

**1.0 CALL TO ORDER****2.0 APPROVAL OF AGENDA****3.0 MINUTES****3.1 REGULAR MEETING HELD AUGUST 15, 2023**[Schedule A](#)**4.0 ACTION ITEMS:****4.1 REPEAL RECREATION BYLAWS**

Administration recommends that Council gives 3 readings to Bylaw 4-2023, a bylaw that repeals the following bylaws:

- 22A-75 County Recreation Bylaw (1975)
- 2-82 Amendment to County Recreation Bylaw 22A-75 (1982)
- 37-77 Town - County Joint Recreation Agreement (1977)
- 36-80 Regional Recreation Board Membership Amendment Amending 37-77 (1980)

[Schedule B](#)**4.2 PUBLIC PARTICIPATION POLICY**

Administration recommends that Council approve the Public Participation Policy with the changes recommended by the Policy Committee.

[Schedule C](#)**4.3 ASSET MANAGEMENT PROGRAM**

Administration recommends that:

1. Council approve the Asset Management Policy as recommended by the Committee of the Whole
2. Council endorses the Asset Management Strategy, Roadmap and Asset Management Team Terms of Reference.
3. Council direct Administration to include activities in the Asset Management Roadmap in the 2024-2027 DRAFT budget and plans.

[Schedule D](#)**4.4 THE BARRHEAD EXHIBITION ASSOCIATION & AGRICULTURAL SOCIETY DEBENTURE REQUEST**

Administration recommends that:

1. Council considers giving 1<sup>st</sup> reading to Bylaw 5-2023 a Loan Bylaw – The Barrhead Exhibition Association and Agricultural Society for a debenture up to a maximum of \$875,000 for the purpose of purchasing 6 parcels of land for a term of up to 20 years with an interest rate of 5.13% per year.

If Council gives 1st reading to Bylaw 5-2023, Administration further recommends that:

2. Council sets a Public Hearing date for Bylaw 5-2023 of October 3, 2023 at 1:00 pm in Council Chambers.

[Schedule E](#)

**4.5 2023 ROAD RECONSTRUCTION PROJECT #640 – WEST OF NW 5, 8 AND 17-61-4-W5**

Administration recommends that Council directs the Reeve and County Manager to sign the agreements for Crop Damage on Backslope Area and Landscape Borrow Area & Crop Damage on Access Road, for 2023 Road Reconstruction Project #640 - West of NW 5, 8 and 17-61-4-W5.

[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](#)

- August AAIP Monthly Status Report

[Schedule H](#)

**5.2 PUBLIC WORKS REPORT (10:30 a.m.)**

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

[Schedule I](#)

**5.3 COUNCILLOR REPORTS****6.0 DELEGATIONS****6.1 11:00 a.m. Board Vice Chair Wayne Rothe and Deputy Director Wendy Sears Ilnicki, Yellowhead Regional Library**

- YRL 2022 Annual Report

[Schedule J](#)

- YRL 2022 ROI for Barrhead Public Library &  
YRL 2022 ROI for Neerlandia Public Library

[Schedule K](#)

- YRL Presentation to County

[Schedule L](#)

**6.2 11:30 a.m. Gary Hove, BRFS Fire Chief – Quarterly Report**

[Schedule M](#)

**7.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD AUGUST 15, 2023**

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Regular Meeting of the Council of the County of Barrhead No. 11 held August 15, 2023 was called to order by Reeve Drozd at 9:01 a.m.

**PRESENT**

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

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

**ABSENT**

Councillor Jared Stoik

**STAFF**

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

**ATTENDEES**

Sgt Bob Dodds – Barrhead RCMP Detachment  
Barry Kerton - Town and Country Newspaper

**APPROVAL OF AGENDA**

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2023-246 Moved by Councillor Lane that the agenda be approved as presented.  
Carried Unanimously.

**MINUTES OF REGULAR MEETING HELD JULY 18, 2023**

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2023-247 Moved by Councillor Preugschas that the minutes of the Regular Meeting of Council held July 18, 2023 be approved as circulated.  
Carried Unanimously.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-686  
NE 28-57-2-W5 (NYGAARD)**

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2023-248 Moved by Deputy Reeve Schatz that Council approves subdivision application 23-R-686 proposing to create a 4.05 ha (10.0 acre) farmstead separation out of the south half of NE 28-57-2-5 with the conditions as presented.  
Carried Unanimously.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-707  
NE 7-58-2-W5 (KUPIAK/CHRISTIAN)**

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2023-249 Moved by Councillor Lane that Council approves subdivision application 23-R-707 proposing to create a 5.32 ha (13.1 acre) farmstead separation out of Lot 1 Block 1 Plan 0925250 (NE 7-58-2-W5) with the conditions as presented.  
Carried Unanimously.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-710  
SE 11-59-4-W5 (PEETOOM DAIRIES LTD.)**

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2023-250 Moved by Deputy Reeve Schatz that Council approves subdivision application 23-R-710 proposing to create a 4.05 ha (10.0 acre) farmstead separation out of SE 11-59-4-W5 with the conditions as presented.  
Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD AUGUST 15, 2023**

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**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 23-R-713  
SW 35-60-3 W5 (818301 ALBERTA LTD / VANDEREIT)**

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- 2023-251 Moved by Councillor Properzi that Council approves subdivision application 23-R-713 proposing to create a 4.28 ha (10.6 acre) farmstead separation out of SW 35-60-3-W5 with the conditions as presented.

Carried 5-1.

**ROLE OF THE COUNTY OF BARRHEAD IN REGIONAL TOURISM (Notice of Motion)**

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- 2023-252 Moved by Councillor Lane that the meeting move in-camera at this time being 9:33 a.m. under *FOIPP Sec. 24 – Advice from Officials*

Carried Unanimously.

Jenny Bruns, Tara Troock, Pam Dodds, and Barry Kerton departed the meeting at 9:33a.m.

- 2023-253 Moved by Councillor Properzi that the meeting move out of in-camera at this time being 9:44 a.m.

Carried Unanimously.

Barry Kerton rejoined the meeting at 9:45 a.m.

Pam Dodds, Jenny Bruns, and Tara Troock rejoined the meeting at 9:46 a.m.

CAO reviewed RFD with Council outlining current activities of the County as approved by Council in the Economic Development Plan and County's Strategic Plan in addition to several options for consideration.

- 2023-254 Moved by Deputy Reeve Schatz that Council direct Administration to continue on current path as outlined in County Strategic Plan and Economic Development Plan in addition to conducting research on other models in Alberta for the purpose of exploring options to promote Regional Tourism.

Carried Unanimously.

Jenny Bruns and Tara Troock left the meeting at 10:31 a.m.

**RECESS**

Reeve Drozd recessed the meeting at 10:31 a.m.

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

Ken Hove joined the meeting at 10:38 a.m.

**PUBLIC WORKS REPORT**

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

- 2023-255 Moved by Councillor Kleinfeldt that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

Ken Hove departed the meeting at 10:53 a.m.

Jenny Bruns rejoined the meeting at 10:55 a.m.

**GRAVEL EXTRACTION / ROAD CLOSURE REQUEST- RIVER VALLEY CRUSHING**

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- 2023-256 Moved by Councillor Preugschas that Council directs Administration to initiate the road closure process to close an undeveloped road allowance in response to a request related to sand and gravel extraction activities.

Carried Unanimously.

Jenny Bruns departed the meeting at 11:11 a.m.

Sgt Dodds joined the meeting at 11:11 a.m.

**REGULAR MEETING OF COUNCIL - HELD AUGUST 15, 2023**

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Councillor Lane left the meeting at 11:14 a.m. and rejoined at 11:15 a.m.

**COMMUNITY PEACE OFFICER (CPO) – NEW POLICIES**

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2023-257 Moved by Councillor Kleinfeldt that Council approve the following policies for the CPO Program with amendments as discussed:

- PS-007 CPO Evidence Collection & Management
- PS-008 CPO Weapons & Use of Force
- PS-011 CPO Communications System
- PS-012 CPO Uniform & Equipment Standards
- PS-013 CPO Duties & Responsibilities

Carried Unanimously.

**RCMP MEMORANDUM OF UNDERSTANDING (MOU) – COMMUNITY PEACE OFFICER PROGRAM**

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2023-258 Moved by Councillor Properzi that Council authorizes the CAO to sign a 5-year CPO Program MOU with the RCMP as presented.

Carried Unanimously.

**DELEGATION – BARRHEAD RCMP DETACHMENT**

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

2023-259 Moved by Councillor Kleinfeldt that Council accepts the report from Sgt Dodds as information.

Carried Unanimously.

Sgt Dodds departed the meeting at 12:03 p.m.

**LUNCH RECESS**

Reeve Drozd recessed the meeting at 12:03 p.m.

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

**MEADOWVIEW COMMUNITY CENTRE - COMMUNITY GRANT FINAL REPORT**

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2023-260 Moved by Councillor Properzi that Council receive for information the final report from Meadowview Community Centre as a grant recipient of \$2,500 under the Community Grants Policy.

Carried Unanimously.

**COMMUNITY GRANTS POLICY REVISION**

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2023-261 Moved by Deputy Reeve Schatz that Council approve AD-002 Community Grants Policy with the changes recommended by the Policy Committee.

Carried Unanimously.

**RESCIND POLICIES**

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2023-262 Moved by Councillor Lane that Council rescind:

- Policy 71.01 Recreation Policies & Guidelines
- Policy 71.02 Community Use of Facilities
- Policy 71.03 Master Plan for the Town and County Area
- Policy 71.04 Establishment of a County Recreation Board
- Policy 71.05 Town & County Joint Recreation Agreement

Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD AUGUST 15, 2023**

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Tamara Molzahn joined the meeting at 1:22 p.m.

**CANCEL 50% OF 2023 TAXES – ALBERTA MUNICIPAL AFFAIRS & ALBERTA ENVIRONMENT AND PARKS**

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- 2023-263 Moved by Councillor Preugschas that Council cancel property taxes in the amount of \$14,579.96, owed by Government of Alberta, in the name of Alberta Municipal Affairs and Alberta Environment and Parks.

Carried Unanimously.

**PROPERTY TAX PENALTY EXEMPT LIST**

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- 2023-264 Moved by Councillor Lane that Council approves the Property Tax Penalty Exempt List for the 363 tax rolls as identified.

Carried Unanimously.

**2024 BUDGET SCHEDULE**

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- 2023-265 Moved by Councillor Properzi that Council approves the 2024 Budget Schedule as presented.

Carried Unanimously.

**DIRECTOR OF CORPORATE SERVICES REPORT**

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- 2023-266 Moved by Councillor Kleinfeldt that Council accept the following Director of Corporate Services reports for information:

- Cash, Investments, & Taxes Receivable Report as of July 31, 2023
- Payments Issued for the month of July 2023
- YTD Budget Report for 7 months ending July 31, 2023
- YTD Capital Recap for the period ending July 31, 2023
- Elected Official Remuneration Report as at July 31, 2023

Carried Unanimously.

Tamara Molzahn departed the meeting at 1:52 p.m.

**RCMP MEMORANDUM OF UNDERSTANDING (MOU) – COMMUNITY PEACE OFFICER PROGRAM**

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- 2023-267 Moved by Deputy Reeve Schatz that Council rescind resolution 2023-258 to authorize the CAO to sign a 5-year CPO Program MOU with the RCMP as presented.

Carried Unanimously.

- 2023-268 Moved by Councillor Lane that Council authorizes the CAO to sign a 3-year CPO Program MOU with the RCMP as presented.

Carried Unanimously.

Adam Vanderwekken joined the meeting at 2:12 p.m.

**APPLICATION FOR AUTHORIZATION TO EMPLOYEE PEACE OFFICERS - AB SOLICITOR GENERAL**

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- 2023-269 Moved by Deputy Reeve Schatz that Council authorizes the CAO to submit the Application for Authorization to Employee Peace Officers – *Peace Officer Act* to the Public Security Peace Officer Program, Alberta Justice & Solicitor General.

Carried Unanimously.

Adam Vanderwekken departed the meeting at 2:16 p.m.

**REPORT – COUNTY MANAGER**

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

- July AAIP Monthly Status Report
- 2023 Pond Days – Post Report
- Paddle River Dam brochure
- Development Permit for the Hutterite Colony was upheld by the Subdivision Development Appeal Board
- Progress update on Feasibility Study for Repurposing ADLC

2023-270 Moved by Councillor Lane that Council accept the County Manager report for information.

Carried Unanimously.

**COUNCILLOR REPORTS**

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Councillor Lane reported on his attendance at the County Tour, FCSS meeting, and volunteering at the Blue Heron Fair.

Deputy Reeve Schatz reported on his attendance at the County Policy Committee meeting, Pembina Zone meeting, the ASB meeting, and the Demolition Derby and volunteering at the Blue Heron Fair, and participation in the Barrhead Blue Heron Parade.

Councillor Kleinfeldt reported on his attendance at the BARCC meeting, volunteering at the Ag Society cabaret, the Demolition Derby, ICF meeting with the Town of Barrhead, and the County Tour.

Councillor Preugschas reported on his attendance at a ASB provincial committee meeting, Barrhead Wellness committee meeting, and the County Tour.

Councillor Properzi reported on his attendance at the Pembina Zone meeting, the FCSS meeting, and the County Tour.

Reeve Drozd reported on his attendance at the RMA Quasi-Judicial Agency Committee meeting, ICF Meeting with the Town of Barrhead, County Tour, participation in the Barrhead Blue Heron Parade, and time spent on County office duties.

**INFORMATION ITEMS**

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2023-271 Moved by Councillor Lane that Council accept the following agenda items for information:

- Letter from RMA to AGLC Re: Camrose Casino Relocation Decision – dated July 24, 2023
- Letter from RMA to Minister Horner Re: Camrose Casino Relocation Decision – dated July 24, 2023
- Letter from Orphan Well Association Re: Status of Orphan Wells in County of Barrhead – dated July 7, 2023
- Letter from Barrhead Victim Services Unit Re: Thank you for Donation and 2022 Annual Report – dated July 31, 2023
- Letter from STARS Re: Thank you for Donation – dated August 3, 2023
- Letter from Barrhead Library Re: Thank you for Grant – dated July 27, 2023

**REGULAR MEETING OF COUNCIL - HELD AUGUST 15, 2023**

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- Letter from Special Areas Board Re: Additional Supports Required for Ag Producers – Special Area No. 2, 3, & 4 – dated July 5, 2023
- Letter from County of Stettler Re: Letter of Support - Special Areas Board request for additional supports – dated July 20, 2023
- Letter from County of Stettler Re: Feed and Transportation Assistance Programs for Alberta Ag Disaster Areas - dated July 20, 2023
- Minister of Infrastructure Mandate Letter Re: Continue to Build Alberta – dated July 26, 2023
- Minister of Immigration and Multiculturalism Mandate Letter Re: Continue to Grow Opportunities for Newcomers – dated July 26, 2023
- Minister of Indigenous Relations Mandate Letter Re: Continue Building Meaningful Partnerships – dated July 27, 2023
- Minister of Children and Family Services Mandate Letter Re: Support Families and Children – dated July 28, 2023
- Minister of Public Safety and Emergency Services Mandate Letter Re: Keep Alberta Families and Communities Safe – dated July 31, 2023
- Minister of Justice Mandate Letter Re: Continue to Support a Strong Justice System – dated August 1, 2023
- Minister of Mental Health and Addiction Mandate Letter Re: Address the Mental Health and Addiction Crisis – dated August 2, 2023
- Minister of Seniors, Community and Social Services Mandate Letter Re: Strengthen Alberta’s Systems to Support the Most Vulnerable in our Province – dated August 2, 2023
- Minister of Municipal Affairs Mandate Letter Re: Maintain and Build Relationships and Partnerships with Municipal Leaders – dated August 4, 2023
- Certificate of Appreciation – Royal Canadian Legion Re: Recognition Book

Carried Unanimously.

**ADJOURNMENT**

2023-272 Moved by Councillor Kleinfeldt that the meeting adjourn at 3:16 p.m.

Carried Unanimously.





REQUEST FOR DECISION  
SEPTEMBER 5, 2023

B

**TO: COUNCIL**

**RE: REPEAL RECREATION BYLAWS**

**ISSUE:**

Council is required to repeal 4 outdated Recreation Bylaws.

**BACKGROUND:**

- *Municipal Government Act (MGA)* empowers Council to:
  - Pass bylaws for municipal purposes
  - Pass bylaws to repeal a bylaw that is inoperative, expired, spent or otherwise ineffective
- July 14, 2023 – Policy Committee met and reviewed old recreation policies and related bylaws
- August 15, 2023 – Council rescinded 5 recreation policies as they were obsolete
- The following Recreation Bylaws still require repealing:
  - 22A-75 Establishment of a County Recreation Board
  - 37-77 Town & County Joint Recreation Agreement
  - 36-80 Amending Town & County Joint Recreation Agreement
  - 2-82 Amending Establishment of a County Recreation Board

**ANALYSIS:**

- Bylaws are rules for the municipality to follow and are adopted by Council
- To repeal a bylaw requires Council to use the same process by which the original bylaw was approved; all 4 bylaws being considered for repeal were passed by Council giving 3 readings.
  - A bylaw to repeal is attached for Council’s review and requires 3 readings.
  - 3 readings for the repealing bylaw may be given at the same Council meeting with unanimous consent by the Councillors present to consider 3<sup>rd</sup> reading
- 4 bylaws listed below no longer serve any purpose for the County:

Bylaw	Title	Issue
22A-75	County Recreation Bylaw	<ul style="list-style-type: none"> <li>• Established in 1975; rescinds Bylaws 11-68, 24-68, 9-70, 14-74, 11-75</li> </ul>
2-82	Amendment to County Recreation Bylaw 22A-75	<ul style="list-style-type: none"> <li>• Amended in 1982 by Bylaw 2-82</li> <li>• 1994 – Council dissolved County Recreation Board; however, the bylaws were not rescinded at that time</li> </ul>

37-77	Town - County Joint Recreation Agreement	<ul style="list-style-type: none"> <li>• Established in 1977</li> <li>• Amended in 1980 by Bylaw 12-80</li> </ul>
36-80	Regional Recreation Board Membership Amendment Amending 37-77	<ul style="list-style-type: none"> <li>• Established in 1980; rescinds Bylaw 12-80; amends agreement under Bylaw 37-77</li> <li>• County &amp; Town have an arbitrated agreement that addresses recreational commitment and contributions.</li> <li>• 2020 - County &amp; Town implemented an Intermunicipal Collaboration Framework (ICF) as required by the MGA as joint bylaws (Bylaw 1-2020 ICF between the County of Barrhead &amp; Town of Barrhead</li> </ul>

**STRATEGIC ALIGNMENT:**

Council continuing to address outdated bylaws to improve risk mitigation aligns with the 2022-2026 Strategic Plan as follows:

**PILLAR 4: GOVERNANCE & LEADERSHIP**

*OUTCOME – Council is Transparent & Accountable*

GOAL 1 County improves risk management

**ADMINISTRATION RECOMMENDS THAT:**

Council gives 3 readings to Bylaw 4-2023, a bylaw that repeals the following bylaws:

- 22A-75 County Recreation Bylaw (1975)
- 2-82 Amendment to County Recreation Bylaw 22A-75 (1982)
- 37-77 Town - County Joint Recreation Agreement (1977)
- 36-80 Regional Recreation Board Membership Amendment Amending 37-77 (1980)



**COUNTY OF BARRHEAD NO. 11**

**Province of Alberta**

**BYLAW NO. 4-2023**

**Repealing Bylaws No. 22A-75; 37-77; 36-80; and 2-82**

Page 1 of 1

**A BYLAW OF THE COUNTY OF BARRHEAD NO. 11, in the Province of Alberta, to repeal inoperative, obsolete, expired, spent and ineffective bylaws.**

**WHEREAS** section 7 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, provides Council with the authority to pass bylaws for municipal purposes; and

**WHEREAS** section 63 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, empowers Council to pass a bylaw which omits or provides for the repeal of a bylaw or provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective; and

**WHEREAS** section 191 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, requires that a repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw; and

**WHEREAS** Council for the County of Barrhead No. 11 wishes to repeal inoperative, obsolete, expired, spent and ineffective bylaws.

**NOW THEREFORE**, the Council of the County of Barrhead No. 11, in the Province of Alberta, duly assembled, enacts as follows:

**1.0 TITLE**

1.1 The bylaw shall be referred to as the "Recreation Repealing Bylaw – 2023"

**2.0 REPEAL OF BYLAWS**

2.1 The following bylaws are hereby repealed:

- a) Bylaw 22A-75 County Recreation Bylaw (1975)
- b) Bylaw 37-77 Town-County Joint Recreation Agreement (1977)
- c) Bylaw 36-80 Regional Recreation Board Membership Amendment Amending 37-77 (1980)
- d) Bylaw 2-82 Amendment to County Recreation Bylaw 22A-75 (1982)

**3.0 SEVERABILITY**

3.1 Invalidity of any section, clause, sentence, or provision of this bylaw shall not affect the validity of any other part of this bylaw, which can be given effect with such invalid part or parts.

**4.0 EFFECTIVE DATE**

4.1 This Bylaw shall come into force and effect upon 3<sup>rd</sup> and final reading and signing in accordance with the *Municipal Government Act*.

FIRST READING GIVEN this \_\_\_ day of \_\_\_\_\_, 2023.

SECOND READING GIVEN this \_\_\_ day \_\_\_\_\_, 2023.

THIRD READING GIVEN this \_\_\_ day \_\_\_\_\_, 2023.

\_\_\_\_\_  
Reeve

*Seal*

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

COUNTY RECREATION BY-LAW NO. 22-75<sup>A</sup>

This by-law rescinds by-law # 11-68, 24-68, 9-70, 14-74 and 11-75.

Under the provisions of Section 209 of the Municipal Government Act, there is hereby established a Recreation Board to be known as the County of Barrhead Recreation Board, to implement and pursue a recreation program for the County of Barrhead # 11.

COMPOSITION OF BOARD

1. COMPOSITION OF BOARD

- a) The Board shall consist of nine (9) members, who shall be appointed by resolution of Council. The said members as far as is practical to consist of:  
One member of the County Council  
One representative appointed by the Council of the Town of Barrhead  
Seven members to be appointed by the County Council.
- b) Terms of office shall be at the pleasure of the County Council for a one (1) year period commencing on the County Council meeting following the annual organizational meeting of Council.
- c) All members shall remain in office until their respective successors are appointed.

2. TERMS OF OFFICE AND REGULATIONS

- a) All persons appointed as members of such a Board shall be residents of the Town of Barrhead or the County of Barrhead and shall remain members only during such time as they continue to be residents of the Town or County.
- b) Any member of the Board who shall be absent from three (3) consecutive meetings of the Board shall (unless their absence be caused through illness or he/she be authorized by resolution of the Board entered upon its minutes) forfeit his office and another member appointed in his place, provided that the member so forfeiting his office shall be eligible for re-appointment.
- c) Council may, with reason, request the resignation of any member of the Board at any time prior to the expiry date of member's term of office, and any member of the Board may resign therefrom at any time upon sending a written notice to the Secretary of the Board to that effect.
- d) The County Council may approve regulations setting out rate of pay mileage payments, or any other regulations as it relates to the operation of the Board.
- e) The Chairman of the said Board shall be chosen at the first meeting of the Board which shall take place within one (1) month following the County Organizational Meeting date, and the Vice-Chairman and the Secretary of the Board shall also be chosen at that time.
- f) Regular meetings of the Board shall be held at least once every two months, time and place of such regular meetings to be determined by the Board at its first meeting, but may be changed by the Board from time to time as said Board may deem advisable.

3. CONDUCT OF MEETINGS

- a) Special meetings may be called on 48 hours notice by the Chairman or at the request of any three (3) members of the Board.
- b) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary of the Board or the Secretary pro-tem. Copies of all minutes shall be filed with the County Secretary-Treasurer.
- c) A quorum of said Board shall be a majority of members of the Board.
- d) The Chairman shall have a vote on any question and may make resolutions and in the event of a tie the motion shall be lost.

Amended by By-Law No. 2-82

- e) The Board may appoint sub committees to deal with any special phase of matters coming within the scope and jurisdiction of the Board as herein set forth.

4. POWERS AND DUTIES OF BOARD

- a) The Recreation Board shall have the power to make such rules and regulations as it may deem necessary from time to time, provided such rules and regulations are not inconsistent with powers herein conferred. Copies of all such rules and regulations shall be filed with the County Secretary-Treasurer.
- b) The Recreation Board shall be concerned with all matters pertaining to equipping the staffing public playgrounds, athletic fields, recreat centres and other recreational facilities owned or controlled by the County, or on other properties with the written consent of the owners and authorities thereof. It shall be concerned with the development of a broad range of recreation activities that will provide opportunity for people of all ages to use their leisure in a wholesome and satisfying manner.
- c) The Recreation Board shall be consulted on all matters affecting the development, maintenance and use of public recreation facilities.
- d) The Recreation Board shall be consulted whenever it is proposed to lease or to sell or to otherwise dispose of any County land that is held for park purposes or for other public recreation purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes.
- e) The Recreation Board shall make recommendations to Council concerning the appointment or dismissal by Council of a Recreation Director.
- f) The Board shall have the responsibility of developing a policy for Council with regards to duties and responsibilities of staff.
- g) In the interest of a well balanced co-ordinated recreation program the Board shall co-operate with and encourage all organizations public, private, civic, social and religious, within its jurisdiction which are supporting, promoting and working for recreation in its broadest application.
- h) The Recreation Board shall hear and consider representatives by individuals, organizations or delegations of citizens with respect to recreation and act on such recommendations arising therefrom as the Board shall deem to be in the general interest of all citizens.

5. BUDGET AND FINANCE

- a) Annually the Recreation Board shall submit to the County Council a budget of estimated expenditures and revenues for the next following year with respect to all matters over which, under the terms of this by-law, the Board has jurisdiction.
- b) The Recreation Board shall make complete annual reports to the County Council and other reports from time to time as requested.
- c) Neither the said Board or any member thereof, outside those expenditures approved in the annual budget, shall have the power to pledge the credit of the County in connection with any matter whatsoever, nor shall the said Board nor any member thereof have any power to authorize any expenditure to be charged against the County of Barrhead # 11.

RECEIVED FIRST READING this 9th day of June, 1975 - Tuckey

RECEIVED SECOND READING this 9th day of June, 1975 - Wimmer

RECEIVED THIRD AND FINAL READING this 9th day of June, 1975 - Wahl

  
REEVE

SEAL

  
SECRETARY-TREASURER

COUNTY OF BARRHEAD #11

BY-LAW #37-77

TOWN-COUNTY JOINT RECREATION AGREEMENT BY-LAW MGA-209

A BY-LAW OF THE COUNTY OF BARRHEAD #11 TO AUTHORIZE COUNCIL TO ENTER INTO AND AGREEMENT WITH THE TOWN OF BARRHEAD FOR THE ESTABLISHMENT OF A REGIONAL RECREATION BOARD.

WHEREAS the Recreation Development Act being chapter 314 of the Revised Statutes of Alberta Provides for a greater percentage of matching grants to established regional boards, and

WHEREAS the Town of Barrhead Recreation Board and the County of Barrhead Recreational Board have recommended the formation of a regional board, and

WHEREAS Councils of the Town of Barrhead and of the County of Barrhead #11 have agreed o proposed agreement, and

WHEREAS it has been considered advisable to enter into agreement with the County of Barr for the formation of a Regional Recreation Board.

NOW THEREFORE, the Municipal Council of the County of Barrhead duly assembled in Council and subject to the provisions of the Recreation Development Act hereby enacts as as follows:

- (1) The Council of the County of Barrhead #11 is hereby authorized to enter into agreement with the Town of Barrhead for the establishment of a regional recreationa board to be known as the Barrhead Regional Recreation and Parks Board.
- (2) The Council of the County of Barrhead #11 is hereby empowered to expend moneys to defray the cost of providing shared recreation services or the cost of the construction of a capital work or such other expenditure as provided for in Section 8 of the Recreation Development Act.
- (3) The Agreement may be terminated by either Co-operating Authority by serving notice pursuant to the provisions contained therein.
- (4) The Reeve and the Secretary-Treasurer are hereby authorized to sign the agreement on behalf of the County of Barrhead #11 and to affix the County Seal.
- (5) This By-Law shall take effect on the day of the final reading thereof.
- (6) The attached agreement to form part of the By-Law.

First reading given this 21st day of September, 1977 - Wimmer


SECOND READING GIVEN this 21st day of September, 1977 - Wahl

THIRD AND FINAL READING GIVEN this 21st day of September, 1977 - Ryder, with the unanimous consent of Council.

COUNTY OF BARRHEAD #11

  
REEVE

SEAL

  
SECRETARY-TREASURER

BARRHEAD REGIONAL RECREATION AND PARKS DEPARTMENT

AGREEMENT

This indenture made this 25 day of Nov 1977 A.D. Between:

County of Barrhead #11  
Town of Barrhead

Herein after referred to as the "Co-operating Authorities."

Under the provisions of Section 8, subsection(1) of the Recreation Development Act the "Co-operating Authorities" COVENANT AND AGREE TO:

1. Establish a regional recreation board to be named the "Barrhead Regional Recreation and Parks Board."
2. Foster, co-ordinate and promote the orderly development of recreation services.

The "Co-operating Authorities" shall appoint a Board, whose membership will be comprised of representatives from each of the co-operating authorities, as described in the attached Regulations. This agreement may be terminated by either of the "Co-operating Authorities" after (2) two years from the date hereof by giving notice in writing to the "Board". Six months notice must be given by one of the "Co-operating Authorities" indicating its intention to withdraw from the agreement, however, withdrawals will only become effective on January 1, of the following year.

In the event the "Board" disbands, all projects are immediately declared null and void, and all monies and properties revert back to the respective "Co-operating Authorities".

The said "Board" appointed and named, shall be governed and subject to the attached regulations.

In WITNESS WHEREOF each of the "Co-operating Authorities" has hereunto caused its Corporate Seal to be affixed under the hands of its proper officers on its behalf, and each official has set his hand and seal, on the days and year hereunto written.

SIGNED, SEALED, and DELIVERED  
on behalf of the County of  
Barrhead #11 this 28th  
day of Nov A.D. 1977

The County of Barrhead #11

[Signature]  
Reeve

[Signature]  
Secretary-Treasurer

SIGNED, SEALED, and DELIVERED  
on behalf of the Town of  
Barrhead this 25th  
day of Nov A.D. 1977

The Town of Barrhead

[Signature]  
Mayor

[Signature]  
Secretary-Treasurer



## REGULATIONS

The "Board" shall be GOVERNED AND SUBJECT to the regulations. Regulations may be altered or amended from time to time by written request of either of the "Co-operating Authorities", to the Secretary of the Board, if said request is supported by a majority vote of the Board and by all the "Co-operating Authorities". All alterations and amendments so passed shall become effective immediately upon notice of change being forwarded to the "Co-operating Authorities". All other motions presented to the Board, that are not altering the terms of the Agreement or Regulations, will be considered approved with a majority vote of Board members.

### "A" - MEMBERSHIP

1. The membership of the Board will be composed of (6) six people holding the following positions.
  - a. Mayor, Town of Barrhead
  - b. Reeve, County of Barrhead
  - c. Councillor sitting on Town Recreation Board
  - d. Councillor sitting on County Recreation Board
  - e. Member at large from Town Recreation Board
  - f. Member at large from County Recreation Board

Members representing the Recreation Boards shall be selected by their respective Boards to serve two year terms.

2. Should the Town and County Boards disband, the "Board" would be restructured to include four additional members, two living within the town and two living within the County to comprise a ten member board. Representatives of the recreation boards on the "Board" would be selected from the respective municipalities and appointed by the Councils.
3. The members on the "Board" shall represent the total region to the best of their ability and not just concern themselves with either of the municipalities.
4. Members of the "Board" holding specific positions "Mayor and Reeve" shall remain on the board so long as they remain in their respective positions. All other members shall be appointed for a two year period. Should clause two (2) take effect those members representing the general public would be appointed for two year terms excepting for the first appointment where three would serve one year terms and three would serve two year terms.
5. All members will remain in office until notification of his/her successor is made in writing from the "Co-operating Authorities" excepting provisions of sub-sections 6 and 7.



## REGULATIONS

The "Board" shall be GOVERNED AND SUBJECT to the regulations. Regulations may be altered or amended from time to time by written request of either of the "Co-operating Authorities", to the Secretary of the Board, if said request is supported by a majority vote of the Board and by all the "Co-operating Authorities". All alterations and amendments so passed shall become effective immediately upon notice of change being forwarded to the "Co-operating Authorities". All other motions presented to the Board, that are not altering the terms of the Agreement or Regulations, will be considered approved with a majority vote of Board members.

### "A" - MEMBERSHIP

1. membership of the Board will be composed of eight people holding the following positions:
  - (a) Mayor - Town of Barrhead
  - (b) Reeve - County of Barrhead
  - (c) Councillor sitting on Town Recreation Board
  - (d) Councillor sitting on County Recreation Board
  - (e) member at large from the Town Recreation Board
  - (f) member at large from the County Recreation Board
  - (g) member from County Recreation Board appointed by the County Council
  - (h) member from Town Recreation Board appointed by the Town Council.

As amended by by-law  
No. 36-80.

Members representing the Recreation Boards shall be selected by their respective Boards to serve two year terms.

2. Should the Town and County Boards disband, the "Board" would be restructured to include four additional members, two living within the town and two living within the County to comprise a ten member board. Representatives of the recreation boards on the "Board" would be selected from the respective municipalities and appointed by the Councils.
3. The members on the "Board" shall represent the total region to the best of their ability and not just concern themselves with either of the municipalities.
4. Members of the "Board" holding specific positions "Mayor and Reeve" shall remain on the board so long as they remain in their respective positions. All other members shall be appointed for a two year period. Should clause two (2) take effect those members representing the general public would be appointed for two year terms excepting for the first appointment where these would serve one year terms and three would serve two year terms.
5. All members will remain in office until notification of his/her successor is made in writing from the "Co-operating Authorities" excepting provisions of sub-sections 6 and 7.

6. Any member of the "Board" who shall be absent from three consecutive regular meetings (unless such absence be authorized by Resolution of the Board entered upon its minutes shall be required to forfeit his/her office, and another shall be appointed to fill the remainder of his/her term of office.
7. Any member may resign from the "Board" at any time upon sending a written notice to the secretary of the "Board" to that effect. The person appointed to fill the position shall be appointed for the remainder of the term.

**"B" CONDUCT OF MEETINGS**

1. Regular meetings of the Board shall be held at least once every month. Time and place of such regular meetings to be determined by the "Board" and may be changed by the "Board" from time to time as said "Board" may deem advisable.
2. Special meetings shall be called in accordance with Section 41 of the Municipal Government Act.
3. Regular meetings shall be conducted by an agenda prepared and distributed to the members prior to the meeting.
4. A minute book shall be kept and agenda and minutes of all regular and special meetings shall be recorded therein by the Secretary of the Board or Secretary pro-tem. Copies of all agendas and minutes are to be filed with the Municipal Secretaries of the "Co-operating Authorities".
5. A quorum of said Board shall be a majority of members of the "Board".
6. If after 20 minutes from the appointed commencement time of any regular or special meeting of the "Board", no quorum exist, those present shall appoint an alternate meeting time prior to the next regular meeting and the "Board" shall be notified of said meeting.
7. The chairman shall have a vote on any question and may make resolutions and in the event of a tie the motion shall be lost.
8. The "Board" may appoint "Sub-Committees", whose members need not all be members of the Board, to deal with any matters coming within the scope and jurisdiction of the Board as herein set forth. At least one member of every sub-committee shall be a "Board" member.
9. The Chairman of the "Board" shall be an exofficio member of all sub-committees.

**" C" REGULATIONS OF THE BOARD**

1. The "Co-operating Authorities" shall approve regulations setting out rate of pay, mileage payments, or other regulations as they relate to the operation of the "Board".
2. The Chairperson and Vice-Chairperson shall be chosen at the first regular meeting, following the Town and County Organizational meetings.

3. The Secretary shall be chosen at the same time as the Chairperson and Vice-Chairperson but need not be a member of the "Board".
4. The fiscal year of the "Board" shall be the same as that of the Signing Authority as outlined in clause F.

"D" DEVELOPMENTAL AND REGULAR REPORTS

1. Within three (3) months of the beginning of the first complete fiscal year after the signing of this agreement the following reports and recommendations shall be made by the "Board" to the "Co-operating Authorities".
  - a. Recommendations for or against additional consolidation of the Town and County Recreation Boards and Departments.
  - b. Recommendation for changes in the Regional Agreement.
  - c. Recommendations for a joint Recreation Budget.
2. An update of the Master Plan for the total region is to be presented to the "Co-operating Authorities" within three (3) months of the beginning of each fiscal year.
3. Reports shall be prepared on all joint Town and County Recreation ventures, including summaries of responsibilities of each department as well as budget and program information, and shall be presented to the "Boards" within one month of the completion of each project. Reports may be requested at any time by either of the "Boards".
4. A budget shall be prepared and presented to the "Co-operating Authorities" by March 1 of each year.
5. All reports and minutes of the Town and County Recreation Boards shall be made available to the "Board".
6. A projected plan for joint projects and activities shall be presented by February 1 of each year by the "Board".

"E" POWERS AND DUTIES OF THE BOARD

1. The "Board" shall have the power to make such rules and regulations as it may deem necessary from time to time, provided such rules and regulations are not inconsistent with powers herein conferred or relevant legislation. Copies of all such rules and regulation shall be filed with the "Co-operating Authorities".
2. The "Board" shall be concerned with all aspects of the provision of recreation services and shall be empowered to act in their provision.
3. The "Board" shall be consulted on all matters affecting the development and maintenance of all public recreation facilities.

4. The "Board" shall be consulted whenever it is proposed to obtain or lease, sell or otherwise dispose of any properties within the Region that are held for park or recreation purpose or as Public Reserve. The "Board" shall make recommendation for the development of recreation areas throughout the region to include a full range of recreation activities based upon the needs of the total area and the availability of Reserves and other areas.
5. The "Board" shall have the responsibility to prepare the reports as outlined in Section "D" and to recommend to the "Co-operating Authorities" concerning the duties and responsibilities of any "Board" staff and their appointment and dismissal.
6. The programming, staffing and financing of the swimming pool shall be the responsibility of the "Board".
7. In the interest of a well balanced co-ordinated recreation program the "Board" shall co-operate with and encourage all organizations public, private, social and religious, within its jurisdiction which are supporting, promoting, and working for recreation in its broadest application.
8. The "Board" shall hear and consider representation by individuals, organizations, or delegations with respect to recreation and act on such recommendations arising therefrom as the Board shall deem to be in the general interest of all citizens within the Region.
9. The "Board" shall act as agent between the Town and County Boards and the Provincial and Federal Government in the application, receipt and disbursement of all applicable grants.
- 9a. Personal policy of the signing authority shall apply to projects operated directly by the "Board" unless otherwise specified.

"F" BUDGET AND FINANCE

1. No separate budget will be established for the "Board" by Co-operating Authorities until the beginning of the first full fiscal year of operation at which time the Budget will be drawn up to include specifically the pool operation and any other aspects of the recreation program as accepted by the "Board" and the "Co-operating Authorities" from the Developmental Reports presented at the beginning of the first full fiscal year.
2. The Town of Barrhead shall act as the Signing Authority and shall be responsible to establish a separate account with its Budget codes and where necessary to establish special codes to account for all revenues and expenditures of the "Board". The Signing Authority shall also be responsible for an annual audit of the accounts of the "Board".
3. The "Co-operating Authorities" are required to submit audited or approved STATEMENTS OF EXPENDITURES and REVENUES which have occurred in local budgets with respect to the provision of recreation services upon request of the "Board". Such information shall be provided within thirty days of the receipt by the Municipal Secretary of the "Co-operating Authorities" of a written request for information from the "Board".

4. The Budget for the "Board" shall be approved by both "Co-operating Authorities" and after its approval changes to the budget must be approved by both the "Co-operating Authorities".
5. Contributions by the "Co-operating Authorities" as outlined in the approved budget shall be deposited with the Signing Authority when requisitioned.
6. Neither the "Board" nor any member thereof, outside those expenditures approved in the annual budget shall have the power to pledge the Credit of the "Co-operating Authorities" in connection with any matter whatsoever.
7. Transfer of funds within the Budget may be made by approval from the "Board" and the "Co-operating Authorities".
8. Surplus or defecit to be carried into the subsequent budget.
9. For capital investment, agreements shall be made between the "Co-operating Authorities" concerning disposition in the eventuality of the dissolution of the "Board", and shall include the method of support for the investment, if applicable.
10. All present capital assets shall remain the responsibility of each of the "Co-operating Authorities" unless an agreement is made between the "Co-operating Authorities" which includes the provision of sub-section 9 above.

"G" RELATIONSHIP OF EXISTING STAFF & BOARDS

1. The Recreation Directors for the Town and County will sit on the "Board" in an advisory capacity, and with approval of their respective Boards coordinate the activities of the "Board" and divide administrative and other functions between them.
2. The "Board" will act in an advisory capacity to the existing Boards and will strive to increase cooperative and effective planning and development of all recreation services within the Region.
3. Initially the "Board" will only make recommendations as to the use of funds, but as the Developmental Period ends they will receive their own Budget as approved by the "Co-operating Authorities" based on the approval of the Developmental Reports listed in Section "D".



# Town Of Barrhead

Barrhead, Alberta  
P.O. Box 189  
TOG OEO

Office Of The Secretary-Treasurer  
Phone 674-3301

June 11, 1980

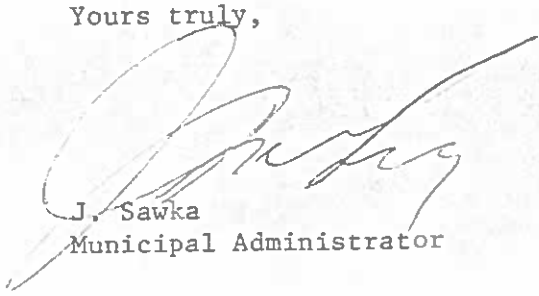
Mr. Allan Charles  
Barrhead, Alberta  
TOG OEO

Dear Mr. Charles:

RE: APPOINTMENT OF ADDITIONAL  
MEMBERS TO REGIONAL BOARD

Please be advised that the Barrhead Town Council passed a resolution to the effect that the regulation providing for the appointment of members to the Regional Recreation Board be amended to provide for the appointment of two additional members one from each of the Council Recreational Boards specially appointed by the Council.

Yours truly,

  
J. Sawka  
Municipal Administrator

JS/pac

BY-LAW 21-77

A BY-LAW OF THE TOWN OF BARRHEAD TO AUTHORIZE COUNCIL TO ENTER INTO AGREEMENT WITH THE COUNTY OF BARRHEAD FOR THE ESTABLISHMENT OF A REGIONAL RECREATIONAL BOARD.

WHEREAS the Recreation Development Act being chapter 314 of the Revised Statutes of Alberta provides for a greater percentage of matching grants to established regional boards, and

WHEREAS the Town of Barrhead Recreation Board and the County of Barrhead Recreational Board have recommended the formation of a regional board, and

WHEREAS Councils of the Town of Barrhead and of the County of Barrhead have agreed on a proposed agreement, and

WHEREAS it has been considered advisable to enter into agreement with the County of Barrhead for the formation of a Regional Recreational Board

NOW<sup>1</sup> THEREFORE, the Municipal Council of the Town of Barrhead duly assembled in Council and subject to the provisions of The Recreation Development Act hereby enacts as follows:

- (1) The Council of the Town of Barrhead is hereby authorized to enter into agreement with the County of Barrhead for the establishment of a regional recreational board to be known as the Barrhead Regional Recreation and Parks Board.
- (2) The Council of the Town of Barrhead is hereby empowered to expend moneys to defray the cost of providing shared recreation services or the cost of the construction of a capital work or such other expenditure as provided for in Section 8 of the Recreation Development Act.
- (3) The Agreement may be terminated by either Cooperating Authority by serving notice pursuant to the provisions contained therein.
- (4) The Mayor and the Secretary-Treasurer are hereby authorized to sign the agreement on behalf of the Town of Barrhead and to affix the Town seal.
- (5) This By-law shall take effect on the day of the final reading thereof.

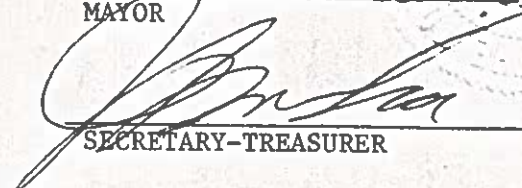
Read a first time this 12 day of September 1977

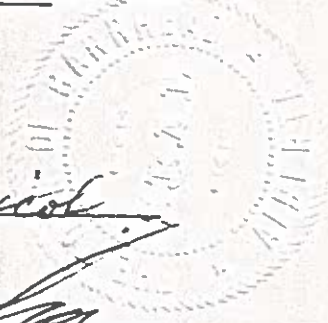
Read a second time this 19 day of September 1977

Read a third time this 3 day of October 1977 and finally passed.

TOWN OF BARRHEAD

  
MAYOR

  
SECRETARY-TREASURER



COUNTY OF BARRHEAD NO. 11  
PROVINCE OF ALBERTA

BY-LAW NO. 36-80

REGIONAL RECREATION BOARD MEMBERSHIP AMENDMENT

FIRST READING of By-Law No. 36-80 was given by Fraser rescinding By-Law No. 12-80, and amending the Regional Recreation Agreement Section "A" dealing with membership as follows:

1. membership of the Board will be composed of eight people holding the following positions:
  - (a) Mayor - Town of Barrhead
  - (b) Reeve - County of Barrhead
  - (c) Councillor sitting on Town Recreation Board
  - (d) Councillor sitting on County Recreation Board
  - (e) member at large from the Town Recreation Board
  - (f) member at large from the County Recreation Board
  - (g) member from County Recreation Board appointed by the County Council
  - (h) member from Town Recreation Board appointed by the Town Council.

SECOND READING of the by-law was given on the 13th day of June, 1980 - Ryder

THIRD AND FINAL READING of the by-law was given on the 4th of July, 1980 - Miller with the unanimous consent of Council.

REEVE

SEAL

COUNTY MANAGER



*As Amended By  
Bylaw 3-6-80*

REGULATIONS

The "Board" shall be GOVERNED AND SUBJECT to the regulations. Regulations may be altered or amended from time to time by written request of either of the "Co-operating Authorities", to the Secretary of the Board, if said request is supported by a majority vote of the Board and by all the "Co-operating Authorities". All alterations and amendments so passed shall become effective immediately upon notice of change being forwarded to the "Co-operating Authorities". All other motions presented to the Board, that are not altering the terms of the Agreement or Regulations, will be considered approved with a majority vote of Board members.

"A" - MEMBERSHIP

1. The membership of the Board will be composed of (8) eight people holding the following positions.
  - a. Mayor, Town of Barrhead
  - b. Reeve, County of Barrhead
  - c. Councillor sitting on Town Recreation Board
  - d. Councillor sitting on County Recreation Board
  - e. Member at large from Town Recreation Board
  - f. Member at large from County Recreation Board
  - g. Member of Town Recreation Board, appointed by Town Council
  - h. Member of County Recreation Board, appointed by County Council.

Members representing the Recreation Boards shall be selected by their respective Boards to serve two year terms.

2. Should the Town and County Boards disband, the "Board" would be restructured to include four additional members, two living within the Town and two living within the County to comprise a ten member board. Representatives of the recreation boards on the "Board" would be selected from the respective municipalities and appointed by the Councils.
3. The members on the "Board" shall represent the total region to the best of their ability and not just concern themselves with either of the municipalities.
4. Members of the "Board" holding specific positions "Mayor and Reeve" shall remain on the board so long as they remain in their respective positions. All other members shall be appointed for a two year period. Should clause two (2) take effect those members representing the general public would be appointed for two year terms excepting for the first appointment where three would serve one year terms and three would serve two year terms.
5. All members will remain in office until notification of his/her successor is made in writing from the "Co-operating Authorities" excepting provisions of sub-sections 6 and 7.

COUNTY OF BARRHEAD NO. 11  
PROVINCE OF ALBERTA

BY-LAW NO. 2-82

AMENDMENT TO COUNTY RECREATION BY-LAW #22A-75

FIRST READING of By-Law No. 2-82 was given by Ryder amending By-Law No. 22A-75 in Section 2 dealing with terms of office and regulations, Clause (b) by deleting the last part of the paragraph "provided that the member so forfeiting his office shall be eligible for re-appointment".

The Section would therefore read as follows:

" 2. (b) Any member of the Board who shall be absent for three (3) consecutive meetings of the Board shall (unless their absence be caused through illness or he/she be authorized by resolution of the Board entered upon its minutes) forfeit his office and another member appointed in his place."

SECOND READING GIVEN this 4th day of January, 1982 - Wimmer

THIRD AND FINAL READING GIVEN this 4th day of January, 1982 - Fraser with the unanimous consent of Council.

SEAL

  
REEVE

  
COUNTY MANAGER



**TO: COUNCIL**

**RE: PUBLIC PARTICIPATION POLICY**

**ISSUE:**

Public Participation Policy 11.24 requires update to the standard Policy format and amendments.

**BACKGROUND:**

- Section 216.1(1) of the *MGA* states the requirement for municipalities to establish a Public Participation Policy.
  - Requirements clarify how each municipality approaches public engagement with the intent to provide citizens and stakeholders with an understanding of when and how they will be engaged.
- *Public Participation Policy Regulation 193/2017, MGA* states the following requirements:
  - Policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders
  - Policy must identify the types or categories of circumstances in which the municipality will engage municipal stakeholders
  - Policy must be reviewed at least once every 4 years
  - Policy must be made available for public inspection, which may include posting it on the municipalities website; and
- July 3, 2018 – Council approved Public Participation Policy 11.24
- July 14, 2023 – Policy Committee met and discussed changes to the Public Participation Policy

**ANALYSIS:**

- Public Participation Policy 11.24 (attached) requires update to the standard Policy format.
- Proposed changes are in red font with areas for discussion highlighted in yellow.
- Following table tracks the sections for review and consideration as recommended by the Policy Committee:

Section	Current	Recommended	Comments
Policy Statement	County values and is committed to public engagement processes and activities that contribute to policy, program, service, and project decisions by providing Council and	<b>Replace with:</b>  County is committed to open, accountable, and responsive decision-making, which includes appropriate and timely levels of engagement with the	Proposed replacement aligns more closely with Strategic Plan (values).

	Administration with the best possible information to support decision-making	public. Input from public engagement is used to inform decisions about policies, programs, services, and projects that could have an impact on residents and businesses in the County.	
Responsibilities S.2(a)(i) - CAO		<b>Insert:</b> “and/or conduct public engagement”	Allows for basic public engagement without a full PEP; example – budget survey approved by Council resolution as part of Budget calendar would not also require a PEP.
Expectations S.4(b)(i,ii,iv)		Changes: (i) Insert “if applicable” (ii) Delete “plan”; insert “public engagement” (iv) Insert “or engagement strategies”	Changes are to improve clarity of expectations.

**STRATEGIC ALIGNMENT:**

Council’s review of County policies aligns with the 2022-2026 Strategic Plan as follows:

**PILLAR 4: GOVERNANCE & LEADERSHIP**

GOAL 1 County improves risk management

Strategy 3 – Create, review and update County policies

GOAL 2 County demonstrates an open & accountable government.

**ADMINISTRATION RECOMMENDS THAT:**

Council approve the Public Participation Policy with the changes recommended by the Policy Committee.

Policy Title: Public Participation

Policy Number: **AD-006**

Functional Area: ADMINISTRATION

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## PURPOSE

Public Participation Policy has been developed to recognize the value of public engagement and create opportunities for meaningful public participation in decisions that directly impact the public and to fulfill a legislative requirement.

## POLICY STATEMENT

~~County of Barrhead values and is committed to public engagement processes and activities that contribute to policy, program, service and project decisions by providing Council and Administration with the best possible information to support decision making.~~

County of Barrhead is committed to open, accountable, and responsive decision-making, which includes appropriate and timely levels of engagement with the public. Input from public engagement is used to inform decisions about policies, programs, services, and projects that could have an impact on residents and businesses in the County.

## SCOPE

This policy applies to all County public engagement processes as part of statutory, non-statutory and other proposed applications, plans, projects and studies that may have an impact on the public.

Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## GUIDING PRINCIPLES

Councillors are elected to consider and promote the welfare and interest of the County as a whole. Facilitating public engagement for matters beyond those where public input is statutorily required enhances the decision-making process.

- a. Public Engagement is PROACTIVE: It is initiated early enough for participants to make informed decisions and impact the outcomes.
- b. Public Engagement INCREASES UNDERSTANDING: Mutual understanding is increased through active listening and 2-way interactions. Information presented is easily understood by the intended audience and ensures that the public feel heard and knows their input is valued.
- c. Public Engagement is ACCOUNTABLE and TRANSPARENT: Outcomes are measured, evaluated and reported in a timely manner.
- d. Public Engagement BUILDS RELATIONSHIPS: Through meaningful dialogue, local perspectives and community experiences can be explored.

## DEFINITIONS

In this policy,

- a) “Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of CAO or their designate
- b) “Public” means residents, businesses, associations, and other stakeholders who may have a vested interest whether statutory, legal or otherwise in the issue, project, plan, initiative or bylaw being proposed by County of Barrhead
- c) “Municipality” means the County of Barrhead No. 11
- d) “Non-Statutory Requirement” means a rule based on customs, precedents, or court decision and is not required under a provision of law.
- e) “Public Engagement” means an opportunity to bring people together to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making informed decisions about County policies, programs, projects and services.
- f) “Public Engagement Plan” means a plan which identifies which public participation tools to be used to obtain public input in a particular circumstance.
- g) “Public Participation” means the process of 2-way communication with the goal of enhancing decision-making.
- h) “Statutory Requirement” means a requirement written into a law passed by the provincial or federal government.

## RESPONSIBILITIES

### 1. Council Responsibilities

- a) Council is required to:
  - i. review and approve Public Engagement Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - ii. consider input obtained through public participation as part of their decision-making process;
  - iii. ensure appropriate resources are available to solicit public participation in accordance with this Policy;
  - iv. promote and support public engagement and actively participate as outlined in the Public Engagement Plan;
  - v. evaluate the effectiveness of the Public Participation Plans and Public Participation Policy;

### 2. Administration Responsibilities

- a) CAO is required to:
  - i. in accordance with this Policy or as directed by Council, develop Public Engagement Plans, **and/or conduct public engagement** for County initiatives that are appropriate for the type, scale and nature of each project/initiative;
  - ii. implement Public Engagement Plans;

- iii. report the findings of the public participation to Council;
- iv. develop the necessary procedures to implement the Public Participation Policy;
- v. monitor and evaluate the Public Participation Policy and make recommendations to Council about the public participation and resourcing;

### 3. Public Responsibilities

- a) Participate in the public engagement process and use the process to provide input.

## EXPECTATIONS

### 1. Legislative & Policy Implications

- a) All public participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other provincial or federal statutory requirements for public participation.
- b) All public engagement will be undertaken in accordance with all existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted to the County's website.

### 2. Public Participation Opportunities

- a) County shall offer public participation opportunities when fulfilling a legislated or regulated requirement.
- b) County may offer public participation opportunities when:
  - i. Identifying Council priorities
  - ii. Formulating recommendations to Council regarding proposed plans and budgets
  - iii. Gathering community input following the presentation of proposed plans and budgets
  - iv. Reviewing existing programs, services and associated service levels
  - v. Establishing new programs, services or service levels,
  - vi. Responding to a community –initiated request, or
  - vii. Otherwise deemed necessary by Council or CAO.

### 3. Public Engagement Strategies

Public engagement strategies (Appendix A) give guidance to the County in determining the appropriate level of engagement. The levels represent increasing degrees to which the public can impact the decision or outcome. Public engagement opportunities can be created using a variety of public engagement tools including, but not limited to:

- a) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks;

- d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

#### 4. Reporting & Evaluation

- a) Information obtained in public participation shall be provided to Council.
- b) The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan (if applicable) and how it was developed;
  - ii. an assessment of the effectiveness of the ~~plan~~ public engagement based on the level of engagement, the quality of input and resources allocated;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Engagement Plans or engagement strategies.
- c) County shall evaluate and learn from the feedback received from the public, as well as continuously look for new and better processes and tools that address the changing needs of the community.
- d) County will ensure the results of the public participation activities are publicly available, which includes posting them on the County website.

#### 5. Public Participation Standards

- a) Public engagement activities will be conducted in a professional and respectful manner by all participants. Public members who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from public participation opportunities.
- b) Public participation plans may consider early, ongoing and diverse opportunities to provide input.
- c) Public are encouraged to meaningfully engage with the County, so their voices strengthen decisions, and their involvement helps to build a stronger community.
- d) Public are encouraged to increase their understanding and knowledge about local issues as well as their role in the County’s decision-making process, so they can participate meaningfully.

### REVIEW CYCLE

This Policy shall be reviewed at a minimum of every four (4) years.

### CROSS REFERENCE

*Public Participation Policy Regulation AR 193/2017*

*Municipal Government Act s.216(1) Public Participation Policy*

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Effective: September 5, 2023

Approved by: Council

Resolution No: TBD


Replaces: 11.24 Public Participation Policy

Last Review: N/A

Next Review: 2027



Appendix A: Public Engagement Strategies

<b>Increasing Level of Public Participation</b> 				
<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
To provide balanced and objective information to assist the public in understanding the problem, alternatives, opportunities and/or solutions.	To obtain feedback to test ideas or concepts, clarify issues, identify possible solutions and/or decisions.	To work directly with the public to explore each other's perspectives, goals, plans, concerns, expectations, and possible solutions.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To delegate some or all aspects of decision-making to the public.
<b>COMMITMENT TO STAKEHOLDERS</b>				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and expectations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and incorporate your advice and recommendation into the decision to the maximum extent possible.	We will implement what you decide.
<b>ENGAGEMENT TOOLS</b>				
<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Website</li> <li>• Open house</li> <li>• Media</li> <li>• Face-to-face meetings</li> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Focus groups</li> <li>• Surveys</li> <li>• Feedback forms</li> <li>• Online comments</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Polling</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory committees or boards</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Ballots</li> <li>• Plebiscites</li> <li>• Delegated decision</li> </ul>

Adapted from Alberta Municipal Affairs, 2011; International Association of Public Participation 2006; and the Praxis Group, 2012

<b>COUNTY OF BARRHEAD NO. 11 – COUNCIL POLICY</b>			
<b>Section:</b>	<b>LEGISLATIVE</b>		
<b>Title:</b>	<b>PUBLIC PARTICIPATION</b>	Policy No: 11.24	
<b>Pages:</b>	<b>Page 1 of 6</b>		

**1. PURPOSE**

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of **public engagement** and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

**2. POLICY STATEMENT**

County of Barrhead values and is committed to public engagement processes and activities that contribute to policy, program, service and project decisions by providing Council and Administration with the best possible information to support decision-making.

**3. GUIDING PRINCIPLES**

Councillors are elected to consider and promote the welfare and interest of the County as a whole. Facilitating public engagement for matters beyond those where public input is statutorily required enhances the decision-making process.

- a) Public Engagement is **PROACTIVE**: It is initiated early enough for participants to make informed decisions and impact the outcomes.
- b) Public Engagement **INCREASES UNDERSTANDING**: Mutual understanding is increased through active listening and 2-way interactions. Information presented is easily understood by the intended audience and ensures that the public feel heard and knows their input is valued.
- c) Public Engagement is **ACCOUNTABLE** and **TRANSPARENT**: Outcomes are measured, evaluated and reported in a timely manner.
- d) Public Engagement **BUILDS RELATIONSHIPS**: Through meaningful dialogue, local perspectives and community experiences can be explored.

**4. SCOPE:**

This policy applies to all County public engagement processes as part of statutory, non-statutory and other proposed applications, plans, projects and studies that may

have an impact on the public.

## 5. DEFINITIONS

- 1) **CAO** means the Chief Administrative Officer or County Manager of the Municipality or their delegate.
- 2) **Public** means residents, businesses, associations, and other stakeholders who may have a vested interest whether statutory, legal or otherwise in the issue, project, policy, plan, initiative or bylaw being proposed by the County of Barrhead.
- 3) **Municipality** means the County of Barrhead No. 11.
- 4) **Non-Statutory Requirement** means a rule based on customs, precedents or court decision and is not required under a provision of law.
- 5) **Public Engagement** creates opportunities to bring people together to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal to making informed decisions about County policies, programs, projects and services.
- 6) **Public Participation** is the process of 2-way communication with the goal of enhancing decision-making.
- 7) **Public Engagement Plan** means a plan which identifies which public participation tools to be used to obtain public input in a particular circumstance.
- 8) **Statutory Requirement** means a requirement written into a law passed by the provincial or federal government.

## 6. RESPONSIBILITIES

- 1) Council Responsibilities
  - (a) Council is required to:
    - i. review and approve Public Engagement Plans developed by the CAO in accordance with this Policy or as directed by Council;
    - ii. consider input obtained through public participation as part of their decision-making process;
    - iii. ensure appropriate resources are available to solicit public participation in accordance with this Policy;
    - iv. promote and support public engagement and actively participate as outlined in the Public Engagement Plan;
    - v. evaluate the effectiveness of the Public Participation Plans and Public Participation Policy;
- 2) Administration Responsibilities
  - (a) CAO is required to:
    - i. in accordance with this Policy or as directed by Council, develop Public Engagement Plans for County initiatives that are appropriate for the type,

- scale and nature of each project/initiative;
  - ii. implement Public Engagement Plans;
  - iii. report the findings of the public participation to Council.
  - iv. develop the necessary procedures to implement the Public Participation Policy;
  - v. monitor and evaluate the Public Participation Policy and make recommendations to Council about the public participation and resourcing;
- 3) Public Responsibilities
- a) Public is encouraged to:
    - i. Participate in the public engagement process and to use the process to provide input.

## 7. EXPECTATIONS

- 1) Legislative and Policy Implications
- (a) All public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other provincial or federal statutory requirements for public participation.
  - (b) All public engagement will be undertaken in accordance with all existing municipal policies.
  - (c) This Policy shall be available for public inspection and may be posted to the County's website.
  - (d) This Policy will be reviewed at least once every four years.
- 2) Public Participation Opportunities
- (a) The County shall offer public participation opportunities when:
    - i. Fulfilling a legislated or regulated requirement
  - (b) The County may offer public participation opportunities when
    - i. Identifying Council priorities
    - ii. Formulating recommendations to Council regarding proposed plans and budgets
    - iii. Gathering community input following the presentation of proposed plans and budgets
    - iv. Reviewing existing programs, services and associated service levels
    - v. Establishing new programs, services or service levels,
    - vi. Responding to a community –initiated request, or
    - vii. Otherwise deemed necessary by Council or CAO.

### 3) Public Engagement Approaches

The public engagement strategies (Appendix A) **give guidance** to the County in determining the appropriate level of engagement. The levels represent increasing degrees to which the public can impact the decision or outcome. Public engagement opportunities can be created using a variety of public engagement tools including, but not limited to:

- (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- (c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks;
- (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

### 4) Reporting and Evaluation

- (a) Information obtained in public participation shall be provided to Council.
- (b) The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the plan based on the level of engagement, the quality of input and resources allocated;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Engagement Plans.
- (c) The County shall evaluate and learn from the feedback received from the public, as well as continuously look for new and better processes and tools that address the changing needs of the community.
- (d) The County will ensure the results of the public participation activities are publicly available, which includes posting them on the County website.

### 5) Public Participation Standards


- (a) Public engagement activities will be conducted in a professional and respectful manner by all participants. Public members who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from public participation opportunities.
- (b) Public participation plans may consider early, ongoing and diverse opportunities to provide input.
- (c) Public are encouraged to meaningfully engage with the County, so their voices strengthen decisions and their involvement helps to build a stronger community.

- (d) Public are encouraged to increase their understanding and knowledge about local issues as well as their role in the County's decision-making process, so they can participate meaningfully.

**8. EXPIRY**

- 1) This policy expires on July 17, 2022 and pursuant to Section 4, Policy Participation Policy Regulation, *MGA* shall be reviewed prior to expiration.
  - a. This policy is scheduled for review on August 7, 2018 following an opportunity for Council to receive public input.
  - b. This policy is scheduled for review following the next municipal election on October 18, 2021.

## APPENDIX A: PUBLIC ENGAGEMENT STRATEGIES

Increasing Level of Public Participation 				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
To provide balanced and objective information to assist the public in understanding the problem, alternatives, opportunities and/or solutions.	To obtain feedback to test ideas or concepts, clarify issues, identify possible solutions and/or decisions.	To work directly with the public to explore each other's perspectives, goals, plans, concerns, expectations, and possible solutions.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To delegate some or all aspects of decision-making to the public.
COMMITMENT TO STAKEHOLDERS				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and expectations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and incorporate your advice and recommendation into the decision to the maximum extent possible.	We will implement what you decide.
ENGAGEMENT TOOLS				
<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Website</li> <li>• Open house</li> <li>• Media</li> <li>• Face-to-face meetings</li> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Focus groups</li> <li>• Surveys</li> <li>• Feedback forms</li> <li>• Online comments</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Polling</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory committees or boards</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Ballots</li> <li>• Plebiscites</li> <li>• Delegated decision</li> </ul>

Adapted from Alberta Municipal Affairs, 2011; International Association of Public Participation 2006; and the Praxis Group, 2012



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**TO: COUNCIL**

**RE: ASSET MANAGEMENT PROGRAM**

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**ISSUE:**

Council is required to approve the Asset Management Policy as recommended by the Committee of the Whole and endorse the Asset Management Strategy, Roadmap and Asset Management Team Terms of Reference as these are the 1<sup>st</sup> time these documents have been developed for the County.

**BACKGROUND:**

- August 24, 2023 – Committee of the Whole met and reviewed the Asset Management Policy, Strategy and Roadmap
- November 24, 2022 – Council completed Asset Management 101 offered by the Canadian Network of Asset Managers
- Asset Management is the process of making decisions about the care and use of infrastructure that considers current & future needs, manages risks & opportunities, and makes the best use of resources.
- Benefits of Asset Management:
  - Assists County in confidently evaluating and communicating trade-offs between service, cost, and managing risk.
  - Provides County with a defensible way of prioritizing projects and resources
  - Aligns County to focus on the things that matter most
  - Assists County in decision-making about infrastructure replacement, renewal, and overall useful life
  - Assists County in demonstrating accountability to residents and businesses in the community.

**ANALYSIS:**

- Policies are guidelines that:
  - provide direction to employees
  - ensure situations are handled consistently
  - guide decision-making and promotes the delegation of decision making to the level that deals with the situation or provides the service
  - reduce misunderstandings and uncertainties
  - address processes, problems or situations that are repetitive or recurring.



- An Asset Management Policy is documentation of Council’s formal commitment to asset management.
- Asset Management Policy is implemented through the Asset Management Strategy and Roadmap.
- CAO has appointed staff members to an Asset Management Team to demonstrate administrations’ commitment to Asset Management
  - Expectations and responsibilities of the Asset Management Team are outlined in the attached terms of reference

#### **STRATEGIC ALIGNMENT:**

Link to 2022 – 2026 Strategic Plan:

#### **PILLAR            2 Municipal Infrastructure & Services**

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

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

Strategy           2.1.1 Develop an Asset Management Plan to support capital planning of County infrastructure (roads, water, wastewater systems, lagoons).

#### **PILLAR            4 Governance & Leadership**

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

Goal                4.1 County improves risk management.

Strategy           4.1.3 Create, review & update County policies.

Attachments:

- Asset Management Policy
- Asset Management Strategy & Roadmap
- Asset Management Team Terms of Reference

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

1. Council approve the Asset Management Policy as recommended by the Committee of the Whole
2. Council endorses the Asset Management Strategy, Roadmap and Asset Management Team Terms of Reference.
3. Council direct Administration to include activities in the Asset Management Roadmap in the 2024-2027 DRAFT budget and plans.

**Policy Title:** Asset Management

**Policy Number:** AD-005

**Functional Area:** Administration

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## PURPOSE

To develop and maintain the County's asset management capability to support sustainable delivery of services to stakeholders based on consistent and informed decision making.

## POLICY STATEMENT

County of Barrhead relies on a wide range of diversified assets to provide essential services to its community. Implementation of an asset management program requires the County to continually balance expenditures, services, and risk. This is all driven by the critical importance of services that are provided for the well-being of County ratepayers.

County is committed to creating, implementing, and continually improving a balanced approach to management by linking the elements of its various plans with best practices and provincial regulation in asset management.

County's vision for asset management is to proactively manage its assets to enable the achievement of the County Strategic Plan by:

- a) Delivering a defined level of service to the community in the most efficient way possible through asset lifecycle management
- b) Balancing stakeholder expectations, sustainable development, and the actual needs of existing and future assets; and
- c) Maintaining prudent financial planning and decision making that aligns with the means of the County's stakeholders and their values.

## SCOPE

This Policy applies to:

- a) All departments and employees of the County that have a direct and indirect link with assets or asset systems in order to provide services to County stakeholders.
- b) All assets owned or maintained by the County whose role in service delivery requires deliberate management by the County.
- c) Ecological services provided by the natural assets that serve the County.
- d) Infrastructure related contracts and agreements established with other parties.

## DEFINITIONS

- a) "Assets" means land, land improvements, roads, buildings, bridges, vehicles, equipment and utility infrastructure. They are resources having physical substance, which are used on a continuing basis in the County's operations; have useful lives extending beyond 1 year; are not intended for sale in the normal course of operations; and meet or exceed the financial threshold

established in Policy 12.29 – Tangible Capital Assets Classification/Capitalization Threshold/Amortization.

- b) *“Asset Maintenance”* means regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments but could be considered major projects.
- c) *“Asset Management or AM”* means the process of making decisions about the use and care of municipal assets to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.
- d) *“Asset Management Team”* means a cross functional committee, comprised of administrative staff, whose mandate is to increase awareness of asset management across the organization and to improve financial sustainability through an integrated approach to continuous improvement in its asset management practices and capabilities. More information on the Asset Management Team and its functions can be found in the County of Barrhead Asset Management Team Terms of Reference document.
- e) *“Asset Renewal”* means the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.
- f) *“Asset Stewardship”* means the careful and responsible management of assets.
- g) *“Capital Project”* means an asset renewal or replacement project.
- h) *“Level of Service”* means a defined service being provided by the County.
- i) *“Lifecycle Cost”* means the full financial impact of ownership of an asset throughout its useful life. It includes the costs to acquire, maintain, renew and dispose of an asset.
- j) *“Long Range Financial Plan”* means a plan, which includes major and capital projects, that documents the process of aligning financial capacity with long-term level of service objectives.
- k) *“Major Project”* means an asset maintenance project (e.g., shoulder pull).

## GUIDELINES

### 1. Asset management standards

- a) Levels of Service will continue to be determined and refined in consultation with the community and relevant stakeholders.
- b) Define and articulate asset performance, maintenance and replacement standards and outcomes.
- c) Operate and manage the assets to ensure service delivery to the community in a manner that considers quality of life, long term costs and risks.
- d) Training in asset and financial management will be provided for relevant staff.
- e) Maintain organizational accountability and responsibility for asset inventory, condition, use and performance.

## 2. Funding strategy

- a) A long-range capital plan will be maintained which considers the renewal and replacement of existing assets and the impact on taxation and user fees.
- b) Timing for asset renewal/replacement will balance risk with cost and levels of service.
- c) Long-range capital plan will identify how asset renewals/replacements will be financed, whether it be through current revenues, reserve funds, grants or borrowing.
- d) Systematic and cyclical reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practices.
- e) Make informed decisions, identifying all revenues and expenses (including operations, maintenance, renewal, replacement, and decommission) associated with asset decisions, including additions and deletions.

## 3. Asset stewardship

- a) Asset management strategy and roadmap outline the necessary processes required for careful and responsible management of assets.
- b) All relevant legislative requirements together with social, economic and environmental impacts are to be taken into account in Asset Management.

## RESPONSIBILITIES

### 1. Council Responsibilities:

Council will,

- a) Approve an asset management policy.
- b) Monitor and review asset standards and levels of services.
- c) Approve the planning and budgeting of assets.
- d) Make informed decisions based on asset management data.

### 2. Administration Responsibilities:

County Manager or designate will,

- a) Direct and support Asset Management Team to create and maintain the necessary Asset Management Strategy and Roadmap to implement this policy.
- b) Review and approve the asset management strategy, roadmap, and team terms of reference.
- c) Monitor and review infrastructure standards and levels of service at established intervals.
- d) Provide Council with an annual report on the status of asset management in the organization.

Asset Management Team members will,

- a) Create and maintain an asset management strategy, roadmap, and Team terms of reference.
- b) Gives recommendations to County Manager regarding updates to the asset management strategy, roadmap, and Team terms of reference.
- c) Increase awareness of the importance of asset management across the organization.

- d) Identify opportunities for improvements to the lifecycle management of assets.
- e) Prepare an annual assessment management report.

## REVIEW CYCLE

This Policy shall be reviewed at a minimum of every 3 years.

## CROSS REFERENCE

- 1. Asset Management Strategy
- 2. Policy 12.29 – Tangible Capital Assets Classification/Capitalization

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<b>Effective:</b>	<b>(Date)</b>	
<b>Approved by:</b>	Council	<b>Resolution No:</b>
<b>Replaces:</b>	N/A	
<b>Last Review:</b>	N/A	
<b>Next Review:</b>	2026	



# ASSET MANAGEMENT STRATEGY

## PURPOSE

Purpose of an Asset Management Strategy is to provide consistent direction on the management of all the County assets used to provide services to residents. An Asset Management Strategy is needed to implement the Asset Management Policy.

Asset Management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks, and opportunities and makes the best use of resources. Implementing Asset Management allows evidence-based decision making about infrastructure replacement, renewal, and overall useful life. As well, the County demonstrates accountability to residents and businesses by communicating trade-offs between service, cost, and managing risk.

Asset Management Strategy will align with the County of Barrhead’s Strategic Plan as well as the 3-year financial plan and multi-year capital plan.

## SCOPE

An Asset Management Strategy applies to all services and supporting infrastructure of the County of Barrhead. Current scope will focus on Tangible Capital Assets that are owned by the County of Barrhead, or jointly owned with the Town of Barrhead as a shared service. Natural assets and gravel pits will be addressed once data has been collected and evaluated for tangible capital assets.

Services provided to residents and the supporting infrastructure within the scope are:

Service Provided	Asset	Quantity	Replacement Cost
<b>Transportation</b>			
	Roads – Paved	57 km	?
	Roads – Gravel	1,334 km	?
	Roads – Oiled	65 Km	?
	Roads – Fairweather		?
	Bridges	146	?
	Sidewalks		?
	Graders	10	\$3.4 M
	Road construction equipment		
	Light duty vehicles		
	Airport	1	? (County’s 50% share)
	Shop & PW Building	1	?
	<i>Gravel pits (Future scope)</i>		
<b>Water &amp; Sewer</b>			
	Water lines	43 km	?
	Sewer lines		?
	Manola Truck Fill	1	?
	Lagoons	4	?
	Storm water management ponds		?
<b>Waste Management</b>			
	Transfer Stations	6	?
	Landfill (managed by Town)	1	? (County’s 50% share)

<b>Recreation</b>			
	Campgrounds & Day Use Areas	5	?
<b>General Government Administration</b>			
	Admin Building	1	?
	General & IT Equipment		?
<b>Protective Services</b>			
	Fire Department (managed by Town) Building, Fire Trucks & Equipment	1	? (County's 50% share)
	Enforcement Equipment	1	?
<b>Ag Services</b>			
	Ag Shop	1	?
	Ag Vehicles & Equipment		?
<b>Natural Assets</b>			
	<i>MR, ER, and County owned lawned (Future scope)</i>		?
	<i>Other ecological assets (Future scope)</i>	?	?
<b>TOTAL</b>			<b>\$</b>

\*Table above will be updated as replacement costs and remaining life of assets are determined.

Replacement costs are not known for most asset types. Historical cost and the estimated remaining useful life for each asset class is as follows:

Asset Class	Estimated % Life Remaining	Historical Cost
Land Improvements	25%	\$ 1.3M
Buildings	53%	\$ 2.1M
Roads	52%	\$56.7M
Bridges	43%	\$12.8M
Water system	77%	\$ 2.3M
Wastewater system	67%	\$ 2.6M
Machinery & Equipment	61%	\$11.5M
Vehicles	43%	\$ 3.9M
Land	N/A	\$ 2.4M
<b>TOTAL</b>		<b>\$95.6M</b>

## BASELINE ASSESSMENT

Baseline assessment of the County of Barrhead's Asset Management practices was evaluated using the Federation of Canadian Municipalities' Asset Management Readiness Scale. Tool evaluates 5 areas of Asset Management readiness: 1) Policy & Governance, 2) People & Leadership, 3) Data & Information, 4) Planning & Decision making, and 5) Contribution to Asset Management Practice. There are 5 levels in each of these competency areas.

An initial assessment was completed in August 2022 by members of the Executive Team. An Assessment Management Team established by the CAO reviewed the assessment again in February 2023. Final results of the assessment are below:

Competency	Current Rating	Reasons
Policy & Governance	Level 1	No policy No strategy Identified as priority in Strategic Plan
People & Leadership	Level 1	Just established AM team Staff have basic training Council has basic training
Data & Information	Level 1	Basic inventory of data however not centralized. Informal approach for measuring asset performance
Planning & Decision Making	Level 2	Annual budgets & multi year plans are being prepared Follow consistent approach to evaluate road construction and bridge capital projects Funds set aside in reserves for future asset replacement
Contribution to Asset Management Practice	Level 1	Initial stages of developing formal AM program

## ASSET MANAGEMENT CONNECTIONS

This strategy considers:

1. County of Barrhead Strategic Plan
  - Pillar 1: Economic Growth & Diversity
    - Goal 1 – County attracts & encourages investment
      - Strategy 2 – Complete utility service enhancements including development of engineering standards for Kiel Industrial Park
      - Strategy 3 – Manage growth while reducing barriers to development with review of Land Use Bylaw and policies.
  - Pillar 2: Municipal Infrastructure & Services
    - Goal 1 – Infrastructure & services balance County capacity with ratepayer needs
      - Strategy 1 – Develop an Asset Management Plan to support capital planning of County infrastructure (roads, water, wastewater systems, lagoons)
      - Strategy 2 – Conduct a service level review
      - Strategy 3 – Investigate strategies for enhanced infrastructure to support growth



- Goal 2 – County has secured a gravel supply for the next 100 years
    - Strategy 1 – Responsible management & extraction of County’s gravel resources
    - Strategy 2 – Explore opportunities to expand County gravel supply
  - Pillar 4: Governance & Leadership
    - Goal 3 – County demonstrates open & accountable government
      - Strategy 1 – Council has the tools and information necessary to make informed decisions which are shared publicly.
2. Bylaw 4-10 Municipal Development Plan
- Philosophical Principle #3 – Smart growth principles will be applied in maintaining the integrity of the land based and to promote sustainable development such that the needs of the present generation are met without compromising the ability of future generations to meet their own needs.
  - Planning Principle #2 – Municipalities should establish land use patterns which make efficient use of land, infrastructure, public services and public facilities and which contribute to the development of healthy, safe, and viable communities by encouraging appropriate mixes of all land use types and a wide range of economic opportunities.
  - Goal 1.2.6: Maintain high quality and cost-effective infrastructure within the County.
3. Intermunicipal Collaboration Framework (ICF)
- County has 5 ICFs with the following municipalities: Town of Barrhead, Woodlands County, Westlock County, Lac Ste. Anne County, and Sturgeon County for the provision of intermunicipal service delivery and funding
  - Asset Management decisions must align with ICFs.
4. Capital Planning process
- County currently uses an informal approach to measuring asset performance and replacement cycles. Once data is collected, evidence-based decisions to the capital planning process can occur. Asset Management will identify the existing gap between forecasted infrastructure needs and current spending levels / reserve contributions so that the County can create a plan to address the gap.
  - Asset Management will inform the creation of the Capital Budget and Capital Plans. Where forecasted needs exceed available resources, an evaluation of risk will prioritize projects. Evaluation of risk will include risk of failure and consequences of failure, including not providing level of service communicated to ratepayers.
5. Tangible Capital Assets accounting process
- Accounting for Tangible Capital Assets is governed by Public Sector Accounting Standards – PS3150: Tangible Capital Assets. The standard requires that assets be recorded at historical cost and depreciated on an annual basis over the estimated useful life of the asset.

- Performing condition assessments of assets may result in a change in the estimate of the useful life of assets. Any change of useful life will be reflected in accordance with PS2120: Accounting Changes and PS3150: Tangible Capital Assets.
- If a condition assessment identifies the tangible capital asset no longer contributes to the County's ability to provide goods or services, or that the value of the future economic benefits associated with the tangible capital asset is less than its book value, the tangible capital asset and cost of the tangible capital asset will be written down to reflect the decline, in accordance with PS3150.
- Not all assets identified through Asset Management are considered a Tangible Capital Asset. For example, natural assets are not a Tangible Capital Asset for accounting purposes. To start with, the focus of the data collection will be on Tangible Capital Assets. As our Asset Management practices evolve, we will collect data on other assets, such as natural assets.
- Data collection will also aid in the implementation of PS3280: Asset Retirement Obligations. This is a new accounting standard that is in place for 2023.
- County's current Tangible Capital Asset policy provides a threshold for recording tangible capital assets. This policy will need to be reviewed to ensure the thresholds are appropriate.

## OBJECTIVES & GOALS

1. Ensure alignment between Council's priorities, infrastructure investment and asset management best practices

Goals to support this objective:

- a) Develop an Asset Management Policy and have it adopted by Council.
- b) Develop an Asset Management Strategy, including Asset Management Roadmap, and have it endorsed by Council.

2. Sufficient resources are in place and progress is made in implementing Asset Management (both the practice of Asset Management and the replacement and renewal of assets).

Goals to support this objective:

- a) Asset Management Team Terms of Reference approved
- b) Functional team established with regular meetings occurring.
- c) Determine appropriate technology to capture asset data.
- d) Estimate of time and cost requirements to implement Asset Management.
- e) Develop performance measures to assess Asset Management progress.

3. Ensure that asset information is incorporated into the County's decision-making processes.

Goals to support this objective:

- a) Assessment of baseline data is completed
- b) Determine asset types, categories, and create and/or consolidate an asset inventory, ensuring linkage to the Tangible Capital Asset listing in the accounting system.

- c) Establish procedures for collecting data, including:
    - i. Condition assessments
    - ii. Useful life / remaining useful life
    - iii. Operating and maintenance costs
    - iv. Renewal costs
  - d) Collect data using established procedures
4. Asset planning and decision-making processes are clear and informed by an understanding of levels of service and risk.
- Goals to support this objective:
- a) Defined level of service measurements for critical assets and service areas.
  - b) Defined acceptable level of risk for critical assets and service areas.
  - c) Defined process for decision making is included in policies.

## **IMPLEMENTATION ROADMAP**

Activities to achieve Asset Management objectives and goals are detailed in Appendix A, Asset Management Roadmap.

## **COMMUNICATIONS & CONTINUOUS IMPROVEMENT**

- County will assess our Asset Management practices annually and will compare our progress to the baseline.
- County will update this strategy as needed to reflect our progress and learning.

## **RELATED POLICIES & REFERENCES**

- Policy AD-005: Asset Management (pending Council approval)
- Public Sector Accounting Standards
  - PS2120
  - PS3150
  - PS3280
- County Strategic Plan

Goal	Activity	Responsibility	Tools & Resources Required (including money, people, software, etc.)	How will we know if we're successful?	2023	2024	2025	2026	2027
<b>Develop AM Policy &amp; have approved by Council</b>	Research other municipalities policies	AM Team	Time	Enough relevant policies available to base ours on.	Q1				
	Draft policy; provide to CAO	Travis; AM Team	Time, policy template	Policy is drafted	Q2				
	CAO review	CAO	Time	Draft Policy is included in Policy Committee Meeting	Q2				
	Take policy to Committee of Whole meeting	CAO	Time	Policy is approved by Policy Committee	Q3				
	Policy to Council Meeting	CAO	Time	Policy is approved	Q3				
	Review with Staff at Staff Meeting	CAO / Team	Time	Staff are aware of policy	Q3				
<b>Develop AM Strategy</b>	Develop AM strategy	Tamara; AM Team	Time	Strategy is drafted	Q3				
	Develop AM Roadmap	Tamara; AM Team	Time	Strategy is drafted	Q3				
	Present Strategy & Roadmap to Council with AM Policy (for information). Present at COW.	CAO	Time	Council is aware of AM Strategy and Roadmap and understands linkage between Policy and strategy.	Q3				
<b>Functional team established with regular meetings occurring</b>	Identify members	CAO	Time	Team is established	Q2				
	Define Roles & Responsibilities	Bryanna, AM Team	Time	Team Members understand their roles and responsibilities	Q2				
	Terms of Reference	Bryanna, AM Team	Time	Terms of Reference is approved by CAO	Q3				
	Update job descriptions to include AM roles (operationalized AM roles and responsibilities)	CAO, Tamara	Time	All staff understand their role in asset management. Importance of asset management is understood.		Q4			
	Expand teams knowledge & skills of Asset Management by attending formal training and doing informal research	AM Team	Time, Money	Asset Management team has the knowledge and skills to lead AM project	X	X	X	X	X
<b>Determine appropriate technology to capture asset data.</b>	Research software or tools	AM Team	Time	Knowledge of products available and related price points	Q3/Q4				
	Select software or tools	AM Team, CAO	Software, Money	Software that meets the County's needs is selected. Software must be able to capture data to facilitate decision making as well as link to other programs used by County (Accounting system, GIS, etc.)		Q2			

Goal	Activity	Responsibility	Tools & Resources Required (including money, people, software, etc.)	How will we know if we're successful?	2023	2024	2025	2026	2027
	Implement software	Bryanna, Tamara	Time, Money, vendor consultant	Software is implemented		Q3/Q4			
<b>Estimate time and cost requirements to implement AM (practice of)</b>	Estimate time and cost requirements to implement Asset Management (practice of)	AM Team	Time	Council is aware and supports the costs to implement Asset Management	Q3/Q4				
<b>Develop performance measures to monitor AM progress</b>	Develop Performance Measures to monitor AM progress, outcomes, and benefits	AM Team, CAO	Time	County & Council are aware of progress, outcomes, and benefits of AM to the County		Q4			
	Report externally (annual report?) on AM progress, outcomes & benefits	Adam, CAO, AM Team	Time	External stakeholders are aware of progress, outcomes, and benefits of AM to the County					Q2
	Create project sheet and post on website	Adam, CAO, AM Team	Time	External stakeholders are aware of progress of AM project		Q2			
<b>Assessment of Baseline Data is Completed / Determine Asset Types, categories and create/consolidate an asset inventory</b>	Identify sources of existing AM data	AM Team	Time	Sources of AM data are identified	Q2				
	Determine Asset Types, Categories	AM Team	Time	Assets are categorized	Q3				
	Centralize asset management data	AM Team (Bryanna)	Time, software	All information needed for AM are centralized.		Q4			
<b>Collect Data in Appropriate Format</b>	Collect data: Asset condition assessments, useful life/ remaining useful life, capital & O&M data - Roads & Bridges	PW	Time, additional staffing?, consultant?	Data is collected and able to be used to calculate future infrastructure needs			X	X	
	Collect data: Asset condition assessments, useful life/ remaining useful life, capital & O&M data - Water & WWT	Utilities	Time, additional staffing?, consultant?	Data is collected and able to be used to calculate future infrastructure needs				X	

Goal	Activity	Responsibility	Tools & Resources Required (including money, people, software, etc.)	How will we know if we're successful?	2023	2024	2025	2026	2027
	Collect data: Asset condition assessments, useful life/ remaining useful life, capital & O&M data - Land & Land Improvements	PW / Admin	Time, additional staffing?, consultant?	Data is collected and able to be used to calculate future infrastructure needs				X	
	Collect data: Asset condition assessments, useful life/ remaining useful life, capital & O&M data - Buildings	Admin / PW / Ag	Time, consultant?	Data is collected and able to be used to calculate future infrastructure needs					X
	Collect data: Asset condition assessments, useful life/ remaining useful life, capital & O&M data - Equipment	PW / Ag / Admin	Time, consultant?	Data is collected and able to be used to calculate future infrastructure needs					X
	Collect data: Asset condition assessments, useful life/ remaining useful life, capital & O&M data - Fire & Landfill	Town of Barrhead / consultants	Money, TOB	Data is collected and able to be used to calculate future infrastructure needs				X	X
<b>Calculate gap between forecasted infrastructure needs &amp; current spending levels / reserve contributions</b>	Can complete as each Asset Group is completed.	Tamara / software	Software, Time	Staff and Council are aware of size of existing infrastructure gap			X	X	X
<b>Define service levels for all critical assets &amp; service areas / acceptable level of risk</b>	Capture current inventory of services offered	AM Team, CAO, Department Heads	Time	All services provided by the County are communicated internally, to Council, and the public		X			
	Define critical assets/services areas and capture current level of service for critical assets / service areas	AM Team, CAO, Department Heads	Time	Staff and Council agree on existing level of service				X	
	Agreed level of service for assets / critical service areas	CAO, Council	Time	Agreed level of service is communicated to staff and public.				X	
	Agreed level of risk for critical assets / service areas	CAO, Council	Time	Agreed level of risk is communicated to staff.				X	

Goal	Activity	Responsibility	Tools & Resources Required (including money, people, software, etc.)	How will we know if we're successful?	2023	2024	2025	2026	2027
	Report on level of service performance (see above goal Develop performance measures...)	AM Team, Adam	Time, Staff	Public is aware of level of service and progress on AM.					Q4
<b>Defined process for decision making is included in policies</b>	Create following policies: Budget, Financial Plan, Capital Plan	Tamara, CAO (Policy Committee)	Time	Staff and Council have defined process for making decisions on capital expenditures.		Q4			Q3
	Update following policies: Reserves (2027), TCA (2024)	Tamara, CAO (Policy Committee)	Time	Staff and Council have defined process for making decisions on capital expenditures.		Q3			Q3
	Update Budget Templates to include risk of failure / SL consequences	Tamara	Time	Council has necessary information to make decision on capital projects.	Q3				



# TERMS OF REFERENCE

## Asset Management Team

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### 1. PURPOSE:

Asset Management Team is responsible for the implementation of the Asset Management Strategy and fulfilling the Asset Management Policy objectives as determined by Council. Team will provide Council and Administration with leadership and tools and engage in activities to ensure public assets are managed in a proactive and sustainable manner for current and future generations.

### 2. TEAM MANDATE:

Responsibilities of the Asset Management Team shall include the following:

- 2.1 Research, draft, implement and review Asset Management Policy and Strategy;
- 2.2 Review and maintain preliminary and future infrastructure reports;
- 2.3 Based on current service provision and existing assets, assist in the development of Level of Service (LOS) definitions that are clear, concise, and jargon free;
- 2.4 Consider appropriate levels of service, assess service delivery risks, recommend service targets to Council;
- 2.5 Set clear, efficient guidelines for communications to provide:
  - 2.5.1 Regular progress updates to Council
  - 2.5.2 Regular progress updates to the public
- 2.6 Design a public engagement plan;
- 2.7 Research successful practices in Asset Management when it comes to establishing priorities and achieving results in small communities;
- 2.8 Develop a long-term Asset Management Plan; and
- 2.9 Identify gaps within the Asset Management Team.

### 3. MEMBERSHIP & STRUCTURE:

- 3.1 Perspectives required on the Asset Management Team to achieve our purpose and associated job title within the municipality is as follows:

Type of Perspectives	Associated Job Title
Infrastructure: Roads	PW Manager
Infrastructure: Water/ Sewer	PW Manager, Utilities
Infrastructure: Buildings/ facilities	PW Manager
Finance	Director of Corporate Services, Project Coordinator
Corporate	CAO
Operations	PW Manager
Information/ Data Coordinator	PW Clerk, Project Coordinator
Communications/Planning	PW Manager, Director of Corporate Services, Communications & Special Projects Coordinator



- 3.2 Asset Management Champion is the PW Manager who has direct communication with the CAO and the Asset Management Team.
- 3.3 Program Sponsor is the County CAO who has direct communication with the Council and will allocate staff resources as required to support the AM Strategy and development of the AM Plan.

**4. ROLES & RESPONSIBILITIES:**

<b>Role</b>	<b>Responsibilities</b>	<b>Position Responsible</b>
Program Sponsor	Promote and support AM, Report to Council, Ensure adequate resources, update job descriptions	CAO
Champion	Chair the committee, Assign Roles, Communication, Ensure deliverables are meeting timelines	PW Manager
Administrator	Maintain AM Policy, Strategy, Roadmap, Minute Taking, Action tracking, Grant Research, Research AM databases	Director of Corporate Services, PW Clerk
Data Coordinator	Develop and maintain AM Database, Physical Asset Tracking, Implement Risk Tracking	PW Clerk, Project Coordinator
Data Collectors	Identify assets, age, condition, determine life cycle, Perform Risk Assessment, Determine Replacement cost	PW Manager - resources available include – Director of Infrastructure, Utility Officer, Ag Fieldman, etc.
Data Interpretation	Financial Forecasting, Reserve Tracking, Level of Service	CAO, Director of Corporate Services

**5. COMMUNICATIONS & MEETINGS:**

- 5.1 Communications to Council:
  - 5.1.1 Council will be updated by the CAO of the progress on the AM Strategy during regular Council meetings, and through the budget process.
- 5.2 Team Meetings:
  - 5.2.1 An initial Startup meeting will be held with the Team to explain the strategy, policy, and outline short term and long-term goals. This type of meeting will be repeated with a change in membership.
  - 5.2.2 Team will set dates for monthly meetings with goals to accomplish prior to next meeting. Champion will be responsible for calling meetings and ensuring they occur on a regular basis.

**6. AMENDMENTS/SUCCESSION PLANNING:**

- 6.1 Terms of Reference are subject to review and approval by the Team as necessary on a yearly basis. These Terms of Reference may be amended by agreement among the members and with the approval of the Program Sponsor, at any time.
- 6.2 Upon the departure of any team member, this Terms of Reference will be reviewed to ensure that the roles and responsibilities of that member are being met either by re-assignment of duties or by the hiring of new individual to fill the vacant position.



# REQUEST FOR DECISION

SEPTEMBER 5, 2023

E

**TO: COUNCIL**

**RE: BARRHEAD EXHIBITION ASSOCIATION & AGRICULTURAL SOCIETY DEBENTURE REQUEST**

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**ISSUE:**

The Barrhead Exhibition Association and Agricultural Society (the “Ag Society”) has requested a debenture (the “Debenture Request”) from the County of Barrhead in the amount of \$875,000 for the purchase of land that would support future expansion.

**BACKGROUND:**

- A municipality may only lend money to a non-profit organization if the money loaned is to be used for a purpose that will benefit the municipality. (*MGA s.264 (2)*).
- A municipality may only lend money if the loan is authorized by bylaw (*MGA s.265(1)*).
- Ag Society owns and operates within the Town of Barrhead a 13-acre property which includes an outdoor rodeo arena, exhibition hall, and agricultural barn (the Ag Grounds).
- Ag Society has the opportunity to purchase 6 parcels of land adjacent to existing site.
  - Purchase will allow for future expansion of Ag Grounds for things such as but not limited to parking, campground facilities, stall and pens for livestock, and change in access to grounds to ensure safety to all people accessing the Ag Grounds.
- Ag Society may borrow for the purpose of carrying out its objectives or for capital purchases but requires authorization from the members of the Society if the amount to borrow is greater than \$250,000.

**ANALYSIS:**

- August 30, 2023 – the Ag Society held a Special General meeting with its membership for the purpose of considering a motion to borrow funds to purchase the land.
  - A 2/3 majority vote is required.
  - 40 members in attendance voted unanimously in favour of borrowing funds to purchase the land
- The Barrhead Exhibition Association and Agricultural Society is a non-profit organization. Council could lend money to the Ag Society if Council deems it will benefit the County of Barrhead.
- Objectives of all Agricultural Societies is to encourage improvement of agriculture and enhance quality of life for persons living in the community by developing educational programs, events, services and facilities based on the needs of the community.
- Specific objectives of the Ag Society are:
  - To develop facilities and programs that provide opportunities for families in our rural and urban communities to experience and understand our cultural heritage, by having fun

promoting agricultural food production, entertainment, and recreation to enjoy a healthy lifestyle.

- Sponsor an annual Community Fair.
- Develop activities to encourage and interest youth in the work of Agricultural Societies.
- Support and cooperate with associations organized to improve farm production and to promote and encourage farm activities to enrich rural life.
- Manage and operate agricultural/recreational facilities.
- Purchase land when deemed desirable and appropriate to fulfill the objectives and operations of the Society.
- County of Barrhead currently supports the Ag Society in the following ways:
  - Member of Council sits on Board of Directors (per the Ag Society's Bylaws)
  - Funding/ work-in-kind provided for the following events:
    - Blue Heron Fair – County Community Grant Policy Applications were submitted and approved in 2021, 2022, and 2023. Total contributed by the County over 3 years = \$6,750
    - Wild Rose Rodeo – annually budgeted for \$11,000 (in Kind contribution of equipment and manpower). There is no Wild Rose Rodeo in 2023, but County has a long history of contributing to this event.
- Council has previously provided debenture funds to non-profit organizations:
  - Barrhead Golf & Recreation Area Society; Bylaw 6-2008, for parking lot improvements:
    - \$135,000 loan bearing interest at 4%; annual blended payments of \$16,644.28, repayable over 10 years. Loan was repaid in full in January 2019.
  - Barrhead Golf & Recreation Area Society; Bylaw 8-2020, for campground improvements:
    - \$115,250 loan bearing interest at 3%; annual blended payments of \$9,654.10, repayable over 15 years (to paid in full by April 2036)
- Ag Society has shown an ability to repay other loans:
  - In 2019, the Ag Society renovated and built an addition onto the Bablitz Exhibition Hall which cost approximately \$320,000. At that time, the Ag Society borrowed \$200,000 and paid that back in less than 2 years.
  - History of completing major projects, such as insulating Ag Barn, using cash, donor funding, and grants
  - Existing property is worth \$2.9 M with no outstanding loans
  - There is an existing line of credit of \$200,000 of which \$nil is used
  - Review of the Ag Society's financial statements show Ag Society had available cash from operations to fund a repayment of debt of this size.

- Ag Society suggests that they support the County’s objective of Economic Development & Diversity in the following ways:
  - Offer opportunities that are accessible to all people in the community
  - Encourage tourism by providing events to attract people to the community
    - Demolition Derby – 3,000 in attendance, of which 52% was from the Town and County of Barrhead and 48% came from 55+ communities across Alberta and BC
    - Blue Heron Fair – total attendance over 2 days was over 2,700 with 105+ coming from communities across Alberta, BC, and some from Texas and Arizona
    - Beef Show – 50 exhibitors (farm operations) from all over the province displaying purebred and commercial cattle. Both Senior and Junior participants.
    - 4H - Weekly/monthly events; Annual Focus on 4H which brings participants from across Alberta
    - Horse Show
    - Barrhead Light Horse Club - Gymkhana
    - Alberta Barrel Racing Association - attract participants from across Alberta
    - Alberta Trappers Association Rendezvous 2024 will be partly held at the facility
    - Rental of facilities for Weddings, dances, etc.
  - Economic impact
    - By encouraging tourism, the facilities are used an average of **25 days per month**.
    - Events attract people to the community, where they will spend money at the local businesses (e.g., hotels, restaurants, grocery stores)
- Ag Society suggests that they support the County’s objective of Rural Lifestyle in the following ways:
  - Promote the community as an awesome place to work, live and play
  - Foster a strong, healthy & proud rural community
    - Promote home/handmade local products:
      - Sponsor of Barrhead Farmer’s Market
      - Hosted Country Market at Blue Heron Fair
    - Scholarship program - currently Ag Society provides 3 scholarships in the amount of \$1,500 to students taking agriculture or related program.
      - Since the inception in 2005, the annual scholarship program was increased from \$2,000 to \$4,500.
  - Farm Safety programs
  - City Slickers Program

- Provides donation/assistance to other community groups:
  - Hockey arena PA system
  - Swimming pool & arena capital costs
  - Small donations to local clubs such as Farm Women's Conference, FCSS Volunteer Appreciation
- Other Considerations for Council:
  - Current lands are zoned residential and may require Town of Barrhead rezoning to meet the Ag Society's vision of the lands.
  - Ag Society is dependent on grant funding from Province. Use of these funds are to be consistent with the specific objectives of the Ag Society and the *Agricultural Societies Act*. The purchase of the lands would be consistent with the Ag Society's stated objectives.
- If Council supports the debenture request, Administration recommends the following conditions:
  - Interest rate of 5.13%, based on the published June 15, 2023 rate for Loans to Local Authorities
  - Term = 20 years
  - Annual payments of \$70,988.21
  - Prepayment allowed at any time, without penalty.
- A draft Bylaw, 5-2023 is attached with the details, should Council be in favour of the request and wish to proceed to 1<sup>st</sup> reading of the bylaw.
- Loan bylaws are required to be advertised for 2 consecutive weeks in the local paper to allow for anyone wishing to comment on the bylaw to be heard by Council.
- Source of the money to be loaned shall be from the Community Organizational Reserve Fund. Repayments received by the County will be returned to this reserve.
  - Current balance in this reserve account is \$102,550
  - Current balance in Unrestricted Reserve is \$2,527,487
  - A reserve transfer of \$772,450 would be required from Unrestricted Reserve to Community Organizational Reserve Fund if Council approves the Bylaw.
    - Reserve transfer motion would happen after the 3<sup>rd</sup> and final reading of the Bylaw.
  - Annual funds put into Community Organizational Reserve:
    - Golf Course Loan Repayment - \$9,654.10
    - If approved, Ag Society Loan Repayment - \$70,988.21

- Regardless of the source of funds, the *MGA s.268* requires consideration of the County's debt limit before approval can be given.
  - County's debt limit as defined by Alberta Regulation 255/00 was \$18,473,757 at the end of the 2022 fiscal year with an obligation of \$4,021,764 leaving \$14,451,993 available.

#### **STRATEGIC ALIGNMENT:**

Supporting the Ag Society's request to borrow funds for the purchase of land to support future expansion aligns with the County's 2022 – 2026 Strategic Plan as follows:

#### **PILLAR            3 Rural Lifestyle**

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

Goal                3.2 County promotes & celebrates success/achievements.

Strategy           3.2.1 Create and maintain partnerships that focus on the promotion of tourism.

#### **PILLAR            1 Economic Growth & Diversity**

**Outcome**        *1 County increases its tax base.*

Goal                1.3 County supports innovation in agriculture.

Strategy           1.3.2 Identify opportunities to promote agricultural research and extension.

#### **PILLAR            4 Governance & Leadership**

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

Goal                4.3 County demonstrates leadership by engaging in collaborative relationships

Strategy           4.3.2 Create opportunities for engagement and advocacy with provincial and federal governments, associations, and agencies.

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

1. Council considers giving 1<sup>st</sup> reading to Bylaw 5-2023 a Loan Bylaw – The Barrhead Exhibition Association and Agricultural Society for a debenture up to a maximum of \$875,000 for the purpose of purchasing 6 parcels of land for a term of up to 20 years with an interest rate of 5.13% per year.

If Council gives 1<sup>st</sup> reading to Bylaw 5-2023, Administration further recommends that:

2. Council sets a Public Hearing date for Bylaw 5-2023 of October 3, 2023 at 1:00 pm in Council Chambers.

#### **ATTACHMENTS:**

1. Debenture Request from The Barrhead Exhibition Association and Agricultural Society
2. Draft Bylaw 5-2023



Barrhead Exhibition Association and Agricultural Society  
Box 4268 Barrhead, AB T7N 1A3

County of Barrhead  
5306 49 St  
Barrhead, AB  
T7N 1N5

RE: Loan Request

- Requesting \$875,000
- Annual payments
- Financing date - October 31, 2023
- Possession date - November 30, 2023
- We are currently exploring between 20 - 30 years, dependent on the following:
  - rates
  - pre-payment options
  - whether the loan can be re-written if rates become lower
  - payment
- Purchasing 6 parcels of land as per Schedule 'A' attached, as well as land titles and map.
- We are looking into future expansion of our Ag Grounds, for things such as but not limited to:
  - Parking
  - campground facilities
  - stalls and pens for livestock (covered and/or uncovered)
  - change the access to our grounds to ensure safety to all people attending our facility
- As an Ag Society, we encourage improvement in agriculture and enhanced quality of life for persons living in our community, by developing educational programs, events, services and facilities. We love to showcase our Town and County to other persons that reside outside of our Community.
- By purchasing this land, it will give us the opportunity to expand our present location. Where we are currently located, this land is the only chance to expand, as there is no other property adjacent to us that will ever be available to purchase. Once we purchase these properties, we would own approximately 35 acres which would allow us to provide a safe facility/property for our local residents to attend events, such as but not limited to:
  - 4H events
  - Livestock shows and sales
  - Blue Heron Fair
  - Barrhead Demolition Derby
  - Gymkhanas
  - Future events ie. Weddings, conventions
- We have attached our most recent financial statements for our review. We understand that we will have annual payments around \$60,000 - \$70,000. This will give us an incentive to work hard while providing events for our community.

- In 2019, we renovated and built an addition onto our Bablitz Exhibition Hall which cost us approximately \$300,000. At that time, we borrowed \$200,000 and paid that back in less than 2 years. Since then, we have not had the need to use our authorized overdraft.
- In 2022, we insulated our existing Ag Barn which cost us approximately \$110,000. We were able to complete that project using \$60,000 of cash on hand, \$25,000 from a generous donor and \$25,000 grant from the Government of Alberta.
- We would have the option to sell a portion of the land (east side parcels) in the future if required, keeping the 2 parcels on the west side, closest to our property.
- Servus Credit Union currently has a mortgage registered on our existing land in the amount of \$1,000,000 which secures a \$200,000 authorized overdraft.

Thank you for taking the time to consider our request. We look forward to a response.

Regards,



Jackie Miller

President, Barrhead Ag Society



Schedule 'A'

PLAN 7521766  
BLOCK K  
CONTAINING 11.3 HECTARES (28 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:  
HECTARES (ACRES) MORE OR LESS  
A) PLAN 9221728 SUBDIVISION 4.656 11.51  
B) PLAN 0823411 SUBDIVISION 4.951 12.23  
EXCEPTING THEREOUT ALL MINES AND MINERALS

And

PLAN 0823411  
BLOCK 17  
LOT 1  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 1.309 HECTARES (3.23 ACRES) MORE OR LESS

And

PLAN 0823411  
BLOCK 19  
LOT 11  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 0.775 HECTARES (1.92 ACRES) MORE OR LESS

And

PLAN 0823411  
BLOCK 20  
LOT 1  
EXCEPTING THEREOUT ALL MINES AND MINERALS

And

PLAN 0823411  
BLOCK 20  
LOT 2  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 0.691 HECTARES (1.71 ACRES) MORE OR LESS

And

PLAN 0823411

BLOCK 18

LOT 17

EXCEPTING THEREOUT ALL MINES AND MINERALS





**COUNTY OF BARRHEAD NO. 11**

**PROVINCE OF ALBERTA**

**BYLAW NO. 5-2023**

**Loan Bylaw – The Barrhead Exhibition Association and  
Agricultural Society**

**Page 1 of 1**

**A BYLAW OF THE COUNTY OF BARRHEAD NO. 11, in the Province of Alberta, for the purpose of providing a loan to The Barrhead Exhibition Association and Agricultural Society to purchase land:**

**WHEREAS**, Section 264 of the *Municipal Government Act* allows a Municipality to lend money to a non-profit organization if the Council considers the money loaned will be used for a purpose that will benefit the municipality, and

**WHEREAS**, The Barrhead Exhibition Association and Agricultural Society is a not-for-profit organization incorporated under the laws of the Province of Alberta, and

**WHEREAS**, the Council of the County of Barrhead No. 11 has agreed to provide a loan to The Barrhead Exhibition Association and Agricultural Society in an amount not to exceed \$875,000 for a term of repayment not to exceed twenty (20) years, and

**WHEREAS**, the County of Barrhead’s debt limit defined by *Alberta Regulation 255/00* was \$18,473,757 at the end of the 2022 fiscal year with an obligation of \$4,021,764, and \$14,451,993 available.

**NOW THEREFORE**, the Council of the County of Barrhead No. 11, duly assembled, and under the authority of the *Municipal Government Act*, as amended, hereby enacts the following:

1. County of Barrhead No. 11 will provide The Barrhead Exhibition Association and Agricultural Society with a loan of up to a maximum of \$875,000 as authorized by this bylaw for the purpose of purchasing 6 parcels of land: Plan 7521766 Block K, Plan 0823411 Block 17 Lot 1, Block 19 Lot 11, Block 20 Lot 1, Block 20 Lot 2, and Block 18 Lot 17.
2. The loan shall bear an interest rate of 5.13% per annum and is based on interest rates offered by Loans to Local Authorities.
3. The loan shall be repaid over a period of time not exceeding twenty (20) years, in annual installments. The first payment shall be made one (1) year from the disbursal of funds from the County of Barrhead to The Barrhead Exhibition Association and Agricultural Society.
4. County of Barrhead No. 11 shall not impose any penalty whatsoever on The Barrhead Exhibition Association and Agricultural Society in the event that the loan is repaid to the municipality in less than the twenty (20) year period specified herein.
5. Funding to provide the loan shall come from the Community Organizational Reserve Fund with repayments received by the County returned to this reserve.
6. County Administration is authorized to enter into a loan agreement with The Barrhead Exhibition Association and Agricultural Society on the terms set out in this bylaw and in a form satisfactory to the County of Barrhead.
7. Invalidity of any section, clause, sentence, or provision of this bylaw shall not affect the validity of any other part of this bylaw, which can be given effect with such invalid part or parts.
8. This Bylaw shall come into full force and upon third and final reading thereof.

**FIRST READING GIVEN THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**SECOND READING GIVEN THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023**

**THIRD READING GIVEN THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023**

\_\_\_\_\_  
Reeve

Seal

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



**TO: COUNCIL**

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

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**ISSUE:**

Council is required to authorize signing of agreements for 2023 Road Reconstruction Project #640 – West of NW 5, 8 and 17-61-4-W5.

**BACKGROUND:**

Public Works has acquired the following landowner signature on agreements for Crop Damage on Backslope Area and Landscape Borrow Area & Crop Damage on Access Road for 2023 Road Reconstruction Project #640 – West of NW 5, 8 and 17-61-4-W5.

**Crop Damage on Backslope Area**

- |                      |               |
|----------------------|---------------|
| 1. Jay-Bee Farm Ltd. | SW 20-61-4-W5 |
|----------------------|---------------|

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

- |                      |               |
|----------------------|---------------|
| 1. Jay-Bee Farm Ltd. | SW 20-61-4-W5 |
|----------------------|---------------|

Council approved rates are as follows:

- Crop Damages \$300.00 per acre
- Landscape Borrow \$500.00 per acre
- Fencing Where there is a fence, County will supply posts & labour; landowner will supply the wire

Reconstruction to take place West of NW 5, 8 and 17-61-4-W5.

**ANALYSIS:**

- Total estimated cost of all agreements for Project#640 will be \$12,000.
- Cost has been accounted for in the 2023 Capital Budget under Road Construction
- Project is requiring a better dirt source that what is currently available.

**ALIGNMENT WITH STRATEGIC PLAN:**

- PILLAR 2: Municipal Infrastructure & Services
  - GOAL 1 – Infrastructure & services balance County capacity with ratepayer needs.
- PILLAR 4: Governance & Leadership
  - GOAL 2 – County demonstrates open & accountable government.

**ADMINISTRATION RECOMMENDS THAT:**

Council directs the Reeve and County Manager to sign the agreements for Crop Damage on Backslope Area and Landscape Borrow Area & Crop Damage on Access Road, for 2023 Road Reconstruction Project #640 - West of NW 5, 8 and 17-61-4-W5.



### 2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2023-269	Submit Application for Authorization to Employ Peace Officers to Alberta Justice & Solicitor General	CAO	Waiting for signed MOU from RMCP	Underway
2023-268	Sign a 3-year CPO Program MOU with the RCMP	CAO	Agreement sent to RCMP for signature	Underway
2023-265	Approved 2024 Budget Schedule	FIN/CAO	Approved process is being implemented.	Complete Aug 15/23
2023-264	Approved Property Tax Penalty Exempt List for 363 tax rolls as identified.	FIN/CAO	Adjustment entries complete	Complete Aug 15/23
2023-363	Cancel property taxes in amount of \$14,579.96, owed by GOA	FIN/CAO	Adjustment entries complete	Complete Aug 15/23
2023-262	Rescind outdated recreation policies	CAO/EA	Policies rescinded	Complete Aug 18/23
2023-261	Approved changes to AD-002 Community Grants Policy	CAO/EA	Policy updated	Complete Aug 18/23
2023-257	Approve CPO policies (PS-007, 008, 011, 012, 013)	CAO/EA	Awaiting Authorized Employer Status	Underway
2023-256	Initiate road closure process to close an undeveloped road allowance related to sand and gravel extraction activities.	CAO/DEV		Underway
2023-254	Continue on current path as outlined in County Strategic Plan & Economic Development Plan; PLUS conduct research on other models in Alberta to explore options to promote Regional Tourism.	CAO/DEV		Underway
2023-241	Awarded the construction contract for BF 78033 to Terrapro Inc. for \$266,842	PW/CAO	Contract Finalized; Contract is with PW	Complete Aug 15/23
2023-238	Contact "Alberta Carbon Grid" to present at a future Council meeting.	CAO/EA		Not Started
2023-236	Approved community grant of \$2,500 to Barrhead Ag Society for Blue Heron Fair	CAO/EA	Approval Letter sent to recipient	Complete Jul 19/23
2023-228	Cancelled the appointment of Bert Dening as a Fire Guardian for the County of Barrhead.	CAO/EA	Letter sent to Fire Guardian	Complete Jul 10/23

2023-223	Denied the request to cancel or reduce fire services invoice #IVC00003177.	CAO/EA	Letter send to landowner	Complete Jul 7/23
2023-221	Community Hall Strategy approved with changes	CAO/COMM	Document updated and posted to website and sent to stakeholders	Complete Jul 6/23
2023-219,220	Office Christmas Closures for 2023 & 2024	FIN/CAO	Staff notified, included in newsletter	Complete Aug 15/23
2023-218,243	Denied as project already completed; Clarify information on MTM Agricultural Society application for grant of \$2,500 under Community Grants Policy; bring back to Council.	CAO/EA	Applicant informed of decision; Bring back to Council in CAO Report at Jul 18/23 mtg; Request for info sent to MTM	Complete Jul 20/23
2023-210	Authorized to negotiate and refine the scope of the project with Next Architecture Inc., up to a maximum of \$146,570 + GST.	CAO	Discussed w NEXT to confirm capacity	Underway
2023-209	Award the tender to conduct a Feasibility Study for repurposing the ADLC to Next Architecture Inc. for \$106,960 + GST.	CAO	Agreement fully executed; Agreement being drafted, awaiting Towns endorsement	Complete Jul 10/23
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Gravel pit owner was notified verbally of County's intent; letter to follow	Underway
2023-205	Award Contract for gravel crush at Vega Pit to Surmont Sand & Gravel Ltd. up to a max of 200,000 tonnes; report to Council any volumes > 200,000 tonnes for consideration of further increasing the volumes to be crushed	PW/CAO	Contract finalized; Contract sent to Surmont for signature June 29	Complete Jul 6/23
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	Awaiting arrival date of new grader	Underway
2023-203	Purchase 2024 Caterpillar 150 AWD motor grader from Finning Canada for the price of \$577,250 and agree to the future guaranteed buy-back of \$231,000, and that the purchase be incorporated into the 2024 Capital Budget.	PW/FIN	Letter sent to Finning June 29 confirming purchase	Underway
2023-201	Research (AEP) what is needed to use County land next to Neerlandia Lagoon as a potential site for a community baseball diamond and report back to Council.	CAO/DEV	Research complete, Community group contacted and updated on process; Tentatively scheduled for Sep 5 Council mtg; Contact for AEP identified; legislation reviewed	Underway

2023-200	Proclaimed July 16-22, 2023 as National Drowning Prevention Week in the County of Barrhead.	EA/COMM	Posting in County office and on website	Complete Jun 26/23
2023-193	Approve CPO policies (PS-001, 002, 003, 004, 005, 006, 009, 010)	CAO/EA	Awaiting Authorized Employer Status	Underway
2023-190	Provide a letter of support to Camp Nakamun for their CFEP grant application.	CAO/EA	Included in June 20 agenda package	Complete Jun 13/23
2023-189	Approve purchase of 2023 Chevrolet Tahoe SSV to Wolfe Chevrolet Edmonton at a purchase price of \$66,874.25 plus GST.	CAO	Letter sent to vendor June 8	Complete Jun 8/23
2023-187-188	Award 2023 Road Reconditioning Program to B & B Wilson Oilfield Service Ltd.; increase scope of work to \$195,000 by adding 1.5 miles.	FIN/CAO	Contract Signed; Discussion with B&B Wilson re increase scope	Complete Jun 21/23
2023-184	Public Auction be held Wed, Dec 6, 2023 at 2:00 p.m. in Council Chambers; CAO to act as auctioneer.	CAO	Tax clerk will follow up with advertising and process as per MGA	Underway
2023-173	Directed CAO to work with RCMP to finalize Traffic Safety Plan & submit to Alberta Justice & Solicitor General with application for Authorized Employer under Peace Officer Program.	CAO	Plan finalized & signed; Traffic Safety Plan sent to RCMP for feedback/approval	Complete Jun 12/23
2023-172	Authorized signing agreements of road reconstruction project 742	CAO/EA	Contracts signed	Complete May 17/23
2023-171	Escalate project 26-740 from 10-year capital plan to 2023 capital budget as project 23-742 at \$182,657	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-170	Cancel project 23-741 and remove from 2023 Capital budget at \$272,686	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-169	Authorized signing agreements of road reconstruction project 640	CAO/EA	Contracts signed	Complete May 17/23
2023-168	Award 2023 pavement repair contract to Central City Paving to max of \$180,000	PW	Contract signed; Contractor notified	Complete June 7/23
2023-167	Award 2023 grass cutting contract at MacGill estates to Virginia MacGillivray	CAO/PW	Contract Finalized; Contract sent to contractor for signature May 17	Complete June 6/23
2023-164	Appointed Chelsea Jaeger as Weed Inspector & Pest Inspector	CAO/AG	Inspector identification issued	Complete June 8/23



2023-163	Authorized signing agreement with Ducks Unlimited Canada	CAO/AG	Received signed agreement; Agreement sent to Ducks Unlimited May 17	Complete Jul 10/23
2023-162	Approved community grant of \$1,000 to Barrhead Indigenous Day committee	CAO/EA	Approval letter and payment sent.	Complete May 19/23
2023-161	Proclaimed May 29 – June 2, 2023, as Alberta Rural Health Week.	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-160	Declared June 5-11, 2023 as Seniors' Week	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-155	Withdraw membership with GROWTH support ongoing participation of Councillor Preugschas on WILD Alberta Committee.	CAO	Letter sent to current GROWTH members, copied to CAOs of member municipalities.	Complete May 10/23
2023-151	Sign the ASB 2022-2024 Grant Amendment	CAO/AG	Finalized agreement received; Agreement signed, sent to GOA	Complete Aug 14/23
2023-150	Sign agreements for Acquisition of Land for ROW for 2023 Bridge Replacement Project BF 78033, to purchase 0.37 acre each from 2 landowners	CAO/EA	Agreements signed	Complete May 3/23
2023-143	Adopted 2023 Property Tax Bylaw 3-2023	FIN/COMM	Posted to website	Complete May 10/23
2023-138-139	Approved 3-Year Financial Plan & 10-Year Capital Plan	FIN/CAO	Posted to website May 10, 2023	Complete May 10/23
2023-137	Revised 2023 Capital Budget from \$14,775,734 to \$14,761,841	FIN/CAO	Posted Operating Budget, Capital Budget, Budget Presentation and Budget Overview to website May 10, 2023	Complete May 10/23
2023-136	Adopt 2023 Operating Budget as presented with operating expenditures & revenue of \$19,128,153	FIN/CAO		Complete May 10/23
2023-128	Approved supporting Reeve Drozd's application to the RMA Committee on Quasi-Judicial Agencies and to receive per diem's if appointed.	CAO	Reeve has submitted application (Reeve was selected by RMA)	Complete Apr 18/23
2023-126	Dispersed Unit 312 & Unit 313 to Michener Allen Auctioneering Ltd. for \$750,000 with any monies over \$820,000 received at the auction to be split 90/10 in favour of the County	PW/FIN	Units have been picked up, payment of \$750,000 received. Sale occurred May 5-6, 2023; Received additional cheque for \$36,000	Complete May 19/23
2023-125	Declared May 8-14, 2023 as National Nursing Week in the County of Barrhead.	COMM/EA	Posted in County office & on website	Complete Apr 24/23

2023-124	Denied application from Barrhead Golf & Recreation Area Society for a donation of \$2,500 under Community Grants Policy for painting of lines in the parking lot was not eligible	CAO/EA	Applicant notified of decision	Complete Apr 20/23
2023-123	Approved application from Barrhead Street Festival committee for \$2,500 under Community Grants Policy to assist with Barrhead Street Festival event.	CAO/EA	Approval letter and payment sent.	Complete Apr 20/23
2023-122	Approved encroachment agreement with Stanley & Faye Schultz for site within road allowance west of and adjacent to Plan 4589NY Lot 1	CAO/EA	Agreement finalized.	Complete Apr 19/23
2023-117	CAO to sign Conditional Grant (\$146,570) under Intermunicipal Collaboration Component of 2022-23 ACP Program in support of Feasibility Study to repurpose ADLC as a joint civic center	CAO	Fully executed May 15, 2023; Agreement signed & sent Apr 14/23, awaiting return; Waiting for agreement	Complete May 15/23
2023-116	CAO to sign Alberta Crime Prevention Grant Agreement (Minister of Public Safety & Emergency Services) to receive \$26,685 to continue with the BARCC workplan.	CAO	Finalized agreement received; Agreement signed & sent Apr 5/23, awaiting return	Complete Apr 6/23
2023-113	Approved Compassionate Gift Policy AD-004 as amended	CAO/EA	Amended, included for information in Apr 18/23 agenda pkg	Complete Apr 14/23
2023-112	Denied the request to cancel or reduce Fire Invoice IVC00002618.	CAO/EA	Letter sent	Complete Apr 20/23
2023-106-108	Approved 2022 audited Financial Statements, and FIR, and to publish to website	CAO/FIN	Published to website	Complete Apr 5/23
2023-103	Authorize Reeve Drozd to sign the Acknowledgement of Consultation for the RCMP Annual Performance Plan.	CAO/EA	Reeve has signed and returned	Complete Apr 13/23
2023-099	Disperse Unit 306 D6T Dozer to Ritchie Bros Auctioneers (Canada) Ltd. for the price of \$375,000 plus GST	FIN/PW	Unit has been picked up.	Complete Apr 13/23
2023-098	Cost share (50:50) with TOB purchase of 2023 John Deere 755K Landfill Track Loader (\$608,000 plus GST) from Brandt Tractor Ltd. as per 2023 Waste Management Capital	FIN/PW	Ordered	Underway

2023-097	Approve purchase of steamer pressure washer from Water Blast Manufacturing LP (\$18,245.81 plus GST), reflect changes in 2023 Capital budget.	FIN/PW	Received May 16; Ordered	Complete May 16/23
2023-096	Deny the request to upgrade a currently undeveloped road allowance to SE 26-59-6-W5 for recreational use only.	DEV/CAO	Landowner notified of decision	Complete Apr 12/23
2023-091	Request business documents from GROWTH/WILD for past 2 years; bring back a report for Council to assess County membership in GROWTH/WILD.	CAO	On May 2/23 Council agenda; Documents received March 23, 24, April 10-13/23; Request has been made to Chair, copied to other 3 members	Complete May 2/23
2023-087	Bring results of 2023 TL Lagoon groundwater monitoring back to Council for review to develop management and/or upgrade plan for the facility.	PW/CAO	Drilling completed, sampling done Aug 8 and report expected by end Sept; Planning to be on site July 26; Installation of wells being scheduled with contractor; testing required has been confirmed	Underway
2023-086	Add \$16,000 to 2023 budget for installation of 4 groundwater monitoring wells at TL Lagoon	FIN/CAO	Budget updated; final budget to be brought to Council for approval	Complete Mar 8/23
2023-085	Replace Lightning Bay's gate opener with access card; Lightning Bay residents informed that access to TL Lagoon cut off if volumes reach 5,821 m <sup>3</sup> in order to ensure compliance.	PW	Lightning Bay residents have been notified and switched to card access	Complete Mar 13/23
2023-084	Set max yearly incoming volume of TL Lagoon to 4,366 m <sup>3</sup> to all customers other than Lightning Bay	PW/CAO	Maximum is in place and will be monitored	Complete Mar 13/23
2023-081	Adopted Records Management Bylaw No. 2-2023	CAO/EA	Signed & filed	Complete Mar 15/23
2023-077	Renew 10 year lease with Misty Ridge for ski hill operations on 10 acre parcel in SW 16-62-4-W5	CAO/EA	Lease finalized	Complete Mar 15/23
2023-076	Appointed Fire Guardians for 2023-24	CAO/EA	Guardians and Fire Chief notified; New list available April 1 and to be posted to website	Complete Mar 13/23
2023-073	Approved application from Community Gardens for \$2,500 in-kind support under Community Grant policy	CAO/EA	Approval Letter sent to applicant	Complete Mar 8/23

2023-064	Approved Admin to enter into an agreement with Western Star North to purchase 3 Western Star 47X SB trucks for delivery in 2024 & 2025 as per 10-yr Capital Plan; bring back final pricing to Council for final order approval	PW/CAO	Western notified of intent to purchase	Underway
2023-061	Approved 2022 reserve transactions as presented in 2022 Reserve Report.	FIN/CAO	Reserve Report updated	Complete Feb 21/23
2023-060	Accept 2022 year-end financial reports; subject to audit adjustments & year end finalizations.	FIN/CAO	2022 Year-end closed	Complete Feb 21/23
2023-059	Approve ALUS PAC TOR as presented	AG/EA	TOR finalized	Complete Feb 28/23
2023-058	Rescind outdated policies	CAO/EA	Policies updated	Complete Mar 1/23
2023-055-57	Appointed ARB officials for CRASC	CAO/EA	ARB clerk notified of appointments	Complete Feb 22/23
2023-053	Approved application from Volunteer Appreciation committee for \$1,250 under Community Grants Policy	CAO/EA	Approval Letter sent to applicant.	Complete Feb 27/23
2023-039	Directed Admin to draft letter for Reeve's signature in support of Camrose Casinos' request to AGLC to relocate to Edmonton.	CAO	Attended webinar on topic; deadline to submit Mar 1/23	Complete Mar 2/23
2023-038	Provide updated letter of support to MCSnet for ISED 2021 funding allocation	CAO	Letter sent	Complete Feb 10/23
2023-037	Authorized CAO to sign temporary CPO Service Agreement with Town of Morinville.	CAO/EA	Agreement finalized.	Complete Feb 9/23
2023-036	Approved additional funding sources for 2022 capital projects (2021-140 & 2022-340)	FIN	Complete	Complete Feb 7/23
2023-033	Directed Reeve & CAO to sign Water Well Agreement with Kevin & Sherry Vangrootheest for well at Baird Lake reservoir.	PW/CAO	Agreement given to landowner for signature	Complete Feb 13/23
2023-032	Approved purchase of 1/2-ton crew cab 4x4 Truck - Stephani Motors Ltd. \$57,755 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-031	Approved purchase of tri axle equipment trailer - Hayworth Equipment Sales \$55,990 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23

2023-030	Approved purchase of post pounder - Neerlandia Co-op \$21,300 plus GST: reflect the changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-029	WSP Engineering reduced scope for engineering services - 2023 paving project of RR 22, RR 40, & TL based on updated cost of \$260,538.	PW/CAO	Revised contract received and signed	Complete Feb 13/23
2023-023	Accepted for info Div 4 adjusted training costs for 2023 and legal fees of \$36,959.67 to be recorded to General Government (11-Council & Leg) for 2022	FIN/CAO	Costs recorded as presented.	Complete Jan 16/23
2023-018	Authorized write-off of 2 outstanding AR as uncollectable in the amount of \$2,569.15	FIN	Written off as authorized.	Complete Jan 18/23
2023-017	Adopted bylaw 1-2023 Rate & Fees	CAO/EA	Bylaw updated, posted on website, staff advised	Complete Feb 1/23
2023-013	Approved policy FN-004 Collection of Accounts Receivable	CAO/FIN	Policy in place, staff advised	Complete Jan 16/23
2023-012	Postponed review of elected officials remuneration policy to align with next staff compensation review	CAO	Updated Compensation Review file with Council's direction.	Complete Jan 16/23
2023-009	Update 2023 budget with new mileage rate \$0.68	FIN/CAO	Interim 2023 budget updated, final budget to be approved in April 2023	Complete Jan 16/23
2023-008	Approve changes to HR-001 Elected Officials remuneration policy	CAO/EA	Policy updated	Complete Jan 16/23
2023-007	Approve public engagement plan for 2nd engagement session of Community Halls Strategy	CAO/COMM	Date set for Mar 16/23 from 1-4:30 pm Glenreagh Hall; Waiting for call back from 3 halls; Halls contacted to establish date	Complete Feb 28/23
2022-552	Apply for PERC/DIRC for outstanding uncollectible education and DIP for 2022 tax year	FIN/CAO	Grant application submitted	Complete Jan 9/23
2022-549	Extend term of membership for current ALUS PAC members to December 31, 2023.	AG	PAC members notified	Complete Jan 13/23
2022-544	Waive registration fees; reserve Klondyke Ferry campground for July 10, 2023 for Voyageur Canoe Brigade; provide up to 4 porta-potties	CAO/EA/PW	Applicants notified and they will contact us closer to event for final arrangements	Complete Jan 4/23
2022-538	Submit a CCBF application for RR 22 for \$614,980	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-537	Amend MSI application for RR 22 to increase funding by \$709,404	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-536	Cancel Landfill Access Road Project under MSI	CAO	Submitted request February 13, 2023	Complete Feb 13/23

2022-535	Award 2023 paving contract to Central City Paving	PW	Contract fully executed; Sent to contractor for signature.	Complete Feb 1/23
2022-474,475	Lifted restrictions on C. Lane and cost of training to be paid from Div 4 2023 training budget	FIN/CAO	Cost reconciliation to Council Jan 16/23; 2023 Div 4 training budget to be set Dec 20/22 and reconciled with 2022 costs	Complete Jan 16/23
2022-448	Draft congratulatory letter for Reeve's signature to new Min of MA and provide info on County of Barrhead strategic initiatives.	CAO/EA	New minister, revising message	Underway
2022-428	Invite MP Viersen and MLA van Dijken to future Council meeting	CAO	MP Scheduled to attend July 4/23; MLA scheduled to attend April 4/23; Admin has been in contact with both offices to check availability	Complete Jul 4/23
2022-411	Tabled appointments to Regional Admin Bldg committee pending update	CAO	Discussion with Superintendant	Underway
2023-021; 2022-368	Draft resolution on cellular coverage in the County with timeline to support advocacy efforts at RMA 2023 Spring Convention	CAO	Council approved Jan 16/23, submitted to Pembina Zone, approved at Zone mtg, to be forwarded to RMA Prov Conference; Research being conducted	Complete Jan 16/23
2022-364	Admin to provide further info on Alberta Carbon Grid - Agreement with GOA	CAO	To Council Jul 18/23; Research started	Complete Jul 18/23
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Awaiting Signatures from LSAC	Underway
2022-254	Bring back recommendations for disposing of Unit #306 2018 Caterpillar D6T XL	PW/CAO	Disposal approved Apr 4/23; Put out to tender - closes Mar 31; Not suitable for Landfill, report to Council as per policy	Complete Apr 4/23
2022-235, 484	Community Hall Strategy identified in the 2022-2026 Strategic Plan be <b>escalated to begin in 2022.</b>	CAO/PD	"What we heard" report to Council Dec 6/22; Oct 5/22 selected; PEP to Council Sept 20/22; Stakeholder input on selecting date almost complete; Project management sheets drafted	Complete Jan 16/23
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Consolidating all lagoon reports (T.L. received Dec/22); incorporating asset management principles and discussions with LSAC	Underway
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Met with VSU representative to better understand situation/impact; Rough draft prepared	Underway
2020-165	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	PW discussions w AT; Hwy 33; Obtained input from Council, PW.	Underway

2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway
2019-009	RMA Charitable Gaming Committee - support and inform	EA/CAO	Included in Mar 2/23 response to AGLC; Research on current status & received update from RMA; GOA postponed this initiative indefinitely, tone of letter will change; Letter drafted to MLA etc.; Shared with Town & orgs; Report posted to website, compiling email distribution list	Complete Mar 2/23
2018-029	Service Contract Review	FIN/EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway



# AAIP Rural Renewal Stream Monthly Status Report



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

August 2023

EMPLOYERS		
Employers that have expressed interest	0	24
Employers enrolled	2	20 (7 active employers with open vacancies)

CANDIDATES		
Candidates that have expressed interest*	10	145
Candidates endorsed	10	55
(Current temp. foreign worker in Canada)	(1)	(16)
(International applicants)	(9)	(39)

POSITIONS		
Total positions enrolled in RRS (vacant or filled)	9	78 (21 positions currently vacant)
Positions filled through RRS	10	55
(Started working & living in community)	(1)	(14)
(Pending nomination/arrival to Canada)	(9)	(41)

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





***Graders***

- Blading gravel, spreading gravel, repairing and reoiling oiled roads

***Gravel Haul***

- Hauling gravel out of Fort Assiniboine pit, working on 2023 road maintenance projects and delivery of private gravel sales

***Road Construction***

- Project #640 (west of NW 5, 8 and 17-61-4-W5) has progressed to N of bridge and the last ¾ mile is under construction.

***Oiling***

- Project #451 (Cambarr Estates) is complete.

***Drainage***

- Utilizing the excavator, backhoe and tandem gravel truck, we have been repairing and replacing culverts and working on ditch cleanout projects to restore water flows.

***Mowing***

- Roadside mowing is taking place in the Manola area and moving north.

***Paving Projects***

- Range Road 40, Range Road 22, Thunder Lake hamlet and highway patching are all complete.
- Final inspection for these projects took place August 22, 2023 and found a very good end-product with only 2 small areas of segregation on 2 approaches identified as deficiencies.

***Shoulder Pull***

- Planning to start on Township Road 570 between Range Roads 12 and 22 for 5 ½ miles.

***Bridge File #78033 (SW 17-62-3-W5)***

- Preconstruction meeting was held on August 15, 2023 with County, MPA Engineering and Terrapro Inc. in attendance. Construction is currently taking place on this project.

***Equipment***

- 2007 pintle hitch backhoe trailer sold at Michener Allen Auction for \$6,100

***Labour***

- Completed tying in driveways to match the new asphalt road surface in Thunder Lake

***Shop***

- Switching oil truck over to snowplow/sander truck and diagnosing and repairing stalling issue with this truck.
- All other maintenance as required.

***Utilities***

- A recent extended power outage in Neerlandia area prompted the use of the backup fire pump system. This usage revealed a few more issues with the pump engine which resulted in some mechanical and electronic repairs.
- Operator continues to monitor levels at the Dunstable and Thunder Lake lagoons, Dunstable remains closed.
- Operator carrying out a number of lead tests on residential services in our water systems as per the Canada Lead Testing Program.
- All other testing and monitoring are being carried out as per normal operations.

J

Libraries  
**VALUE  
BEYOND**  
words

**2022 Annual  
Report**





## Message from the Board Chair

Over the past year, Yellowhead Regional Library (YRL) continued to demonstrate its commitment to service excellence. The role of YRL is to collaboratively support and enable public and school member libraries to deliver timely, responsive services to their respective patrons.

This partnership yields tremendous results, both financial and operational.

The return on investment to communities is more than monetary. We regularly hear stories of people accessing resources, upgrading job skills, learning to read and having fun – all at their local public and school libraries. Libraries truly are the hubs of their communities, and to more fully express this, the YRL team developed a tagline: Libraries Value Beyond Words. This tagline is being used on a range of materials, including approaches to advocacy with elected officials.

We believe this will help people to see libraries' full contributions to the quality of life we enjoy every day.

**Hendrik (Hank) Smit**

*Chair, Yellowhead Regional Library Board of Trustees*



# Message from the Director

This past year was incredibly active for YRL staff, with new programs and services delivered to public and school libraries within the region. These include: an updated program guide to help school librarians understand YRL's services, delivery of high-end training on topics such as managing the impacts of homelessness and how to hold crucial conversations, and new advocacy efforts to support a better understanding of the value that libraries bring to communities.

Additionally, YRL staff visited each of the 43 public libraries in the region, to meet with library staff and offer in-person support. We coordinated wireless printing options, made significant cybersecurity upgrades, and completed the legwork on creating new library websites.

Perhaps the greatest outcome, though, is the daily collaboration that occurs between and among YRL staff and member libraries. Partnering with the wonderful library staff in communities across our region is highly rewarding. We appreciate the innovation and creativity that comes from our joint efforts. Working together, we can help all member libraries to shine brightly.

**Karla Palichuk**  
*Director, Yellowhead Regional Library*

## YRL In the Community

In 2022, Library Development Services staff met with 43 public libraries, provided 64 on site consulting visits, and held 1,329 remote consulting sessions (online). In addition, Technology Services staff met with 14 public libraries, provided 29 on site visits, held 200 remote sessions, and resolved 1,769 IT helpdesk tickets.

**57**

Public library visits

**93**

In-person consultations

**9**

School library visits

**1,529**

Remote consultations

**1,769**

Helpdesk tickets resolved





# Board of Trustees

## Executive Committee Members as of December 2022

### YRL Chair

**Hendrik (Hank) Smit**

*Town of Hinton*

### YRL Vice Chair

**Wayne Rothe**

*City of Spruce Grove*

**Barb Maddigan**

*Northern Gateway School Division*

**Robert (Bob) Robinson**

*City of Beaumont*

**Carla Frybort**

*City of Leduc*

**Sally Kucher Johnson**

*Parkland County*

**Eric Meyer**

*Town of Stony Plain*

**Sandy Morton**

*Town of Mayerthorpe*

**Kathy Rooyakkers**

*County of Wetaskiwin No. 10*

**Tara Elwood**

*Village of Alberta Beach*

For the complete list of trustees, please visit [yrl.ab.ca](http://yrl.ab.ca).

## YRL Leadership

Extending beyond their YRL roles, key personnel also held leadership positions with provincial organizations in 2022.

**Hank Smit**

*Vice President, Alberta  
Library Trustees' Association*

**Karla Palichuk**

*Chair, The Alberta  
Library*

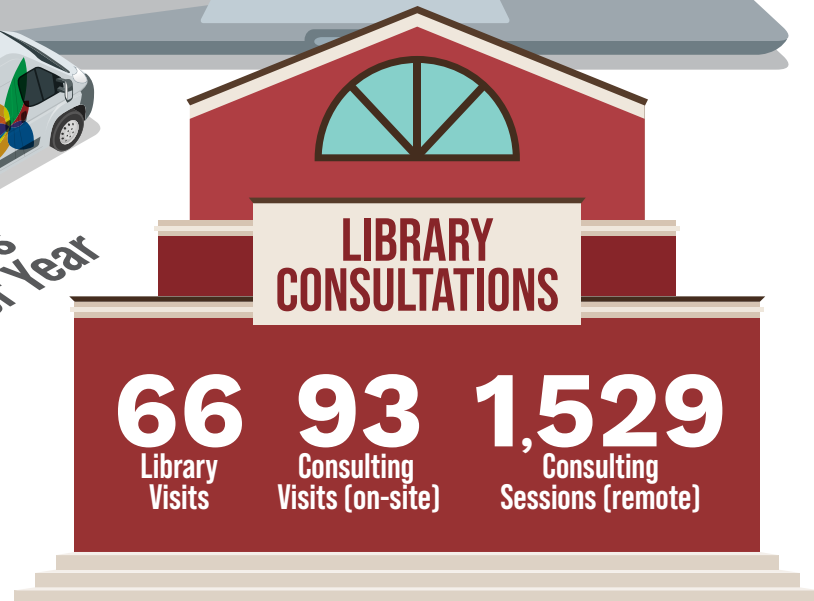
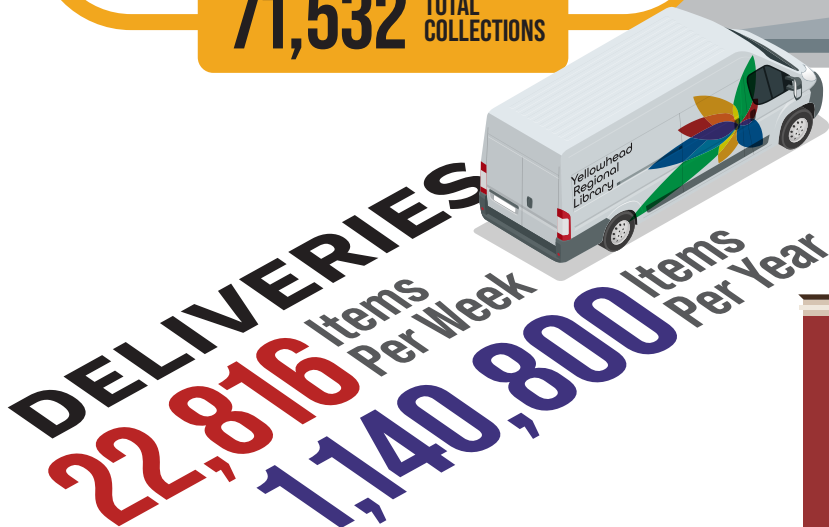
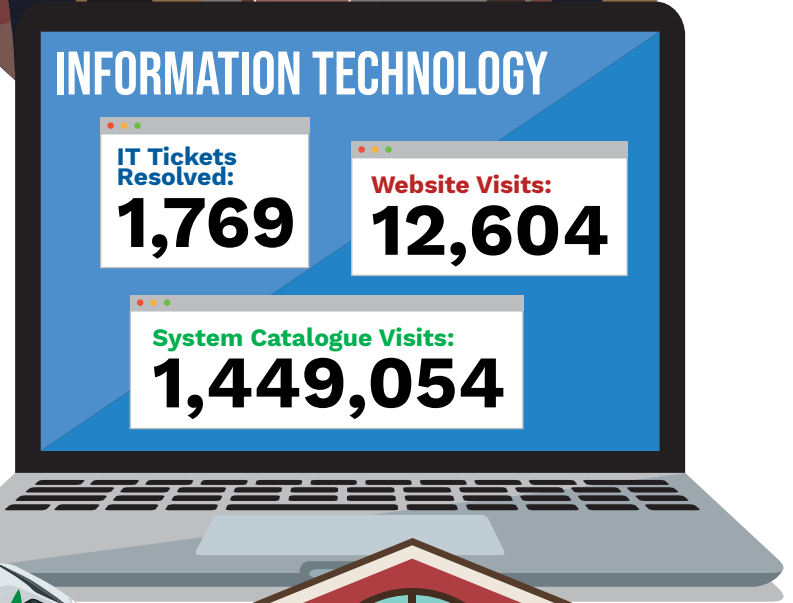
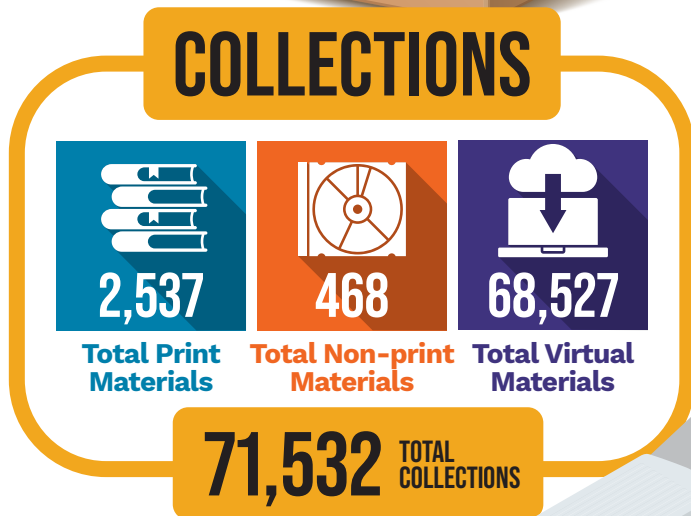
**Jessica Knoch**

*President, Library  
Association of Alberta*



# A Year in Review

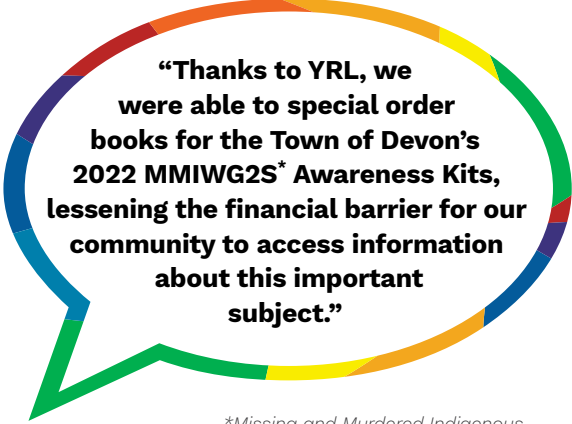
By the Numbers



## Collections and Resource Sharing (CRS)

Our member libraries took advantage of the access through YRL to many virtual and physical collections in 2022, helping their patrons in life-long learning and enjoying a variety of content.

- ➔ Overdrive and Libby checkouts increased to 228,183 (up from 225,552 in 2021). Audiobook Cloud use increased 3% and Read Alberta eBooks use increased by 50%.
- ➔ More than 240 library patrons, an increase of 10% from the previous year, used Pronunciator to help them to learn and practice languages, including: French, Spanish, Russian and Ukrainian.
- ➔ LinkedIn Learning saw patrons record 640 hours of training time, up 14% from 2021.
- ➔ CRS facilitated six special orders for school and public libraries to support grant-funded programs, community events, community partnerships, one school-one book programs and more.



**“Thanks to YRL, we were able to special order books for the Town of Devon’s 2022 MMIWG2S\* Awareness Kits, lessening the financial barrier for our community to access information about this important subject.”**

*\*Missing and Murdered Indigenous Women, Girls, and Two-Spirit*

## Technology Services (TS)

2022 saw TS staff busy helping the member public libraries to upgrade and strengthen the technology and computer networks at their sites to ensure stable and secure connections.

- ➔ 52 equipment orders were placed by TS staff for 18 libraries ensuring good quality computers met network standards for security and function.
- ➔ 572 questions by patrons about CloudLibrary/OverDrive/hoopla were answered by TS staff, allowing better access to these popular virtual collections.
- ➔ 29 site visits were made by TS staff to work in person at member libraries to help maintain the computer networks.
- ➔ Cyber security training through Sophos Phish Threat was offered to libraries to lessen the chance of future cyber hacks or incidents.
- ➔ Jasper Municipal Library was supported by TS staff with technical advice, securing contingency funding in case network devices were impacted and arranging for extra wi-fi hubs to arrive during the major wildfire that impacted internet connectivity in the Jasper townsite.
- ➔ 6 libraries were supported by TS staff in upgrading to VOIP phone systems on the SuperNet network allowing for new money saving technology.
- ➔ Libraries were surveyed, and the data analysed about the new website platform coming in 2023, allowing libraries to provide their opinion on what priorities should be included.


## Library Development Services (LDS)

LDS staff were out and about in 2022 in person and remotely to support our members in making their libraries better than ever.

### Homeless Library Academy

<b>Total Tutorials</b>	35	<b>Total Tutorial Enrollments</b>	288
<b>Total Tutorials Accessed</b>	35	<b>Total Learners</b>	85

Over the past few years, public libraries have seen a marked increase in interactions with people who are unsheltered. LDS purchased specialized, self-paced homelessness training tutorials to help member library staff learn the skills needed to effectively work with this population.



**“I am super excited and grateful that YRL purchased a subscription to this training for all of us and thankful that we have such a great regional system who cares about the issues we are having in our library.”**



Since its rollout in late 2021, all 35 virtual tutorials have been accessed by member library staff. LDS staff also had follow up discussions with members who viewed the tutorials about how to implement some of the concepts that were presented.

## Crucial Conversations

Being able to communicate effectively in the workplace is a skill everyone wants to do well especially with regards to human resources and promoting psychological

<b>Total Learners</b>	36
<b>Total Live Discussions</b>	3
<b>Total Visits to the Course Website</b> <i>(as of Dec 2022)</i>	161

safety in the workplace. To that end, LDS provided access to a virtual course and three workshops to help our member library directors, managers, and other library leadership to learn this skill set.



## Networks and Group Meetups

Both the Indigenous Services Working Group and Peer Support Network for member library staff were new initiatives in 2022 and well received by our members. Both provided opportunities for networking and delving deeper into each subject matter.

	Total Sessions
<b>Peer Support Network for Library Staff</b>	6
<b>Indigenous Services Working Group</b>	3
<b>Coffee Chat for Managers</b>	12

## General Consultation and Client Support

Primary Purpose	In Person	Virtual	Email	Total
<b>AskYRL</b> <i>(all categories)</i>	0	0	1,329	<b>1,329</b>
<b>Collections</b>	16	14	0	<b>30</b>
<b>Customized Training</b> <i>(on site or at YRL)</i>	3	1	0	<b>4</b>
<b>Library Visits</b>	44	0	0	<b>44</b>
<b>Manager Onboarding</b>	9	0	0	<b>9</b>
<b>Policy</b>	1	12	0	<b>13</b>
<b>Strategic Planning</b>	1	2	0	<b>3</b>
<b>TOTAL</b>	74	29	1,329	<b>1,432</b>
<b>YRL Public Libraries Reached</b>	<b>100%</b>			
<b>YRL School Divisions Reached</b>	<b>100%</b>			
<b>YRL School Libraries Reached</b>	<b>24%</b> <i>(note this includes in-person or virtual contacts only and does not include email)</i>			

## Programming Support - Kits

<b>Total Kits</b>	120
<b>Total Kit Bookings</b>	251
<b>Public Libraries that Borrowed Kits</b>	68%

## Administrative Services (AS)

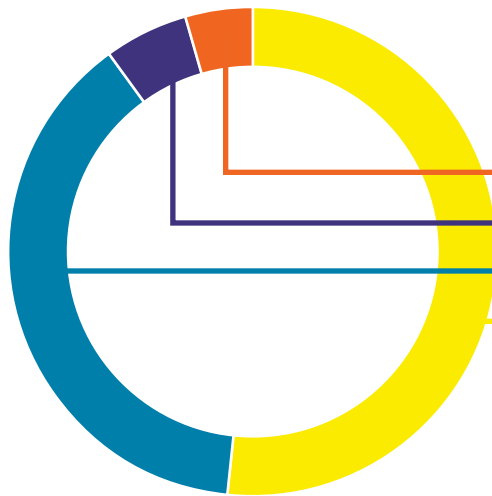
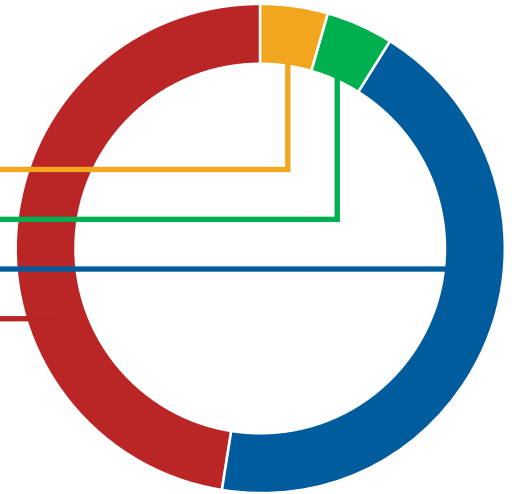
In 2022, the AS staff were behind the scenes, keeping staff, facilities and funding in line with the priorities and wants of our members.

### Planning and Finances

A new Plan of Service was completed for the period 2023-2025, based on the current plans of member libraries, municipalities and school divisions.

#### Revenue:

<b>School Levies</b>	\$146,899 (4.5%)
<b>Contract Services</b>	\$147,884 (4.5%)
<b>Provincial Government</b>	\$1,415,451 (43.5%)
<b>Municipal Levies</b>	\$1,546,823 (47.5%)
<b>Total</b>	<b>\$3,257,057</b>



#### Expenses:

<b>Administration</b>	\$152,638 (4.6%)
<b>Building and Capital</b>	\$180,330 (5.4%)
<b>Direct Services</b>	\$1,269,002 (38.4%)
<b>Staffing</b>	\$1,708,206 (51.6%)
<b>Total</b>	<b>\$3,310,176</b>

### Stewardship

- ➔ A new investment strategy was developed and approved, netting nearly \$70,000 in interest (compared to \$15,483 in 2021).
- ➔ A new cyber insurance policy was purchased, increasing the per-incident coverage from \$150,000 to \$2,000,000.
- ➔ A new vehicle was purchased to augment the fleet.

## Yellowhead Regional Library

#### Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

#### Building Location

433 King Street, Spruce Grove, AB T7X 2C6

#### Phone

780-962-2003

#### Toll-free

1-877-962-2003

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

## Barrhead Public Library 2022 Return on Investment

### Your Membership

**Total Financial Benefits**

**\$669,749.60**

**Return on Investment**

**\$1.00 = \$32.43**

#### Membership levy

On behalf of Barrhead Public Library in 2022	<b>\$20,649.80</b>
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#### Direct financial return

2022 Materials allotment from YRL	\$3,472.50
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Allotment from other municipalities (if applicable)	\$3,770.91
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<b>Total funds</b>	<b>\$7,243.41</b>
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#### Benefits of YRL services

##### Technology

Website	\$325.24
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Software and licensing	\$3,928.80
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SuperNet and hardware	\$11,696.65
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<b>Cost avoidance</b>	<b>\$15,950.69</b>
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##### Resource sharing

Items borrowed from other libraries: <b>6,579</b>	\$95,395.50
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Digital items borrowed through YRL: <b>11,011</b>	\$550,550.00
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<b>Cost avoidance</b>	<b>\$645,945.50</b>
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##### Training

Free YRL training/workshop participation hours	30
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*Note: May not reflect all training provided, such as informal sessions.*

Crucial Conversations for Mastering Dialogue	\$610.00
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Homelessness Academy for Librarians	\$0.00
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<b>Cost avoidance</b>	<b>\$610.00</b>
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<b>Total financial savings</b>	<b>\$662,506.19</b>
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### **With YRL membership, municipal residents gain:**

- Access to more than three million items in the TRAC1 collection.
- Free province-wide resource sharing of physical material collections including interlibrary lending and onsite borrowing.
- Free access to digital content (eBooks, eAudiobooks, eComics, eMagazines, movies, music and television shows) through 31 online resources, including:
  - Centre for Equitable Library Access and National Network for Equitable Library Service: national collections for those with print disabilities.
  - Cypress Resume: professional-looking cover letters and resumes.
  - Grant Connect: linking Canadian nonprofits with funding programs.
  - LinkedIn Learning, a preeminent source for video tutorials in business, computer technology, software and creative skills.
  - PressReader, for local and international newspapers and magazines.
  - Pronunciator, multi-faceted learning options for 80 languages.
- Additional shared eBooks with Parkland Regional Library System in Lacombe.
- Access to library collections across Canada.

### **And, Barrhead Public Library has access to:**

- Free broadband Internet connection via SuperNet (paid for by the Government of Alberta) and WiFi.
- Hosted and managed websites with technical support.
- Computer and network support and services including password manager licensing for library managers. In 2022, we recommended wireless printing options for libraries and offered phish threat cybersecurity training with email phish testing (required by many insurance companies) for library staff.
- The library software that manages borrowers, circulation and materials
- An online catalogue and mobile app for the public to access library resources, manage their personal account and self-checkout items on the app.
- A bulk discount of 37% on library books purchased through YRL.
- Cataloguing and shelf-ready processing of purchased and donated materials.
- 118 shared specialty kit collections including Deakin (new in 2022), Indigenous, makerspace, read Alberta, storytime, storywalk, Xbox and world languages.
- Free delivery and pick up of materials at least once every week.
- Physical library cards at no cost.
- Professional library expertise and access to regional knowledge sharing.
- Training and materials for onboarding, skill building and professional development of library staff and board members.
- Core competencies skills and levels launched in late 2021 to help identify the knowledge, skills and abilities library workers need to grow and succeed.

<sup>1</sup> Originally formed in 2001, The **R**egional Libraries Computer **A**utomation Systems **C**onsortium (TRAC) Society is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and YRL in Spruce Grove.

## Neerlandia Public Library 2022 Return on Investment

### Your Membership

#### Total Financial Benefits

**\$135,466.63**

#### Return on Investment

**\$1.00 = \$4.71**

#### Membership levy

On behalf of Neerlandia Public Library in 2022 **\$28,749.16**

#### Direct financial return

2022 Materials allotment from YRL \$0.00

Allotment from other municipalities (if applicable) \$1,063.59

**Total funds \$1,063.59**

#### Benefits of YRL services

##### Technology

Website \$325.24

Software and licensing \$508.80

SuperNet and hardware \$0.00

**Cost avoidance \$834.04**

##### Resource sharing

Items borrowed from other libraries: **3,622** \$52,519.00

Digital items borrowed through YRL: **1,621** \$81,050.00

**Cost avoidance \$133,569.00**

##### Training

Free YRL training/workshop participation hours 0

*Note: May not reflect all training provided, such as informal sessions.*

Crucial Conversations for Mastering Dialogue \$0.00

Homelessness Academy for Librarians \$0.00

**Cost avoidance \$0.00**

**Total financial savings \$134,403.04**

**With YRL membership, municipal residents gain:**

- Access to more than three million items in the TRAC<sup>1</sup> collection.
- Free province-wide resource sharing of physical material collections including interlibrary lending and onsite borrowing.
- Free access to digital content (eBooks, eAudiobooks, eComics, eMagazines, movies, music and television shows) through 31 online resources, including:
  - Centre for Equitable Library Access and National Network for Equitable Library Service: national collections for those with print disabilities.
  - Cypress Resume: professional-looking cover letters and resumes.
  - Grant Connect: linking Canadian nonprofits with funding programs.
  - LinkedIn Learning, a preeminent source for video tutorials in business, computer technology, software and creative skills.
  - PressReader, for local and international newspapers and magazines.
  - Pronunciator, multi-faceted learning options for 80 languages.
- Additional shared eBooks with Parkland Regional Library System in Lacombe.
- Access to library collections across Canada.

**And, Neerlandia Public Library has access to:**

- Free broadband Internet connection via SuperNet (paid for by the Government of Alberta) and WiFi.
- Hosted and managed websites with technical support.
- Computer and network support and services including password manager licensing for library managers. In 2022, we recommended wireless printing options for libraries and offered phish threat cybersecurity training with email phish testing (required by many insurance companies) for library staff.
- The library software that manages borrowers, circulation and materials
- An online catalogue and mobile app for the public to access library resources, manage their personal account and self-checkout items on the app.
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- Physical library cards at no cost.
- Professional library expertise and access to regional knowledge sharing.
- Training and materials for onboarding, skill building and professional development of library staff and board members.
- Core competencies skills and levels launched in late 2021 to help identify the knowledge, skills and abilities library workers need to grow and succeed.

<sup>1</sup> Originally formed in 2001, The **R**egional Libraries Computer **A**utomation Systems **C**onsortium (TRAC) Society is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and YRL in Spruce Grove.



County of Barrhead Council

September 2023



# Yellowhead Regional Library







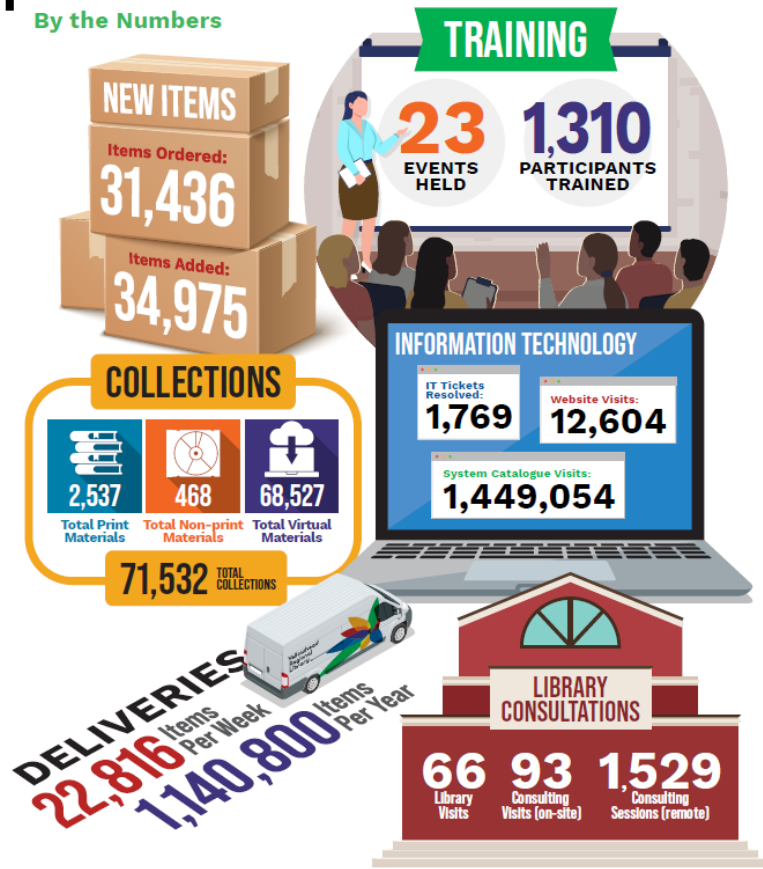


# 2022 Results

HIGHLIGHTS

# A Year in Review

By the Numbers



It's been a busy year!

Our staff have helped procure and deliver materials, train your staff, support technology and provide consultations.



# 2023-2025 Strategic Plan

FOUR GOALS OF THE STRATEGIC PLAN

# Broad Goals

- Hub for learning and connection.
- Quality information and resources.
- Share knowledge and skills.
- Excellent place to work.

# 2023 Year to Date



- Advocacy: increased provincial funding.
- Website redesign: new features, better security.
- Increased network security.
- Re-introduction of in-person conference, with three other regional library systems.



# 2024 Goals

- Address remaining areas of potential cybersecurity threats.



# Return on Investment

DEMONSTRATING VALUE



# Levies

- 2008-2019 \$4.30 per capita
- 2020 \$4.39 per capita
- 2021-2022 \$4.46 per capita
- 2023 \$4.54 per capita



- YRL returns \$0.75 per capita to your library for purchasing library materials.

# Barrhead Library Board

- Membership levy<sup>1</sup> \$28,749
- Financial return for materials<sup>2</sup> \$1,064
- Cost avoidance \$134,403
  - Technology, resource sharing and funded training
- Return on Investment **\$1.00 = \$4.71**

<sup>1</sup> From the County of Barrhead and Town of Barrhead

<sup>2</sup> From YRL and allocated as per the Barrhead Library Board

# Barrhead Public Library

- Membership levy<sup>1</sup> \$20,649
- Financial return for materials<sup>2</sup> \$7,243
- Cost avoidance \$662,506
  - Technology, resource sharing and funded training
- Return on Investment **\$1.00 = \$32.43**

<sup>1</sup> From the Town of Barrhead

<sup>2</sup> From YRL and as allocated by the Barrhead Library Board

# Neerlandia Public Library

- Membership levy<sup>1</sup> \$28,749
- Financial return for materials<sup>2</sup> \$1,064
- Cost avoidance \$134,403
  - Technology, resource sharing and funded training
- Return on Investment **\$1.00 = \$4.71**

<sup>1</sup> From the County of Barrhead

<sup>2</sup> From YRL and as allocated by the Barrhead Library Board

# Your citizens have access to:

- More than 3 million items via TRAC.
- Digital materials, such as 600,000+ eBooks, 111,000+ eAudiobooks, 300,000+ music albums, and much more.
- Free broadband internet through SuperNet and WiFi.



**We bring the  
world to your  
residents.**



Yellowhead  
Regional  
Library

**Thank you!**

