, recreation, and educational purposes;
  - recognition of the 'volunteer contribution and fund-raising component' that most often characterizes 'not for profit' status organizations;
  - advancement of youth programs and community care for the disadvantaged; and,
  - appropriate access to non-profit facilities and programs.
- COPTER (AR 281/98) and the *Municipal Government Act (MGA)* provide guidance on considering exemptions.
- Municipal Affairs has also published a document "Property Tax Exemptions in Alberta" to guide municipalities in applying exemption criteria and non-profits in seeking exemptions.
- Non-Profit Organizations deemed charitable and benevolent are exempt as long as they meet certain requirements under Section 362 of *MGA* and Parts 1 and 3 of *AR 281/98*.
- A municipality may waive the annual application requirement (*AR 281/98 17(1)*), to a maximum of 3 consecutive tax years (*AR 281/98 17(3)*).
- County has been providing 'COPTER' exemptions for many non-profits groups for many years, without the required documentation.
  - Neerlandia Sports Committee has been applying since 2019 with the appropriate documentation.

**ANALYSIS:**

- County of Barrhead initiated COPTER application process by sending out letters to all roll numbers that received the COPTER exemption in 2024:
  - Letters were mailed out August 21, 2024 with required return of September 30, 2024.
- Exemption is available under the following circumstances:

<b>Requirement</b>	<b>Legislative Reference</b>
Apply by deadline (September 30, 2024)	
Property must be owned or leased and operated by a non-profit organization	s.15(k) AR 281/98
Facility must be used 60% of the time that the facility is in use for a charitable and benevolent purpose that benefits the general public in the community where the facility is located	s.4(2), 15(k)(i) AR 281/98
Resources must be devoted chiefly to the charitable or benevolent purposes for which the facility is used	s.15(k)(ii) AR 281/98
Property must be unrestricted a minimum of 70% of the time that it is used	s.16(2) AR 281/98
Property must not be restricted based on race, culture, ethnic origin, religious belief, property ownership, unreasonable fees or other membership requirements  Note: If participation in certain activities is limited because of safety, liability or legal reasons, this does not make the property restricted.	s.7 AR 281/98

- See attached summary of community groups that have applied for the tax exemption.
  - Two properties are already exempt from taxation; COPTER not applicable (cemetery, church).
  - Administration has summarized its recommendations for properties in the attached document.

**STRATEGIC ALIGNMENT:**

Council's review of the request from community groups for tax exempt status under the Community Organization Property Tax Exemption Regulation aligns with the County 2022 – 2026 Strategic Plan as follows:

<b>PILLAR</b>	<b>4 Governance &amp; Leadership</b>
<b>Outcome</b>	<i>4 Council is transparent &amp; accountable.</i>
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 provide exemptions as listed on the table:

1. Three-year COPTER exemption (30 properties)
2. Partial COPTER exemption to Barrhead Golf & Recreation Area for golf course & trails (3 years). Other amenities on the property to be taxed – restaurant, proshop, campground (1 property).
3. \_\_\_\_ years exemption – Camp Encounter (3 properties) – Council to determine # of years of exemption
4. \_\_\_\_ year partial exemption (caretaker residence taxable) Camp Encounter (1 property). Portions of roll already exempt (church, cemetery) – Council to determine # of years of exemption
5. No exemption (1 property)

County of Barrhead  
 COPTER Applications  
 For Tax Years 2025, 2026, 2027

Roll #	Community Group	Date Application Returned	Owned or Leased by Non-Profit	Facility >60% for charitable purposes	Resource devoted to charitable purposes	Property unrestricted >70%	No restrictions on protected grounds	Organization's Objectives/Purposes & Property Use Information (as submitted by Community Group)	Administration Notes	Administration Recommendation
518301034	HIGHRIDGE & DISTRICT AGRICULTURAL SOCIETY	10-Oct-24	✓	✓	✓	✓	✓	-Provide a space community members can use -Community relations -Volunteer opportunities -Safe place for children to learn and play -Well lit skating area during winter months -Hall, outdoor arena, outdoor skating rink, playground		(1) Provide 3 year COPTER exemption
520204010	NAPLES COMMUNITY HALL ASSOCIATION	10-Oct-24	✓	✓	✓	✓	✓	-Provide a gathering place for the Naples community -Coordinate social events to bring the community together -Maintain a site for the people of the community (families, clubs, etc.) to gather for meetings, social functions, reunions, funerals, etc. -Hall, Small Storage Shed, 4-H Storage Shed		(1) Provide 3 year COPTER exemption
530054010	GLENREAGH COMMUNITY CENTRE	26-Sep-24	✓	✓	✓	✓	✓	-Community center -Place for events and gatherings -Hall, Shed		(1) Provide 3 year COPTER exemption
530211019	MELLOWDALE COMMUNITY HALL ASSOCIATION	27-Sep-24	✓	✓	✓	✓	✓	-Host and hold community gatherings / functions -grounds for community and County Baseball -Bring together community -Rentals for family, community, & other gatherings /sports -Community recreation -Community Hall, Ball Diamonds		(1) Provide 3 year COPTER exemption
532333082	VEGA COMMUNITY SOCIETY	08-Oct-24	✓	✓	✓	✓	✓	-Community Hall -Public Assembly		(1) Provide 3 year COPTER exemption
532344034	VEGA COMMUNITY SOCIETY	08-Oct-24	✓	✓	✓	✓	✓	-Exhibit/fairgames -Ball diamond		(1) Provide 3 year COPTER exemption
533013015	NORTHERN LIGHTS SNOWMOBILE CLUB	08-Oct-24	Yes - lease	✓	✓	✓	✓	-Sled trails		(1) Provide 3 year COPTER exemption
538081010	BELVEDERE (PEMBINA) COMMUNITY CENTRE	16-Oct-24	✓	✓	✓	✓	✓	-To promote, encourage, maintain and increase interest in community halls activities -To provide recreation of the members and to promote and afford opportunity for social activities -To promote and encourage amateur theatre and acting -To provide a meeting place for the consideration and discussion of topics of interest to the community -To ensure all interested people have an opportunity to participate in the social activities of the club at an affordable price -One Community hall building		(1) Provide 3 year COPTER exemption
538351031	LUNNFORD COMMUNITY ASSOC.	Not applicable - Exempt property MGA 362(1)						-Cemetery	N/A - exempt MGA 362(1)	N/A - exempt MGA 362(1)
539263018	LEIGHTON COMMUNITY CENTRE	30-Sep-24	✓	✓	✓	✓	✓	Property is well maintained. Cairn erected to honour both the school and the pioneers of the community. Picnic table where members of the community may gather for a picnic or a visit, also a place for recreational activities. Welcome ideas from others re. activities that would have a positive impact on our community.		(1) Provide 3 year COPTER exemption
540342011	BLOOMSBURY COMMUNITY CLUB	11-Oct-24	✓	✓	✓	✓	✓	-Hall was sold it now only has the Historic Site -Historic sign, walking trail, remnants of house & well.		(1) Provide 3 year COPTER exemption

County of Barrhead  
 COPTER Applications  
 For Tax Years 2025, 2026, 2027

Roll #	Community Group	Date Application Returned	Owned or Leased by Non-Profit	Facility >60% for charitable purposes	Resource devoted to charitable purposes	Property unrestricted >70%	No restrictions on protected grounds	Organization's Objectives/Purposes & Property Use Information (as submitted by Community Group)	Administration Notes	Administration Recommendation
547332018	CROSS ROADS COMMUNITY CENTRE	23-Sep-24	✓	✓	✓	✓	✓	-To provide for social, recreational and special events. -Community Hall 100 seat capacity, dance floor, bathrooms, and kitchen, backstop for ball diamond, parking area		(1) Provide 3 year COPTER exemption
548311011	CRAVEN CAMPGROUND ASSOC.	26-Aug-24	✓	✓	✓	✓	✓	-Property is the site of the Craven School. This non-profit association's purpose has always been to preserve the site in its natural state as a reminder of the significance the school had in the community and how many of an earlier generation acquired their education in school. -A Cairn dedicated to the School and it's only teacher.		(1) Provide 3 year COPTER exemption
549013010	PADDLE RIVER COMMUNITY CENTRE	07-Sep-24	✓	✓	✓	✓	✓	-Maintain the site as a Community Historical Site - Paddle River School Site - Built 1928 (almost 100 yrs) -Signage on Property - Paddle River Community / School Site -Site can be used as a picnic site -Site is regularly mowed. Use as a green space.		(1) Provide 3 year COPTER exemption
549062010	MOSSIDE COMMUNITY CENTRE	10-Oct-24	✓	✓	✓	✓	✓	-Community Building -Provide building for community functions -Hall, Ball Diamond, Outdoor Riding Arena		(1) Provide 3 year COPTER exemption
549283031	SUMMERDALE COMMUNITY CENTRE	09-Oct-24	✓	✓	✓	✓	✓	-Provide a hall for weddings -Provide ball diamonds for youth, adults, seniors -Provide a hall for large memorials -Provide a hall for large meetings -Hall is close to town -Parking, Hall, Ball diamonds		(1) Provide 3 year COPTER exemption
549284012	SUMMERDALE COMMUNITY CENTRE	09-Oct-24	✓	✓	✓	✓	✓	-Provide a hall for weddings -Provide ball diamonds for youth, adults, seniors -Provide a hall for large memorials -Provide a hall for large meetings -Hall is close with town		(1) Provide 3 year COPTER exemption
550043003	BENTON SCHOOL HISTORICAL SOCIETY	15-Oct-24	✓	✓	✓	✓	✓	-Site has improvements for the Public to enjoy -Mowed grass, Giant Rock weighing 32,000 lbs, picnic table, fenced yard, flag pole and sign with bell tower. -Open 365 days a year		(1) Provide 3 year COPTER exemption
557152014	PEMBRIDGE ATHLETIC ASSOC.	30-Sep-24	✓	✓	✓	✓	✓	-'Mudhens' diamond & campground -Support local residents -Assist hosting community functions @ 'Mudhens'		(1) Provide 3 year COPTER exemption
557213020	PEMBRIDGE ATHLETIC ASSOC.	30-Sep-24	✓	✓	✓	✓	✓	-Provide a space to play (ballgrounds & camping) -Rural beautification -Bring community together		(1) Provide 3 year COPTER exemption
557224018	PEMBRIDGE ATHLETIC ASSOC.	30-Sep-24	✓	✓	✓	✓	✓	-Cook shack, Baseball diamonds with dugouts & bleachers used by COUnTy ball, Outhouse (dug - pit), Camping area along Pembina River, parking area along diamonds for public use/access to river.		(1) Provide 3 year COPTER exemption

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558043015	MEADOWVIEW COMMUNITY CENTRE	30-Sep-24	✓	✓	✓	✓	✓	-Support local residents -Assist hosting Community functions at the hall -Provide a space for local groups to gather (homeschoolers, card players, 4-H, crafters, markets, etc.) -provide a space for community play on playground and ball diamonds -bring all ages of Community together -Old school building converted to community hall, playground, baseball diamonds for county ball		(1) Provide 3 year COPTER exemption
558342013	BEECLIFFE COMMUNITY ASSOC.	Not submitted						Contact advised County the land is being farmed.	No tax exemption. Property will be assessed for 2025. Given parcel size, taxes will be \$50 (minimum tax).	(5) No exemption
559293001	BARRHEAD FISH AND GAME ASSOC.	30-Aug-24	✓	✓	✓	✓	✓	-To provide a safe facility for firearm & archery use -To provide a safe inspected facility for youth. Ex. Rimfire & Archery -To provide a training facility for peace officers (Ex. RCMP) -Club events (Handgun & Trap Shotgun) -2 toilets, shooting stations		(1) Provide 3 year COPTER exemption
560111018	MTM AGRICULTURAL SOCIETY	20-Sep-24	✓	✓	✓	✓	✓	-Enhance the vibrancy of our rural community -Operate a community gathering space -Recognize & preserve local history -Support local youth groups (4H & County Ball Program) -Provide events that inspire, educate, entertain -Community Hall 300 person capacity, Playground		(1) Provide 3 year COPTER exemption
560111027	MTM AGRICULTURAL SOCIETY	20-Sep-24	✓	✓	✓	✓	✓	-Enhance the vibrancy of our rural community -Operate a community gathering space -Recognize & preserve local history -Support local youth groups (4H & County Ball Program) -Provide events that inspire, educate, entertain -Ball diamonds (2), outdoor skating rink		(1) Provide 3 year COPTER exemption
570354010	MTM AGRICULTURAL SOCIETY (Old Timers Cabin)	20-Sep-24	Yes - lease	✓	✓	✓	✓	-Enhance the vibrancy of our rural community -Operate a community gathering space -Recognize & preserve local history -Support local youth groups (4H & County Ball Program) -Ball diamonds (2), outdoor skating rink -Provide events that inspire, educate, entertain -Moosewallow school circa 1950, bronze plaque commemorating post colonial pioneers of Moosewallow area, natural area.		(1) Provide 3 year COPTER exemption
560134048	TIGER LILY COMM. ASSOC.	24-Sep-24	✓	✓	✓	✓	✓	-Community does rent the hall out for functions -All hall with sitting area, dance floor & kitchen		(1) Provide 3 year COPTER exemption
560262015	TIGER LILY COMM. ASSOC.	24-Sep-24	Yes - lease	✓	✓	✓	✓	-Run a community owned campground for public camping (Clear Lake Park)		(1) Provide 3 year COPTER exemption
560354021	TIGER LILY COMM. ASSOC.	24-Sep-24	Yes - lease	✓	✓	✓	✓	-Any camping fees are used to upgrade campground -Campsites, lake for fishing & swimming		(1) Provide 3 year COPTER exemption



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579361015	MYSTERY LAKE COMMUNITY LEAGUE	18-Oct-24	✓	✓	✓	✓	✓	-Just to be able to be together as a community once or twice a year, and to have a historic place to do that -Community ladies volunteer at FCSS dinner and funeral lunches -Small hall, tool shed		(1) Provide 3 year COPTER exemption
539184041	BARRHEAD GOLF & RECREATION AREA	07-Oct-24	Yes - lease	✓ Note 1	✓	✓	✓	-To provide service to the target market -Golfing -Restaurant -Pro-shop -Campground	Provide partial COPTER tax exemption to golfcourse & trails Taxed: restaurant, proshop, campground	(2) Provide partial COPTER tax exemption to golfcourse & trails (3 years). Taxed: restaurant, proshop, campground
542164012	MISTY RIDGE SKI CLUB	10-Oct-24	Yes - lease	✓	✓	✓	✓	-Provide recreational enjoyment to community members -Provide lessons to those learning to ski/snowboard -Chalet, Shop		(1) Provide 3 year COPTER exemption
527183010	CATHOLIC ARCHDIOCESE OF EDMONTON	25-Sep-24	✓	✓	✓	✓	✓	-East Island Camp Encounter -Roman Catholic Church -Youth Camp Activities	Camp Encounter not active, under evaluation.	(3) Provide 1 - 3 year COPTER exemption (Camp Encounter)
527183029	CATHOLIC ARCHDIOCESE OF EDMONTON	25-Sep-24	✓	✓ Note 1	✓	✓	✓	-Roman Catholic Church -Cemetery -Camp Encounter is in a directional evaluation stage at this time -There is a maintenance/caretaker living on site in the house. -The other structures are for storage of Camp equipment etc. until such time as we move forward.	Provide partial COPTER exemption - youth camp (1 - 3 years) Church & Cemetery are exempt under 362(1)k & l. Taxed - caretaker's residence, not eligible for exemption.	(4) Provide partial COPTER exemption - Camp Encounter (1 - 3 years) Church & Cemetery are exempt under 362(1)k & l. Taxed - caretaker's residence, not eligible for exemption.
527183001	CATHOLIC ARCHDIOCESE OF EDMONTON	25-Sep-24	✓	✓	✓	✓	✓	-South Strip Camp Encounter	Camp Encounter not active, under evaluation.	(3) Provide 1 - 3 year COPTER exemption (Camp Encounter)
527183038	CATHOLIC ARCHDIOCESE OF EDMONTON	Not applicable - Exempt property MGA 362(1)k						-Roman Catholic Church	N/A - exempt MGA 362(1)k	N/A - exempt MGA 362(1)k
527184000	CATHOLIC ARCHDIOCESE OF EDMONTON	25-Sep-24	✓	✓	✓	✓	✓	-West Island Camp Encounter -Roman Catholic Church -Youth Camp Activities	Camp Encounter not active, under evaluation.	(3) Provide 1 - 3 year COPTER exemption (Camp Encounter)

Note 1 excluding facilities not eligible



**TO: COUNCIL**

**RE: ACQUISITION OF PARCELS OF LAND NOT SOLD AT PUBLIC AUCTION (TAX SALE)**

**ISSUE:**

County of Barrhead held a Public Auction on December 4, 2024, offering 3 properties for tax sale. Only 1 of the 3 properties sold.

**BACKGROUND:**

- June 4, 2024 – Council set the date, time and location of the Public Auction pursuant to *Municipal Government Act (MGA) s.418(1)* to be December 4, 2024, at 2:00 pm in Council Chambers, County of Barrhead Administration Building.
- October 15, 2024 – Council set the reserve bid and terms and conditions of the sale for 3 properties pursuant to MGA s.419.
  - Roll #350006405; Unit 64, Plan 8521589 (Lightning Bay); NE 19-59-05-W5; \$65,000
  - Roll #527192055; Lot E, Plan 8322259; NW 19-57-02-W5; \$90,000
  - Roll #528154102; SW 15-58-02-W5; \$100,000
- October 15 & November 19, 2024 – Tax arrears list and Notice of Public Sale were advertised in the Alberta Gazette and Barrhead Leader respectively.
- December 4, 2024 – Public Auction was held. 2 members of the public attended. Attached is a record of the proceedings for the December 4, 2024, Tax Sale (Public Auction)
  - Roll #350006405 sold for \$72,000 with a closing date of December 31, 2024
  - Properties that did not sell at auction:

Legal Description of Parcel	Parcel Size	Reserve Price	Tax Years Outstanding	Taxes owing December 17, 2024
NW-19-57-2-W5, Plan 8322259, Lot E	3.11 acres	\$90,000	2021 – 2024	\$15,961.34
SW15-58-2-W5	10 acres	\$100,000	2021 – 2024	\$4,285.53

- There are currently 5 other Tax Forfeiture properties that the County is offering for sale on the County’s website.

**ANALYSIS:**

If a property is not sold at the Public Auction the County has 2 basic options:

County Options	Considerations
Do Nothing	County does NOT acquire title: <ul style="list-style-type: none"> <li>• Can not dispose of property</li> <li>• Remains taxable with penalties continuing to accrue as long as taxes are unpaid</li> </ul> After 15 years from date of Public Auction, County may request that existing title is transferred to the County.
Take Title	County requests that existing title is cancelled, and a new title is issued to County with “Tax Forfeiture” Notice. Property is exempt from future taxes while County holds title. The following may be considered once the County takes the title and becomes the owner: <ol style="list-style-type: none"> <li>1) County can buy property at reserve bid – removes “Tax Forfeiture” Notice; no longer protects interest of owner</li> <li>2) County can sell property at a price as close as reasonably possible to market value</li> <li>3) County can rent/lease property</li> <li>4) As above – after 15 years from date of Public Auction, County may request title is transferred to the County</li> </ol> Sale of the property would result in the County receiving payment of outstanding taxes and a 5% administration fee of the sale price Owner has up to 10 years to apply for return of any surplus.

**STRATEGIC ALIGNMENT:**

Transfer of tax recovery properties to the County aligns with the County’s 2022-2026 Strategic Plan as follows:

**PILLAR            4 Governance & Leadership**

**Outcome**        *4 Council is transparent & accountable.*

Goal                4.1 County improves risk management.

Goal                4.2 County demonstrates open & accountable government.

**ADMINISTRATION RECOMMENDS THAT:**

Council accepts the attached Record of Proceedings for the December 4, 2024 Public Auction for information, and further;

Council directs Administration to request the Registrar of Land Titles Office to cancel the existing certificate of titles for the 2 parcels of lands not sold at Public Auction and issue certificates of title in the name of the County of Barrhead, or

Council provides direction to Administration to take no further action on the 2 parcels that were not sold at Public Auction.

**RECORD OF PROCEEDINGS: COUNTY OF BARRHEAD TAX SALE HELD  
DECEMBER 4, 2024, AT 2:00 P.M. IN THE COUNCIL CHAMBERS OF THE  
COUNTY OFFICE.**

**PAGE 1 OF 2**

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County Manager Debbie Oyarzun, as Auctioneer, welcomed staff and public to the Public Auction and introduced the County staff attending the auction.

**PRESENT**

Debbie Oyarzun, County Manger (CAO) and Auctioneer  
Moira O'Neill, Municipal Clerk as Recording Secretary  
Pam Dodds, Executive Assistant to the County Manager  
Lindsay Ellwein, Municipal Clerk  
Brendan Henderson, Public  
Laura Braucht, Public

CAO Oyarzun explained the purpose of conducting a Public Auction.

CAO Oyarzun declared the Public Auction open at 2:02 p.m.

CAO Oyarzun reviewed the procedures for the Public Auction.

CAO Oyarzun read the Terms & Conditions of Sale as advertised and as relates to all properties.

1. Parcels of land will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
2. Land is being offered for sale on an "as is, where is" basis and the County of Barrhead makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.
3. Once the property is declared sold at the public auction, the previous owner has no further right to pay the tax arrears.
4. Purchaser shall be required to execute a sale agreement in the form and substance provided by the County of Barrhead.
5. Successful purchaser shall, at the time of sale, make payment in Cash, Certified Cheque or Bank Draft payable to the County of Barrhead as follows:
  - a. Full purchase price; or
  - b. A 10% non-refundable deposit and the balance of the purchase price must be paid within 14 business days of the sale.
6. GST will be collected on all properties subject to GST.
7. Risk of the property lies with the purchaser immediately following the auction.

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**Debbie Oyarzun, County Manager**

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**Moira O'Neill, Municipal Clerk**

**Parcels of Land**

CAO Oyarzun described the parcels of land listed for public auction in the order advertised:

**Property #1: Unit 64, Plan 8521589; Lightning Bay – Reserve Price: \$65,000.**

CAO Oyarzun called for the reserve bid of \$65,000

- Public member Braucht bid \$65,000

CAO Oyarzun called for further bids

- Public member Henderson bid \$70,000

CAO Oyarzun called for further bids

- Public member Braucht bid \$72,000

CAO Oyarzun called for bids a further 3 times and hearing none closed the sale on Property #1 with a final bid of \$72,000 by L. Braucht.

**Property #2: Lot E, Plan 8322259; NW 19-57-2-W5– Reserve Price: \$90,000.**

CAO Oyarzun called for the reserve bid of \$90,000

CAO Oyarzun called for bids a further 2 times and hearing none closed the sale on Property #2 with no bids received.

**Property #3: SW 15-58-2-W5 – Reserve Price: \$100,000**

CAO Oyarzun called for the reserve bid of \$100,000

CAO Oyarzun called for bids a further 2 times and hearing none closed the sale on Property #3 with no bids received.

CAO Oyarzun declared the Public Auction closed at 2:14 p.m.



REQUEST FOR DECISION  
JANUARY 7, 2025

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**TO: COUNCIL**

**RE: ALLOWANCE FOR DOUBTFUL ACCOUNTS RECEIVABLE & WRITEOFF OF UNCOLLECTABLE  
ACCOUNTS RECEIVABLE**

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**ISSUE:**

Allowance for Doubtful Accounts is presented annually to Council for information.

One (1) Accounts Receivable account totaling \$1,965.02 has been with the Collection Agency for more than one year and should be removed from the County of Barrhead's accounting records.

**BACKGROUND:**

- January 16, 2023 - Policy FN-004 Collection of Accounts Receivable was presented to Council for approval
  - Allowance for doubtful accounts is presented annually to Council for information.
  - Accounts placed at a collection agency for a minimum of 1 year will be recommended to Council to write-off
- Writing off an Accounts Receivable account does not preclude the Collection Agency from pursuing collection of the account.
- Should any funds be received by the Collection Agency from the debtor the County would recognize funds received back into revenue when received.
- Civil action for debt collection is required for invoices that either cannot be added to the tax roll and / or the invoice is not associated with a County landowner.

**ANALYSIS:**

- As at December 31, 2024 there are a total of 34 accounts with the Collection Agency for a total balance of \$39,152.44.
  - 29 of the accounts at collection have been previously authorized by Council to be removed from the County's books.
  - 5 of the accounts are currently with the Collection Agency and are recorded as an Accounts Receivable in the County's books (summarized in tables below)
    - One (1) of the 5 accounts was set up as an Allowance for Doubtful Accounts at December 31, 2022. This account is recommended to be written off.
    - Four (4) of the 5 accounts were set up in 2024. An allowance for doubtful accounts has been recorded on these accounts.
  - In 2023, four property tax accounts were also sent to collections for a total of \$1,341.97. These property taxes are owing from a lessee of provincial lands. Normal property tax

recourses do not apply. The province canceled the leases with the lessee in July 2023 for non-payment. These accounts are included in the tax allowance for doubtful accounts.

- Most doubtful/uncollectable accounts are related to fire services (vehicle fires).

**Accounts Recommended to be Written Off at December 31, 2024:**

Customer ID	Invoice Date	Date Sent to Collections	Original Amount	Interest	Total Account to Cancel	Type of Service Provided
HILDI0001	Sept 20, 2022	Jan 24, 2023	\$1,880.00	\$85.02	\$1,965.02	Fire Services
			\$1,880.00	\$85.02	<b>\$1,965.02</b>	

**Allowance for Doubtful Accounts:**

Customer ID	Invoice Date	Date Sent to Collections	Amount	Interest	Total Allowance	Type of Service Provided
RANGE0002	June 13, 2024	Dec 11, 2024	\$750.00	\$45.51	\$795.51	Fire Services
ZIMMER0002	July 31, 2024	Sept 25, 2024	\$250.00	\$3.75	\$253.75	Fire Services
MAHON0004	Sept 5, 2023	July 17, 2024	\$101.61	\$80.83	\$182.44	Gravel <i>*partial recovery in 2023/24 – collected \$500</i>
BENDE0003	Dec 14, 2023	May 27, 2024	\$1,200.00	\$72.81	\$1,272.81	Fire Services
			\$2,301.61	\$202.90	<b>\$2,504.51</b>	

- Collection of 2022 & 2023 doubtful accounts continue to be successful compared to previous years. Three accounts were paid in full:

Accounts	# of Accounts	Amount
Collected in Full	3	\$3,153.29
To be written off as more than 1 year at collections	1	\$1,965.02

**STRATEGIC ALIGNMENT:**

Council's annual review of outstanding Accounts Receivable aligns with the County 2022-2026 Strategic Plan as follows:

<b>PILLAR</b>	<b>4 Governance &amp; Leadership</b>
<b>Outcome</b>	<i>4 Council is transparent &amp; accountable.</i>
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:**

1. Council authorizes Administration to write-off the one (1) outstanding Account Receivable account as recommended in the amount of \$1,965.02 as this account has been at the collection agency for more than one year and is uncollectable.
2. Council accept for information the allowance for doubtful accounts of \$2,504.51 as at December 31, 2024.





presented to Council on January 7, 2025  
 (items shaded have changed since last meeting)



### 2024 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2024-506	Approved MEMP	DEM	Recorded on tracking list for 2024 Audit	Complete Dec 19/24
2024-504-505	1st reading of Road Closure bylaw; Set public hearing for Feb 4/25 at 1:00 pm	EA/CAO		Underway
2024-503	Administration to research details on marketing sponsorship opportunity, and bring back report to Feb 4/25 Council meeting.	COMM/CAO		Not started
2024-502	Received correspondence regarding Fire Invoice #00004415 for information.	EA/CAO		Underway
2024-501	Approved lease agreement renewal in SE 16-59-2-W5	EA/CAO	Mailed to leaseholder for signature	Underway
2024-497	Approved reallocating 2024 LGFF operating grant allocation	CS	Complete - budgeting, accounting, and reporting systems updated so that reports will print with updated budget	Complete Dec 30/24
2024-496	Approved 2024 tax cancellation under Non-residential tax incentive bylaw	CS	Complete	Complete Dec 17/24
2024-495	Approved opening bank account for CCBF funding	CS/CAO	Account opened	Complete Dec 17/24
2024-491-494	Adopted Rates & Fees Bylaw 1-2025	EA/CS/CAO	Posted to website	Complete Dec 31/24
2024-487-490	Adopted Water & Sewer Utility Bylaw 8-2024	EA/CS/CAO	Bylaw updated and posted to website	Complete Dec 19/24
2024-485-486	Approved 2025 Interim Operating & Capital budget	CS/CAO	Interim Operating Budget, Capital Budget & presentation posted on County website	Complete Dec 17/24
2024-476	Approved Library Board 2025 Budget & Local Appropriation	CS/CAO	Incorporated into County 2025 Interim budgets & plans	Complete Dec 3/24
2024-474	Adopted Traffic Bylaw 6-2024	EA/CPO/CAO	Posted to website; Bylaw updated to include amendment	Complete Dec 3/24
2024-469	Support application for SCOP grant	COMM/CAO	Application submitted to GOA	Complete Dec 20/24

2024-463-468	Appointed Members-at-large to County Committees	EA/CAO	All applicants notified and website updated	Complete Dec 6/24
2024-457-460	Municipal Election Resolutions	EA/CAO	Website updated	Complete Jan 2/25
2024-456	Reaffirm Health & Safety Policy AD-001	EA/CAO	Policy updated	Complete Dec 6/24
2024-449	Bring back options/recommendations on use of sand/salt on County roads in Thunder Lake.	PW/CAO	Preliminary discussions with staff	Underway
2024-443-446	Adopted Airport Committee Amending Bylaw	EA/CAO	Bylaw updated	Complete Nov 20/24
2024-442	Add eligibilty criteria to Rural Renewal Stream	COMM	Website updated and employers notified	Complete Nov 21/24
2024-441	Approved Community Grant for St. Aidan's Glenreagh/Bloomsbury Community Church for \$2,500 to assist with the repairs to the church.	EA/CAO	Letter sent to applicant	Complete Nov 25/24
2024-440	Cancelled 50% of \$578.98 penalty on tax roll #160306003	CS	Letter sent to property owner	Complete Nov 26/24
2024-436-439	Approved reserve bids and Terms & Conditions for public auction	COMM	Advertised & put on website	Complete Nov 20/24
2024-427-434	Approved Fire/ERC Budgets	CS/CAO	Incorporated into County 2025 Interim budgets & plans	Complete Nov 20/24
2024-423-426	Approved Landfill Budgets	CS/CAO	Incorporated into County 2025 Interim budgets & plans	Complete Nov 20/24
2024-422	Approved the CAO's proposal on staffing matters as discussed in-camera	CAO	Posting for New Director (Planning & Ag) (Nov 22/24); re-alignment of Development Officer Classification - adjustments included in draft budgets as discussed with Council	Complete Nov 28/24
2024-417-418	Approved 2025 Joint Twinning budgets/plans	CS/CAO	Incorporated into County 2025 Interim budgets & plans	Complete Nov 20/24
2024-413-416	Approved 2025 Joint Airport budgets/plans	CS/CAO	Incorporated into County 2025 Interim budgets & plans	Complete Nov 20/24
2024-411	Approved 2025 FCSS operating budget of \$807,082 with County contribution of \$77,149 to be included in County 2025 Interim Operating budget.	CS/CAO	Incorporated into County 2025 Interim budgets & plans	Complete Nov 20/24
2024-410	Bring back options on use of an undeveloped road allowance to allow access to recreational property at SE 26-59-6-W5.	CAO/PW/ DEV		Not started

2024-408	Authorize signing STIP applications for BF 72815, 74972, 76144, 77644	EA/PW	Reeve signed and submitted to GOA	Complete Nov 22/24
2024-398	Directs CAO to move forward with exploring/negotiating options with GOA to become anchor tenant of ADLC.	CAO	Preliminary contact made with GOA to schedule mtg in new year; Draft Concept Floor Plans complete	Underway
2024-353	Move the COW meeting from Nov 28 to Dec 5, 2024 due to conflict with the budget workshop.	CAO	Calendar updated; new meeting request sent	Complete Oct 11/24
2024-352	Change the date to October 15, 2024, for the budget "What We Heard Report" to be presented to Council.	CS/CAO	Presented to Council Oct 15/24; Calendar updated; report to be presented on Oct 15/24	Complete Oct 15/24
2024-348	Approved the resolution "Understanding the Criminal Justice System" which requests RMA to create a Member Committee to examine and understand the challenges of addressing rural crime and be forwarded to the October 7, 2024 Pembina Zone district meeting for consideration.	CAO	Resolution supported at Pembina Zone meeting & RMA 2024 Fall Convention; Resolution forwarded to Pembina Zone District meeting for consideration	Complete Oct 2/24
2024-347	Approved closing the County office's Dec 22 – Dec 26, 2025 (already closed December 24, 25, and 26).	CS/CAO	Calendar updated	Complete Oct 2/24
2024-346	Approved MOA with CRASC for Jan 1, 2025 to Dec 31, 2027	CS/CAO	Received finalized agreement; Agreement signed and sent to CRASC for finalization	Complete Dec 6/24
2024-343	Include discussion on the condition of Twp Rd 604 leading to Clear Lake Campground in the 2025 budget workshops.	CS/CAO	Further discussion during Nov 27&28 budget workshop; Council reminded of topic on Oct 10/24 budget mtg; will bring back for further discussion once Rural Road Study completed by consultants	Underway
2024-335	Request an opportunity to meet with Min of Trans & EC during the Fall 2024 RMA w topics as discussed	CAO	Email sent to ADM Office, waiting for response	Complete Sep 18/24
2024-331	Approved purchase of 2025 Rosenbauer Pumper from Rocky Mountain Phoenix for \$812,720, (County's share \$406,360) and commit to 25% deposit of \$203,180 (County's share \$101,590).	CS/CAO	Town notified of County support	Complete Sep 17/24
2024-330	Proclaimed October 2024 as Cybersecurity Awareness Month	EA/CAO	Posted in office and on website	Complete Sep 26/24
2024-328	Approved amendments to PS-009 CPO Known Risk Policy to include all County employees.	EA/CAO	Amendments finalized	Complete Sep 19/24

2024-325	Approve funding to BRFS Fireworks Team for \$2,500 for New Years Eve.	EA/CAO	Letter sent notifying applicant of decision	Complete Sep 23/24
2024-323	Submit nomination of Ms. Grace Huisman to ALUS Canada for the "Gerry Taillieu Memorial Award for Excellence in Rangeland Management".	ALUS/CAO	Nomination sent to ALUS Canada	Complete Sep 23/24
2024-301	Form an IAC with Town and CAO to work with Town Admin to develop a draft bylaw to establish and define the function of an IAC	CAO	Sept 10/24 Town Council accepted recommendation from ICF Committee to establish a forum for elected officials to exchange information of mutual interest	Underway
2024-282-299, 303-306	Adopted Land Use Bylaw with amendments	CAO/DEV	Final edits being done before posting to website	Complete Sep 17/24
2024-277	Approved the Property Tax Penalty Exempt List for the 418 tax rolls as identified.	CS	Adjustment journal entries done	Complete Aug 21/24
2024-276	Cancelled property taxes in the amount of \$14,891.88, owed by Government of Alberta, in the name of Alberta Municipal Affairs and Alberta Environment & Parks.	CS	Adjustment journal entries done	Complete Aug 21/24
2024-275	Approved removing 2024 recurring grant recipients from Community Grant Funding and redirect the \$9,750 for these recurring grant applications to come from Year End Surplus.	CS/CAO	Adjustment journal entries done	Complete Aug 28/24
2024-274	Directed Admin to reach out to 2 candidates identified by Council to ensure they are aware of the opportunity to apply for nomination to the Minister of Health Regional Advisory Council.	CAO	Both candidates were contacted by email (Aug 23/24) and confirmed that they would review the opportunity.	Complete Aug 26/24
2024-273	Denied the request to cancel or reduce fire invoice #IVC00004100.	EA/CAO	Letter sent to landowner	Complete Aug 21/24
2024-271	Approved entering into an agreement with Green Plan Ltd. & associated subcontractors to carry out environmental services for acquiring an SML for a gravel pit within West ½ of 3-61-7 W5 for an estimated cost of \$234,355.75.	PW/CAO	Agreement has been finalized; Contractor has been notified.	Complete Aug 27/24
2024-270	Approved purchase of 2025 Caterpillar 150 AWD motor grader from Finning for \$574,500 & trade-in Unit #219, a 2019 Caterpillar 140M3 motor grader, to Finning for \$305,000.	PW/CAO	Suppliers have been notified	Underway

2024-269	Approved purchase of 2025 Caterpillar D2 LGP dozer from Finning for \$277,173 & trade-in Unit #305, a 2019 Caterpillar D4K LGP dozer to Finning for \$95,000	PW/CAO	Suppliers have been notified	Underway
2024-268	Approved landowner agreement for Project 24-740	EA/CAO	Agreement signed	Complete Aug 21/24
2024-262	Submit grant applications to MSI Capital/LGFF for Road Reconstruction 24-241 and 24-740, and Repairs BF 70370 and reaffirmed a portion of the 2024 Road Re-gravelling.	CAO/CS	Submitted MSI Capital/LGFF applications for 2 road construction projects, 1 bridge & 2024 road re-gravelling. MSI application for Naples Road was cancelled.	Complete Aug 6/24
2024-251,254,257,258	Rescinded Financial Policies 12.29, 11.19, 12.05, and 11.10-01	CS/EA	Rescinded and updated in Mfiles	Complete Jul 17/24
2024-250,252,253,255,256	Approved Financial Policies FN-006, FN-007, FN008, FN-008, and AD-007	CS/EA	Made active and updated in MFiles	Complete Jul 17/24
2024-242-249	Adopted Animal Control Bylaw 5-2024 with amendments	CPO/EA	Posted to website	Complete Jul 19/24
2024-232,226-231,219-224	Approved 2nd reading to LUB 4-2024 with amendments	CAO/DEV	Minutes (including amendments) from July 2/24 meeting officially adopted; Approved amendments being incorporated into LUB for 3rd reading	Complete Jul 16/24
2024-225	Flag Agriculture, Small Scale Operation for future discussion	CAO		Not started
2024-218	Approved 2025 Budget Schedule	CS/CAO	Meeting requests sent	Complete Jul 3/24
2024-217	Approved 2023 Annual Report	CAO/COMM	Posted to website	Complete Jul 3/24
2024-205	Prepare Draft resolution for Pembina Zone mtg to request RMA to setup a working group to examine and understand challenges of addressing rural crime.	CAO	To Council on Oct 1/24; Upcoming Pembina Zone meetings prior to Fall RMA Convention - July 22, 2024 & October 7, 2024	Complete Oct 1/24
2024-203	Denied request from Barrhead & District Senior Citizens Society for funding (up to \$12K) to assist with kitchen upgrades at Senior Centre	CAO/EA	Letter sent	Complete Jun 20/24
2024-195,196,197	Authorized Reeve to sign MOA's for STIP funding for bridge files 74538, 74974, 77360	CAO/EA	Received finalized agreements; Signed & sent to Alberta Transportation for Minister's signature	Complete Jun 24/24

2024-183	Approved Barrhead & District Twinning Committee to co-host the 2027 Twinned Munis Conference at a maximum cost of \$2,500.	CAO/CS	Letter sent June 20, 2024	Complete Jun 20/24
2024-180	Enter into an agreement with ROHI Engineering to carry out Rural Road Study with additional traffic counting, for a cost of \$122,622.80.	PW	Agreement finalized; Contractor notified, waiting for agreement	Complete Jul 22/24
2024-177	Public Auction to be held Dec 4/24 at 2:00 p.m. in Council Chambers; CAO to act as auctioneer.	CAO	Auction completed; RFD to Council for reserve bids & terms/conditions on Nov 19/24	Complete Dec 4/24
2024-176	Rescind Policy 26.03 General Penalties	EA	Updated in mfiles	Complete Jun 7/24
2024-175	Adopt Bylaw 6-2024 repealing 4-87 & 60-84	EA/CAO	Bylaw is signed and all updated in mfiles	Complete Jun 13/24
2024-167	Consign Unit #220, a 2018 John Deere 772GP grader, to Ritchie Bros. Auctioneers with a guaranteed price of \$145,000, with the County to receive 80% of proceeds above \$164,500.	PW	Received payment, no additional funds coming; Agreement signed and awaiting next auction; Waiting finalized agreement	Complete Aug 1/24
2024-162	Approved tax-exempt status for the tax years 2024, 2025, and 2026 for Roll #120405007, 120406006, and 120407005	CS	Noted on assessment file	Complete May 21/24
2024-161	Include 2024 Community Grant Budget discussion on a future meeting of Council.	CAO	Scheduled for C.O.W in June 2024	Complete Jun 14/24
2024-160	Approved community grant of \$250 to Naples Community Hall	EA/CAO	Applicant informed of decision	Complete May 23/24
2024-159	Proclaimed May 27 – 31, 2024, as Alberta Rural Health Week	EA/COMM	Posted in office and on website	Complete May 23/24
2024-154	Change Committee of Whole mtg to June 14/24	CAO	New meeting request sent to Council/staff	Complete May 10/24
2024-152	Approved policies FN-001, FN-002 & FN-003	EA/CS	Policies updated in Mfiles	Complete May 10/24
2024-150	Received Enforcement Services Report for info	CPO/COMM	Posted to website	Complete May 23/24
2024-149, 179	Approved purchase salt/sand storage building incl installation from Coverco Buildings Ltd. for the price of \$395,426.65 excluding GST.	PW	Complete except for door installation; Contractor currently building structure; Pad constructed by COB; Contracts awarded for paving, building; Company notified	Underway
2024-148	Awarded tender for bridge repairs on BF 70370 to Bridgemen Services Ltd. at the value of \$92,085.	PW	Contract signed; Contractor notified	Complete May 27/24

2024-147	Awarded 2024 crack sealing contract to Alberta Parking Lot Services to max of \$102,120	PW	Agreement signed; Contractor notified	Complete May 7/24
2024-146	Awarded contract for shoulder pull to Wallis Bros. Construction Ltd. for a total cost of \$144,000	PW	Agreement signed; Contractor notified	Complete May 10/24
2024-145	Approved landowner agreements for Project 24-241	EA/CAO	Agreements signed	Complete May 9/24
2024-144	Approved in-kind support of up to \$1,600 for Barrhead & District Historical Society - Pioneer Church cleanup	PW	Cleanup complete	Complete May 9/24
2024-142	Grass Cutting Contracts renewed for sites 1-14	EA/PW	Signed and finalized	Complete May 10/24
2024-141	Approved grass cutting contract at MacGill Estates	EA/PW	Signed and finalized	Complete May 14/24
2024-140	Appointed Chelsea Jaeger as Weed Inspector & Pest Inspector and Jayleana Baron as Weed Inspector	CAO/AG	Inspector identification issued	Complete May 16/24
2024-139	Appointed Don Medcke as Ag Fieldman	CAO/COMM	Website updated	Complete May 8/24
2024-138	Declared June 3-9, 2024 as Seniors' Week	EA/COMM	GOA notified, posted in office & on website	Complete May 16/24
2024-136-137	1st Reading of LUB and set public hearing for June 6, 2024 at 10:00 am	DEV/CAO	PH occurred; Council approved 1st reading; Advertising for PH underway in accordance with legislation	Complete Jun 6/24
2024-129	Support withholding funds from BDHS and send letter to TOB requesting they do the same	CAO	Letter sent to Town of Barrhead CAO	Complete Apr 17/24
2024-128	Bring back to Council recommendations for the Thunder Lake Lagoon following PW April 17, 2024 meeting with AEP	PW/CAO	Reported to Council on Jun 4/24; BN to Council on May 28/24; May 24/24 - GOA emergency release approved based on proposed plan and data analysis, permission granted for release on Public Lands; Ongoing work with AEP to explore options for emergency discharge; PW met with AEP.	Complete Jun 4/24/24
2024-127	Supported C. Preugschas to serve on AB Coop Ag Extension Pilot project and max 18 per diems	CAO	Letter sent to Prov Ag Board	Complete Apr 18/24
2024-125	Approved 2024 road construction agreements for project 24-240	PW/EA	Agreements finalized	Complete Apr 17/24
2024-122-123	Approved 3-Year Financial Plan & 10-Year Capital Plan	CS/CAO	Posted to website April 19, 2024	Complete Apr 19/24

2024-121	Adopted Tax Penalty Bylaw 3-2024	CS/EA	Posted to website	Complete April 17/24
2024-117	Adopted 2024 Property Tax Bylaw 2-2024	CS/EA	Posted to website	Complete Apr 17/24
2024-113	Revised 2024 Capital Budget from \$6,459,335 to \$7,600,225	CS/CAO	Posted Operating Budget, Capital Budget, Budget Presentation and Budget Overview to website April 19, 2024	Complete Apr 19/24
2024-112	Adopt 2024 Operating Budget as presented with operating expenditures & revenue of \$19,145,635	CS/CAO		Complete Apr 19/24
2024-111	Accepted 2023 ASB Status Report	AF/CAO	Documented as required by <i>ASB Act</i>	Complete Apr 16/24
2024-110	Approve community grant of \$2,000 to Community Pumpkin Walk	EA/CAO	Letter sent to recipient	Complete Apr 18/24
2024-109	Approve community grant of \$2,500 to Mellowdale Community Hall	EA/CAO	Letter sent to recipient	Complete Apr 18/24
2024-108	Approve community grant of \$2,500 to Cross Roads Community Centre	EA/CAO	Letter sent to recipient	Complete Apr 18/24
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	1st reading was approved by Council on May 7/24; Report posted to website	Complete May 7/24
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
2024-079	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, 145, 236	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	Final agreement for 2024 approved by Council on Aug 21; Agreements approved for project #24-740 S of SW9-62-4-W5, through 9-62-4-W5, S and E of SE 16-62-4-W5 of 2 miles; Agreements approved for replacement project #24-241 W of 6 & 7-58-4-W5 of 2 miles; Negotiations underway	Complete Aug 21/24
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, 178	Following the arrival of the new gravel truck and pup, dispose of Unit 532, 532A, and 532B.	PW/CS	New truck arrived; Disposal to go to auction in Sept. Disposal awarded to Ritchie Bros.	Complete Nov 1/24
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	Included in first draft document to be presented to Council on May 7, 2024	Complete Feb 22/24
2024-031	Approved RCMP annual policing priorities for County	CAO	Document signed by Reeve; Waiting for documents from RCMP for Reeves signature	Complete Apr 16/24
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	Received finalized agreement; Service Agreement returned to Telus	Complete Jun 20/24
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	Agreement shared with NSC; project likely put on hold until 2025; 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	1st reading of bylaw to Council Dec 17/24; Met with operator Jul 3/24 working on details; Operator has been notified of the process ahead; waiting for confirmation of interest	Complete Dec 17/24
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	Project complete with 83% of grant allocated. Discussed w NEXT to confirm capacity	Complete Dec 31/24
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	Revisions made & resent to pit owner; Letter of Intent sent to pit owner; Discussion with owner to confirm specifications, letter drafted; Gravel pit owner notified verbally of County's intent	Underway
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	New grader arrived May 23/24; Decision for disposal to Council May 21; Awaiting arrival date of new grader	Complete May 23/24
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	Reviewed with Council at Dec 5/24 Committee of Whole; 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	Discussion with Council at Dec 5/24 Committee of Whole; Reviewing policies from neighbouring municipalities	Underway



## Public Works Director of Infrastructure Report January 7, 2025

# H

### ***Grader & Snowplowing***

- Graders and snowplow trucks have cleared snow from all local roads, paved roads, hamlets, subdivisions and airport.
- Area graders have been blading rough areas that developed in the snowpack on gravel surfaces.
- Sanding of icy sections on local roads and bridge decks has been required.
- Rental snowplow truck was returned to Brandt Truck and Trailer on December 31, 2024.

### ***Brushing***

- Winter brushing program is starting on 2025 shoulder pull projects.

### ***Labour***

- Transferring sand into new sand/salt shed.
- Shelves are being assembled for DEF shed. Airport supplies are being moved from shop to DEF shed for storage.

### ***Shop***

- Work on snowplow truck engine, welding ice lugs on tracks of Komatsu dozer.
- All other equipment service and repair.

### ***Utilities***

- Chlorine levels dropped in the transmission line to Manola over the holidays. Operator started a low volume flush to increase water volume moving through the line. Continued monitoring of chlorine levels is required.
- All other testing and monitoring are being carried out as per normal operations.



# WINTER REPORT

September 2024 to  
December 2024



# Introduction

Between September and December, our Enforcement Services department actioned **107** complaints from the public and generated **407** files across the County. The following pages provide a detailed breakdown of the numbers.

County of Barrhead No. 11 Enforcement Services department consists of one (1) full-time Community Peace Officer (CPO), who was hired on December 12, 2023. Our CPO became fully operational on February 29, 2024 and has hit the ground running.

Between September and December of 2024 the following projects were completed:

- Signed a “Shared Services Agreement” with Westlock County CPOs for joint-force operations and mutual aid assistance,
- Creation of a “who to call, when to call” campaign
- Council approval of a County Traffic Bylaw,
- Council approval of amended Known Risk Policy, and
- Supported completion of both an Emergency Management Tabletop Exercise and Functional Exercise.

In the same time period, our Peace Officer attended several community events/meetings:

- Neerlandia Public/Private Christian Schools Terry Fox Run,
- Police & Peace Officer Memorial Day,
- Coffee with a Cop,
- LIFT Business Conference & Trade Show,
- Housing Insecurity meetings, and
- BARCC meetings.

# Ongoing Projects

Work continues on several important projects for our department, including:

- Creation of DRAFT bylaws:
  - Community Standards Bylaw
  - Public Reserves Bylaw
  - Special Events Bylaw
  - Golf Cart Bylaw
- Creation of a Ride Along Program Policy,
- Drafting of a Shared Services Agreement between the County and Town in relation to CPO mutual aid assistance,
- Working with RCMP to obtain access to the Barrhead RCMP Radio Channel to enhance communication and officer safety,
- Assist in drafting of the Emergency Social Services (ESS) Plan, and
- Support revisions of the Municipal Emergency Management Plan.

## Traffic Safety Plan Progress

2023-2024 Traffic Safety Plan outlines multiple priorities and highlights areas of concern which have been a priority for the department.

Speeding within school zones, school zone signage, and illegal passing of school busses were identified as areas of concern within the Traffic Safety Plan. Signage will be updated within the Neerlandia school zones in the Spring to improve driver understanding of when school zones are in effect. Proactive patrols continue in relation to illegal passing of school busses and charges continue to be laid.

Speeding on local paved roads was also identified as an area of concern within the Traffic Safety Plan. Proactive patrols have been occurring across the County on roads with posted speed limits ranging from 30 km/hr to 100 km/hr.

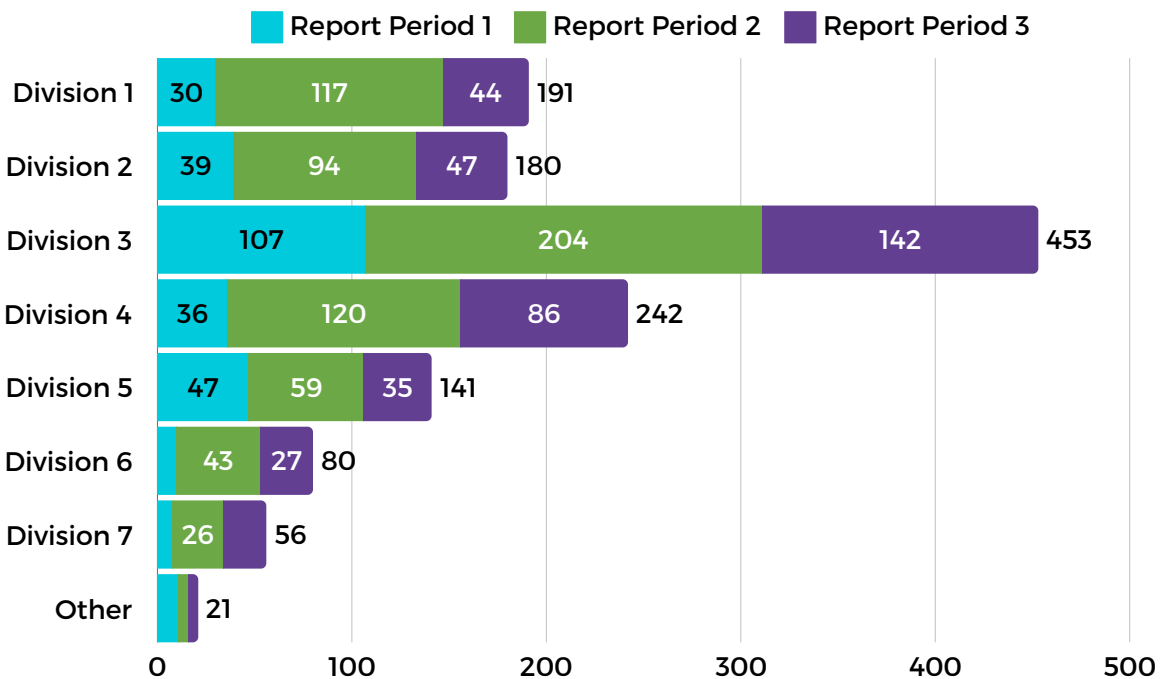
Parking was identified as an area of concern within the Traffic Safety Plan. Proactive patrols have been conducted throughout the high-density residential subdivisions and parking issues have been addressed as identified. Complaint response continues for this issue as well.



# Department Statistics

## Files by Division

Our department generated **407** files between September and December. The graphic below illustrates the location of these files broken down by electoral division.



Our Peace Officer created **300** self-generated files while patrolling County roads across all divisions of the County. The higher concentration of files in Division 3 is largely attributed to the number of roads within Division 3 with higher traffic volumes, resulting in more traffic incidents being recorded.

Division 1 and Division 4 saw a significant reduction in the number of files generated during the winter months due to the number of seasonal residents which have left the Thunder Lake and Lac La Nonne areas for the winter.

### Reporting Periods:

Report Period 1 (RP1) covers from January 1 to April 30

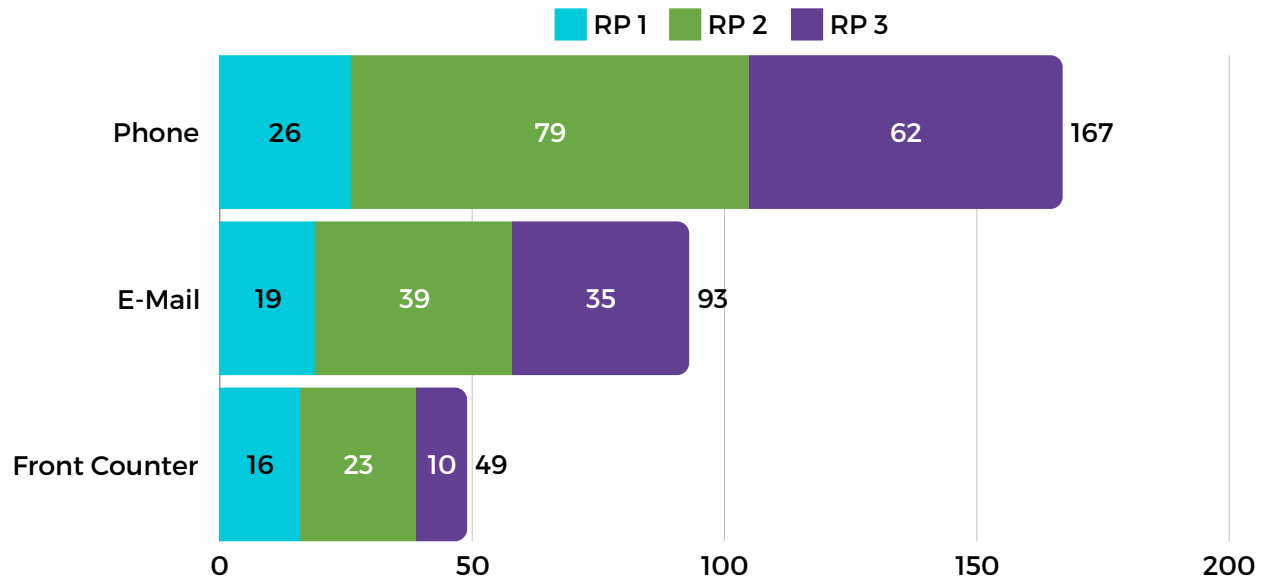
Report Period 2 (RP2) covers from May 1 to August 31

Report Period 3 (RP3) covers from September 1 to December 31

# Department Statistics

## Complaints Received

Our department was contacted **107** times by the public and other agencies to action issues they were dealing with. The table below illustrates the methods in which these complaints were received.



Our Peace Officer is authorized to enforce the following federal & provincial legislation:

- *Animal Protection Act*
- *Dangerous Dogs Act*
- *Environmental Protection & Enhancement Act*
- *Forest & Prairie Protection Act*
- *Fuel Tax Act*
- *Gaming, Liquor, and Cannabis Act*
- *Canada Shipping Act (Federal)*
- *Hwy Development & Protection Act*
- *Innkeepers Act*
- *Petty Trespass Act*
- *Tobacco, Smoking, Vaping Reduction Act*
- *Traffic Safety Act*
- *Trespass to Premises Act*
- *Dangerous Goods Transportation & Handling Act (Federal)*

Our Peace Officer is also appointed to enforce all County of Barrhead municipal bylaws, including:

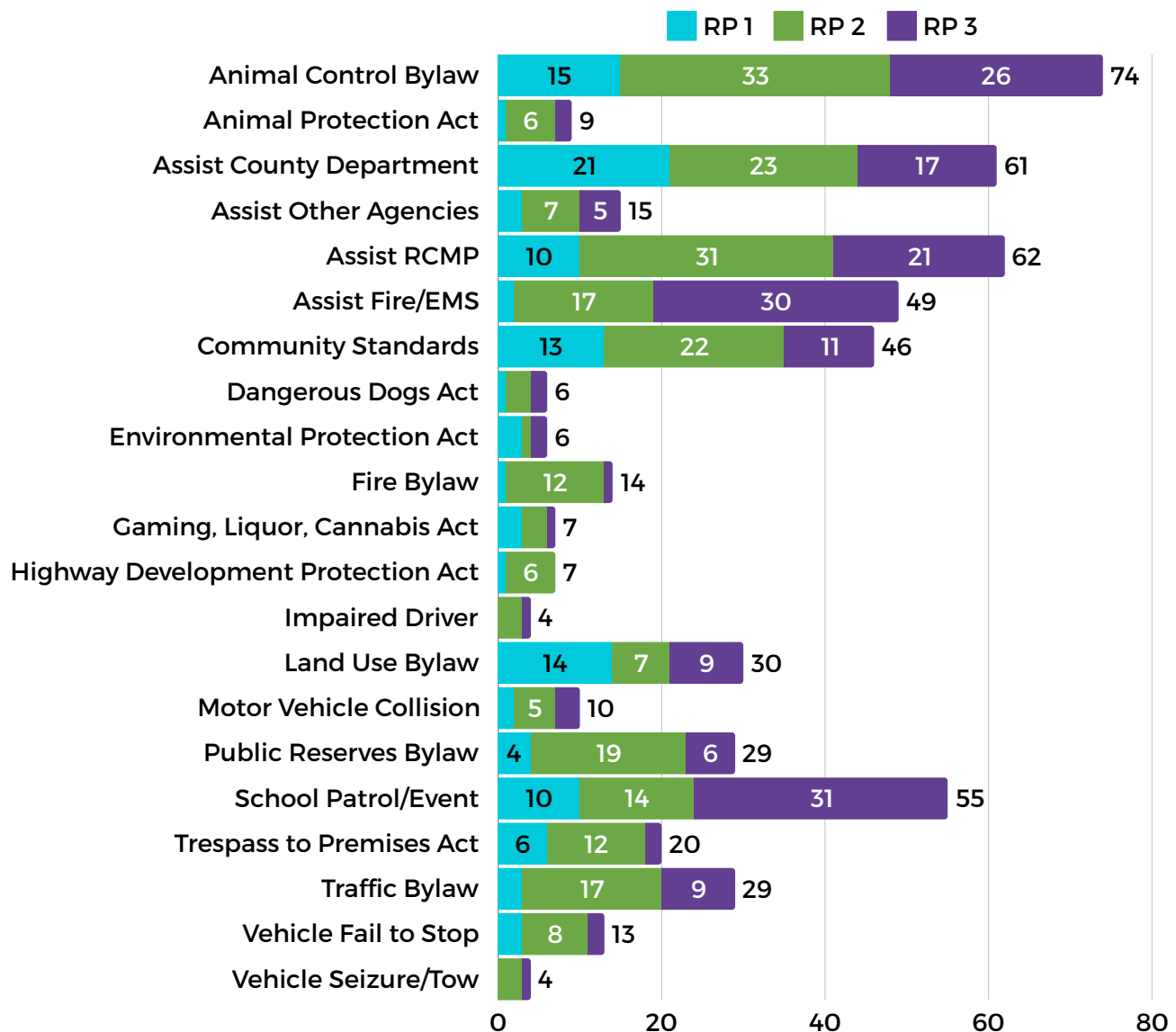
- Animal Control Bylaw
- Traffic Bylaw
- Noise and Pollution Bylaw
- Prevention & Control of Fires Bylaw
- Unsightly Premises Bylaw
- Land Use Bylaw

# Department Statistics

## Files by Incident Type

Our department identified many different types of incidents requiring Peace Officer action. The graphic below illustrates a breakdown of the incidents.

It is important to note that the numbers below will equal a number greater than the total number of files, as a file can have more than one file type associated with it. For example: a traffic stop involving an impaired driver would be captured under - Assist RCMP and Impaired Driver

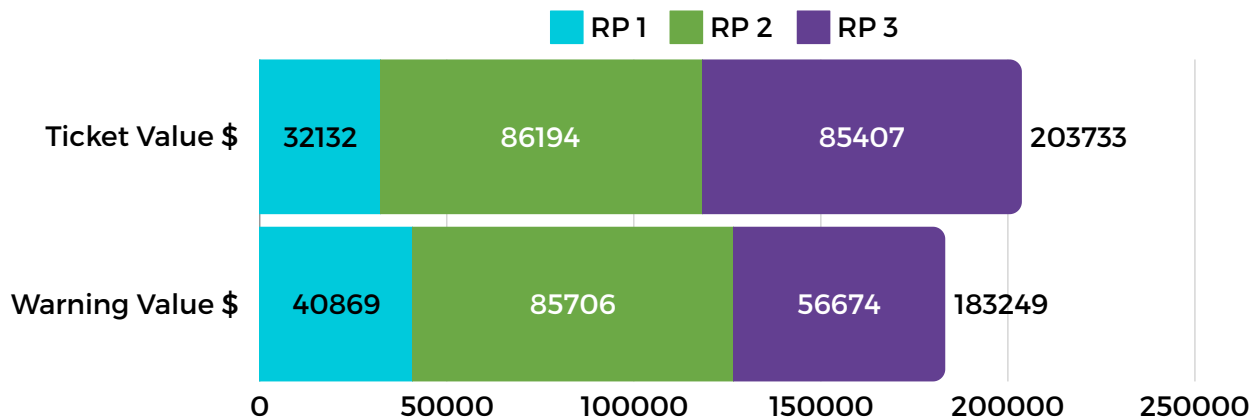
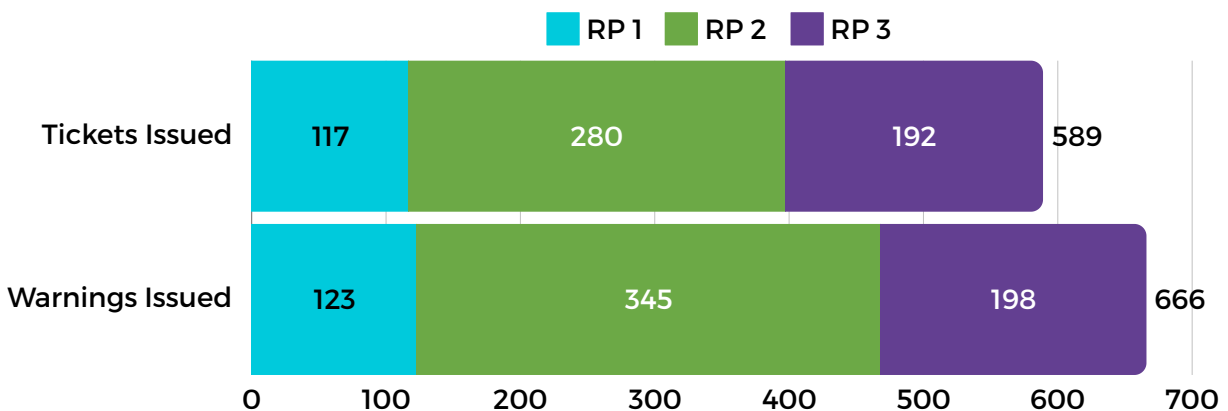


# Traffic Safety

## Traffic Enforcement

Traffic enforcement has been occurring throughout the County on local roads and provincial highways. Speed continues to be a concern with the highest violation observed being 65kph over the speed limit. Proactive patrols can occur in different areas of the County depending on complaints received and offences noted while on patrol.

The table below provides a breakdown of the tickets issued, warnings issued, and the monetary value of the tickets and warnings. Warnings represent incidents which resulted in education as opposed to a fine being issued.



# Notable Offences

Below is just a snapshot of compiled offences which posed a serious risk to public safety and were thankfully intercepted by our Peace Officer. This list is not exhaustive and outlines the need for consistent presence throughout the County.

- Driver observed travelling **130kph in a posted 70kph zone** on Highway 33.
- Driver observed travelling **95kph in a posted 30kph school zone** on Highway 651.
- Driver observed travelling **112kph passing an emergency vehicle** on Highway 33.
- Driver observed travelling **140kph in a posted 80kph zone** on Range Road 40.
- Driver observed travelling **102kph in a posted 50kph zone** on Range Road 40.
- Driver observed travelling **110kph passing an emergency vehicle** on Highway 33.
- Driver observed travelling **104kph in a posted 50kph zone** on Range Road 40.
- Driver observed travelling **131kph in a posted 80kph zone** on Range Road 40.
- Driver observed travelling **104kph in a posted 50kph zone** on Highway 769.
- Driver observed travelling **150kph in a posted 100kph zone** on Highway 33.
- Driver observed travelling **151kph in a posted 100kph zone** on Highway 769.
- Driver observed travelling **165kph in a posted 100kph zone** on Highway 769.
- Driver was stopped for failing to maintain his lane. It was determined **the driver was impaired** and, with assistance from the RCMP, was administered an IRS-WARN (2nd occurrence). Driver also had liquor within reach, and open, in addition to having expired registration.

# Notable Files

Camp Creek Store - abandoned property

- County received complaints of an unsightly and unsafe property
- Barrhead Regional Fire Services Department has responded twice to this property in the past year.
- County obtained a Court of King's Bench Order in May 2024 to demolish and remove the structure.
- Structure was demolished in November 2024 using a controlled burn by the Barrhead Regional Fire Services Department..

Campsie Dog Attack - June 2024

- County received complaint of a dog attack in the Campsie area resulting in fatal injury to a small dog and injury to an adult male.
- Two charges were laid against a 28-year-old male under the County Dog Control Bylaw. Vicious Dog was euthanized by the owner as a result of the attack.
- Male was convicted of both offences in November 2024 resulting in \$1,100 in fines.

# Conclusion

As the year ends and focus shifts to 2025, Enforcement Services will continue to look to the future and determine priorities for the new year. 2025 will mark the 1st full calendar year with an operational Peace Officer, providing an opportunity to determine areas for growth moving forward.

As the new year begins, work will continue with partner agencies and stakeholders to provide consistent enforcement presence throughout the County to ensure public safety.

If you'd like to lodge a complaint or contact our department, our 24/7 complaint line number is 780-284-9757.





# County of Stettler No. 6

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta T0C 2L0  
T:403.742.4441 F: 403.742.1277  
[www.stettlercounty.ca](http://www.stettlercounty.ca)

December 16, 2024

Ms. Rebecca Bligh, President  
Federation of Canadian Municipalities (FCM)  
24 Clarence Street  
Ottawa, ON K1N 5P3

Dear Ms. Bligh,

## **RE: Non-Renewal of Membership for 2025**

The County of Stettler No. 6 wishes to formally notify the Federation of Canadian Municipalities (FCM) of our decision to not renew our membership for the 2025 fiscal year. This decision has been made following careful consideration, and echoes concerns raised by other rural member municipalities.

We believe the FCM has increasingly moved away from adequately representing the unique challenges and priorities of rural municipalities. While we recognize the importance and possibilities of a national body advocating for all municipalities across Canada, we feel the needs and voices of rural communities like ours are being overshadowed by those of larger urban centers. The FCM's mandates and activities appear to prioritize urban issues, leaving rural concerns marginalized and our voice effectively silenced.

The recent annual conference held in Calgary only reinforced these concerns. Many of the topics and discussions were predominantly urban-focused, providing limited value to rural members. Additionally, several members were unable to be accommodated at information sessions that were relevant, as these were oversubscribed and facilities lacked sufficient accommodation. For smaller municipalities with a constrained budget, the significant expense incurred to participate in such conferences is difficult to justify when the outcomes are so unsatisfactory. To face logistical barriers on top of an urban-centric agenda is disappointing and feels like a disregard for the rural members who make the effort to inform and engage.

Our Council believes it is essential membership investments yield tangible benefits and foster inclusivity. Unfortunately, we no longer see these outcomes from our continued participation in the FCM.

We hope the FCM will take these concerns into account to better serve rural municipalities in the future. As always, we are open to engage and for further discussion on the issues and barriers we are experiencing.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Clarke". The signature is fluid and cursive, with the first name "Larry" and the last name "Clarke" clearly distinguishable.

Larry Clarke, REEVE  
County of Stettler No. 6

CC

Rural Municipalities of Alberta  
Saskatchewan Association of Rural Municipalities  
Association of Manitoba Municipalities  
Rural Ontario Municipal Association  
Union of British Columbia Municipalities  
Fédération Québécoise des Municipalités  
Nova Scotia Federation of Municipalities  
Union of the Municipalities of New Brunswick  
Federation of PEI Municipalities  
Municipalities Newfoundland and Labrador



**Regular Board Meeting Minutes**


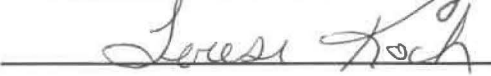
**Thursday, November 21st, 2024**

<b>Present</b>	<p>Leslie Penny – Chair Jean Loitz – Vice Chair Albert Mast – Secretary/Treasurer Karen Pronishen – Executive Director Kay Roberts – Finance Terese Koch – Recording Secretary</p> <p>Paul Properzi, Anthony Oswald, Kavitha Kamalahasan, <del>Tom Carroll</del>, Doug Drozd, Peter Kuelken, Sally Littke, <del>Dausen Kluin</del></p>	
<b>Absent/ Regrets</b>	Dausen Kluin, Tom Carroll	
	<p><b>1) 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 9:31 am.</p>	
<b>24/11-01</b>	<p><b>2) Acceptance of Agenda – Additions/Deletions</b> Addition to Financials –c) October payroll Additions to New Business - c) Alberta Living Wage, d) Succession Planning for FCSS Executive Director, and e) FCSS Business Continuity Plan During Disaster Response. Addition to Old Business – b) Poverty Simulation</p> <p>Moved by Peter Kuelken to accept the agenda with the above additions. Seconded by Jean Loitz.</p>	<b>Carried</b>
	<p><b>3) Board Delegation/Presentation</b></p> <ul style="list-style-type: none"> <li>None at this meeting.</li> </ul>	
<b>24/11-02</b>	<p><b>4) Items for Approval</b></p> <p>a) Moved by Antony Oswald to accept the minutes of the regular Board meeting for Barrhead and District FCSS Society from October 17<sup>th</sup>, 2024. Seconded by Sally Littke.</p>	<b>Carried</b>

<p>24/11-03</p> <p>24/11-04</p>	<p>b) <b>Financial Statements.</b>  <b>Moved by Albert Mast to accept the financial statements for the 80/20 General Account, Community Account and Casino Account for the periods ending October 31<sup>st</sup>, 2024, as presented. Seconded by Doug Drozd.</b></p> <p>c) <b>Moved by Paul Properzi to accept the Monthly Payroll Remittance for October 2024 payroll. Seconded by Jean Loitz.</b></p>	<p>Carried</p> <p>Carried</p>
<p>24/11-05</p>	<p><b>5) <u>New Business:</u></b></p> <p>a) <b>Binders</b>  b) <b>Hunger Count Press Release</b>  c) <b>Alberta Living Wage – 2 documents</b>  d) <b>Succession Planning for the FCSS ED – Karen to retire as of June 30<sup>th</sup>, 2025.</b>  <b>Moved by Peter Kuelken to accept the Succession Plan for the FCSS Executive Director. Seconded by Anthony Oswald.</b>  e) <b>FCSS Business Continuity Plan During Disaster Response</b></p>	<p>Carried</p>
	<p><b>6) <u>Old business</u></b></p> <p>a) <b>Reminder of change for December Board meeting and Christmas luncheon date from December 19<sup>th</sup> to Monday, December 23<sup>rd</sup>.</b>  b) <b>Poverty Simulation – cancelled</b></p>	
<p>24/11-06</p> <p>24/11-07</p>	<p><b>7) <u>Items for Information</u></b></p> <p>a) <b>Director’s Report</b></p> <p><b>Moved by Jean Loitz to accept the Director’s Report as information. Seconded by Peter Kuelken.</b></p> <p><b>Moved by Jean Loitz to form an Ad-Hoc committee to investigate building space. Committee members are Karen Pronishen, Jean Loitz, Anthony Oswald, and Peter Kuelken. Seconded by Peter Kuelken.</b></p>	<p>Carried</p> <p>Carried</p>
	<p><b>8) <u>Board Development</u></b></p> <ul style="list-style-type: none"> <li>• <b>Guidebook Board Governance</b></li> </ul>	
	<p><b>9) <u>Board Committee Updates</u></b></p> <ul style="list-style-type: none"> <li>• <b>Policy Committee met October 31st.</b></li> <li>• <b>Personnel Committee will meet in January.</b></li> </ul>	
<p>24/11-08</p> <p>24/11-09</p>	<p><b>10) <u>In Camera</u></b></p> <ul style="list-style-type: none"> <li>• <b>Moved by Paul Properzi to go In-Camera at 10:30. Seconded by Jean Loitz</b></li> <li>• <b>Moved by Doug Drozd to go Out of Camera at 11:07. Seconded by Anthony Oswald.</b></li> </ul>	<p>Carried</p> <p>Carried</p>

	<b>11) Next Meeting</b> <b>Monday, December 23<sup>rd</sup>, 2024</b>	
24/11-10	<b>12) Adjournment</b> <b>Moved by Paul Properzi to adjourn the meeting at 10:45 am.</b>	<b>Carried</b>

**Barrhead & District Family and Community Support Services Society**  
**Regular Board Meeting of November 21<sup>st</sup>, 2024**

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



# Delegation Request Form



Name of persons or organization requesting to appear before Council			
Pembina Hills School Division Board Chair, David Truckey, Trustees Judy Lefebvre & Victoria Kane			
Council Meeting Date Requested (please provide 1 <sup>st</sup> and 2 <sup>nd</sup> choice)			
1st Meeting in January			
Contact Information			
Name	Tiffany Nanninga		
Address	5310-49 Street		
Email	tiffany.nanninga@pembinahills.ca		
Phone	7806748514	Cell	
Purpose of Delegation / Presentation			
<input type="checkbox"/> Information sharing			
<input type="checkbox"/> Request for action, funds, consideration			
<input type="checkbox"/> Other (provide details)			
Topic of discussion (include title and background information)			
Information sharing only:  To provide an update on Pembina Hills School Division operations.			
Technical Requirements			
<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		<input type="checkbox"/> Referred to:	
Other Departments required to be in attendance?			
In Camera?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	