

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 MINUTES**

**3.1 REGULAR MEETING HELD DECEMBER 21, 2021**

[Schedule A](#)

**4.0 ACTION ITEMS:**

**4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 21-R-432  
LOT 1 BLOCK 1 PLAN 0423219 (SE 33-58-3-W5) (SMITH)**

Administration recommends that Council approve the subdivision application proposing to create 1.87 ha (4.65 acre) parcel out of Lot 1 Block 1, Plan 0423219 with the conditions as presented.

[Schedule B](#)

**4.2 COMMUNITY GRANT REQUEST – MISTY RIDGE SKI CLUB**

Administration recommends that Council approves the application from Misty Ridge Ski Club for a donation of \$2,500 under the Community Grants Policy to assist with their 50th Anniversary Celebration scheduled for March 2022.

[Schedule C](#)

**4.3 ALUS PROGRAM - TERMS OF REFERENCE FOR PARTNERSHIP ADVISORY COMMITTEE**

Administration recommends that Council adopt the ALUS PAC Terms of Reference as presented.

[Schedule D](#)

**4.4 2021 PROJECT DASHBOARD**

Administration recommends that:

- Council accepts the Capital & Operational Dashboards as at December 31, 2021 for information.
- Council approves the additional funding sources for 2021 projects overbudget as recommended.

[Schedule E](#)

**4.5 BRIDGE RECOMMENDATION FOR TENDER AWARD – TENDER 73046-21  
BRIDGE MAINTENANCE & OTHER WORK**

Administration recommends that Council awards the construction contract for Bridge File 73046-21 Bridge Maintenance and Other Work to Griffin Contracting Ltd. for \$129,450 excluding site occupancy, 10% contingency, engineering, and GST.

[Schedule F](#)

**5.0 REPORTS**

**5.1 COUNTY MANAGER REPORT**

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

[Schedule G](#)

**5.2 COMMUNITY BYLAW / PEACE OFFICER REPORT (10:00 a.m.)**

Administration recommends that Council accept the Community Peace Officer report for information.

[Schedule H](#)

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

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

[Schedule I](#)

**5.4 COUNCILLOR REPORTS**

**6.0 INFORMATION ITEMS:**

**6.1 Email from Jim Skeet Re: Peanut Lake Aeration – dated January 12, 2022**

[Schedule J](#)

**6.2 Letter from Municipality of Crowsnest Pass to College of Physicians & Surgeons Re: Letter of Support – Streamlining Foreign Physician Assess – dated January 7, 2022**

[Schedule K](#)

**6.3 Letter from Municipality of Crowsnest Pass to College & Assn of Registered Nurses Re: Letter of Support – Fast Tracking Immigrant Nurses Certification in Alberta – dated January 7, 2022**

[Schedule L](#)

**6.4 Letter from Town of Tofield to Premier Kenney Re: Rural Alberta – Adolescent Vaccine Provision – dated January 13, 2022**

[Schedule M](#)

**6.5 MINUTES**

**6.5.1 BDSHA Organizational Meeting Minutes – dated October 29, 2021**

[Schedule N](#)

**6.5.2 BDSHA Regular Meeting Minutes – dated October 29, 2021**

[Schedule O](#)

**7.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 21, 2021**

The Regular Meeting of the Council of the County of Barrhead No. 11 held December 21, 2021 was called to order by Reeve Drozd at 9:03 a.m.

**PRESENT**

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

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

**STAFF**

Debbie Oyarzun, County Manager  
Pam Dodds, Executive Assistant  
Erika Head, Municipal Intern  
Adam Vanderwekken, Development &  
Communications Coordinator

Jenny Bruns, Development Officer  
Ken Hove, Director of Infrastructure  
Tamara Molzahn, Director of  
Finance & Administration

**DELEGATIONS**

Nate Wilson – Don Wilson Surveys

Barry Kerton - Town and Country Newspaper

**APPROVAL OF AGENDA**

2021-514 Moved by Deputy Reeve Schatz that the agenda be approved as presented.  
Carried Unanimously.

**RECOGNITION**

Council recognized the following employees for Long Service Awards:

**Long Service Awards**

Trent Girard – 5 Years

Kris Magill – 10 Years

Mike Downing – 5 Years

Travis Anhorn – 10 Years

Andy Fraedrich – 10 Years

Kyle Meunier – 15 Years

**RECESS**

Reeve Drozd recessed the meeting at this time being 9:16 a.m.

Reeve Drozd reconvened the meeting at this time being 9:27 a.m.

Jenny Bruns and Adam Vanderwekken joined the meeting at this time being 9:27 a.m.

**MINUTES OF REGULAR MEETING HELD DECEMBER 7, 2021**

2021-515 Moved by Councillor Preugschas that the minutes of the Regular Meeting of Council held December 7, 2021, be approved as circulated.  
Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 21, 2021**

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**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 21-R-426  
NE 22-61-3-W5 (GJW FARM LTD.)**

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- 2021-516 Moved by Deputy Reeve Schatz that Council approve the subdivision application proposing to create an 80-acre split 32.4 ha (80.06 acres) out of NE 22-61-3-W5 with the conditions as presented.

Carried Unanimously

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 21-R-427  
SE 9-60-3-W5 (HOEVE)**

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- 2021-517 Moved by Councillor Preugschas that Council approve the subdivision application proposing a farmstead separation of 6.07 ha (15 acres) out of SE 9-60-3-W5 with the conditions as presented.

Defeated 6-1.

- 2021-518 Moved by Councillor Kleinfeldt that council approve the subdivision application proposing a farmstead separation out of SE 9-60-3-W5 with the conditions as presented including that the proposed parcel be revised to a maximum of 10 acres (4.04 ha) with dimensions to the satisfaction of the Subdivision Authority Officer.

Carried 6-1.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 21-R-428  
PT. SW 2-60-5-W5 (SUTHERLAND)**

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- 2021-519 Moved by Councillor Lane that Council approve the subdivision application proposing to create a farmstead separation out of Pt. SW 2-60-5-W5 with the conditions as presented including reducing parcel size to a maximum of 5 acres.

Defeated 7-0.

- 2021-520 Moved by Councillor Lane that council approve the subdivision application proposing to create farmstead separation out of Pt. SW 2-60-5-W5 with the conditions as presented and the parcel size to remain at 2.83 ha (7.0 acres).

Carried 7-0.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 21-R-431  
NE 31-57-5-W5 (HALL)**

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- 2021-521 Moved by Deputy Reeve Schatz that Council approve the subdivision application proposing to create a 4.56 ha (11.27 acre) farmstead separation out of NE 31-57-5-W5 with the conditions as presented.

Carried Unanimously.

Nate Wilson, Jenny Bruns, & Adam Vanderwekken departed the meeting at this time being 9:56 a.m.

**2022 MEMBER-AT-LARGE APPOINTMENT TO LIBRARY BOARD**

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- 2021-522 Moved by Deputy Reeve Schatz that Council appoint Karen Christiansen to fill the position on the Barrhead Library Board for a term from January 1, 2022 to December 31, 2024.

Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 21, 2021**

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**MEMORANDUM OF AGREEMENT – CAPITAL REGION ASSESSMENT SERVICES COMMISSION (CRASC)**

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- 2021-523 Moved by Councillor Preugschas that Council direct Administration to renew the Memorandum of Agreement with Capital Region Assessment Services Commission for the period from January 1, 2022 to December 31, 2024 as presented.

Carried Unanimously.

**RECESS**

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Reeve Drozd recessed the meeting at this time being 10:05 a.m.

Reeve Drozd reconvened the meeting at this time being 10:15 a.m.

Tamara Molzahn joined the meeting at this being 10:15 a.m.

**RATES & FEES BYLAW (BYLAW NO. 12-2021)**

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- 2021-524 Moved by Councillor Lane to amend the Waterwater Dumping Fee within the Rates & Fees Bylaw 12-2021 to read \$35.00 per load for a single axle truck and \$50.00 per load for a dual or tri-axle truck.

Defeated 6-1.

- 2021-525 Moved by Deputy Reeve Schatz that Council gives 3<sup>rd</sup> reading to Rates & Fees Bylaw 12-2021.

Carried 6-1.

**WATER & SEWER UTILITY RATES AMENDMENT BYLAW NO. 11-2021 (AMENDING BYLAW 14-2020)**

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- 2021-526 Moved by Deputy Reeve Schatz that first reading be given to Water & Sewer Utility Rates Amendment Bylaw No. 11-2021 (Amending Bylaw 14-2020)

Carried Unanimously.

- 2021-527 Moved by Councillor Lane that Bylaw 11-2021 be given second reading.

Carried Unanimously.

- 2021-528 Moved by Councillor Preugschas that Bylaw 11-2021 be considered for third and final reading.

Carried Unanimously.

- 2021-529 Moved by Councillor Kleinfeldt that Bylaw 11-2021 – Water & Sewer Utility Bylaw be given third reading.

Carried Unanimously.

Councillor Stoik departed the meeting at 11:01 a.m. and rejoined at 11:03 a.m.

Erika Head departed the meeting at 11:14 a.m. and rejoined at 11:19 a.m.

**PERC/DIRC**

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- 2021-530 Moved by Councillor Preugschas that Council direct Administration to apply under the Provincial Education Requisition Credit (PERC) and the Designated Industrial Requisition Credit (DIRC) program for an estimated amount of \$29,878.80 and \$728.86, respectively which equals the outstanding uncollectible education and designated industrial property tax requisitions for 2017 – 2021 tax years.

Carried Unanimously.

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**REGULAR MEETING OF COUNCIL - HELD DECEMBER 21, 2021**

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**2022 INTERIM OPERATING BUDGET & 2022 CAPITAL BUDGET**

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2021-531 Moved by Councillor Preugschas that Council approve the 2022 INTERIM Operating Budget of \$17,518,554 as presented.

Carried Unanimously.

2021-532 Moved by Councillor Lane that Council approve the 2022 Capital Budget of \$8,087,326 as presented.

Carried Unanimously.

Councillor Preugschas left the meeting at 11:42 a.m. and rejoined at 11:43 a.m.

Ken Hove joined the meeting at this time being 11:53 a.m.

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

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2021-533 Moved by Councillor Kleinfeldt that Council approve the 3-Year Financial Plan for the County of Barrhead as presented.

Carried Unanimously.

2021-534 Moved by Councillor Properzi that Council approve the 10-Year Capital Plan for the County of Barrhead as presented.

Carried Unanimously.

Tamara Molzahn left the meeting at this time being 12:01 p.m.

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**PUBLIC WORKS REPORT**

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

2021-535 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

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**2022 MOTOR GRADER REPLACEMENT**

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2021-536 Moved by Councillor Lane that Council directs Administration to purchase a 2022 John Deere 872GP motor grader, with a rear mounted ripper, 12-foot snow wing and 5 year / 7,500 hour warranty coverage from Brandt Tractor Ltd. as per the quotation provided, and to utilize the buyback option provided by Finning Canada for Unit #218, a 2017 Caterpillar 160M2AWD motor grader.

Carried Unanimously.

Ken Hove and Barry Kerton departed the meeting at this time being 12:21 p.m.

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**LUNCH RECESS**

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Reeve Drozd recessed the meeting at this time being 12:22 p.m.

Reeve Drozd reconvened the meeting at this time being 12:43 p.m.

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**IN-CAMERA**

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2021-537 Moved by Councillor Properzi that the meeting move in-camera at this time being 12:43 p.m. for discussion on:

5.13.1 Offer to Purchase – *FOIPP Sec. 24 Advice from Officials and FOIPP Sec. 27 Privileged information*

Pam Dodds left the meeting at this time being 12:43 p.m.

2021-538 Moved by Councillor Properzi that the meeting move out of in-camera at this time being 1:32 p.m.

Carried Unanimously.

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**REGULAR MEETING OF COUNCIL - HELD DECEMBER 21, 2021**

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**OFFER TO PURCHASE – KIEL INDUSTRIAL LOTS**

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2021-539 Moved by Councillor Lane that Council direct the CAO to sign revised Offer to Purchase for 2 lots at Kiel Industrial Park in addition to future consideration for the purchase of a 3rd lot.

Carried Unanimously.

Tamara Molzahn joined the meeting at this time being 1:40 p.m.

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**DIRECTOR OF FINANCE & ADMINISTRATION REPORT**

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2021-540 Moved by Councillor Kleinfeldt that Council accept the following Director of Finance & Administration's reports for information:

- Cash, Investments, & Taxes Receivable as of November 30, 2021
- Payments Issued as of November 30, 2021
- YTD Budget Report for the 11 months ending November 30, 2021
- Capital YTD Recap as of November 30, 2021

Carried Unanimously.

Tamara Molzahn left the meeting at this time being 1:53 p.m.

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**AGENDA INFORMATION ITEMS**

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2021-541 Moved by Councillor Kleinfeldt that the following agenda items be received as information:

- Letter of Congratulations to Council from Enbridge – dated December 13, 2021
- Letter from Resident regarding increase in Lagoon Fees – dated December 17, 2021
- FCSS Regular Board Meeting Minutes – November 16, 2021

Carried Unanimously.

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**REPORT – COUNTY MANAGER**

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Debbie Oyarzun, County Manager, reviewed the 2021 Council Resolution Tracking List and provided updates to Council;

- Information on Provincial Public Engagement for Police Funding
- County COR Audit
- Peanut Lake Aeration Project

2021-542 Moved by Councillor Properzi to accept the County Manager's report as information.

Carried Unanimously.

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**REGULAR MEETING OF COUNCIL - HELD DECEMBER 21, 2021**

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**COUNCILLOR REPORTS**

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Councillor Preugschas reported on his attendance at the Provincial ASB Committee meeting with the ADM, ASB meeting, Barrhead Attraction & Retention meeting, GROWTH meeting, and County Budget meeting.

Councillor Preugschas left the meeting at this time being 2:20 p.m.

Councillor Properzi reported on his attendance at the FCSS Conference, FCSS meeting and County Budget meeting.

Councillor Kleinfeldt reported on his attendance at the BRWC meeting, and County Budget meeting.

Councillor Lane reported on his attendance at the FCSS Conference, FCSS meeting, Misty Ridge meeting, and County Budget meeting.

Councillor Stoik reported on his attendance at the ASB meeting, Seed Cleaning Plant meeting, and County Budget meeting.

Deputy Reeve Schatz reported on his attendance at the Seed Cleaning Plant meeting, CFYE meeting, ASB meeting, Barrhead Christmas Parade, ratepayer meeting with the Reeve, County Budget meeting and shared calls from landowners regarding concerns about a development permit and the appeal process.

Reeve Drozd reported on his attendance at the BRWC meeting, ratepayer meeting with the Deputy Reeve, ASB meeting, Barrhead Christmas Parade, Camp Nakamun Christmas Festival, County Budget meeting, meeting with the Town of Barrhead Mayor, and County office duties.

**ADJOURNMENT**

2021-543 Moved by Councillor Stoik that the meeting adjourn at this time being 2:35 p.m.

Carried 6-0.





## REQUEST FOR DECISION

JANUARY 18, 2022

B

**TO: COUNCIL**

**RE: SUBDIVISION APPLICATION – LOT 1 BLOCK 1 PLAN 0423219 (SE 33-58-3-W5)  
SMITH, MUNICIPAL PLANNING FILE NO 21-R-432**

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**ISSUE:**

An application has been received to create a 1.87 ha (4.65 acre) parcel out of Lot 1 Block 1, Plan 0423219.

**BACKGROUND:**

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires farmstead separations be normally a maximum of 10 acres in size and minimum 1 acre in size.
- Land was previously subdivided. Proposed parcel is developed with buildings.

**ANALYSIS:**

- Size of the proposed parcels meet the requirements the Land Use Bylaw and Municipal Development Plan.
- Site is within 2 miles of a CFO but does not impact their operations as existing yard site was already in place.
- Municipal Reserves are required as this is the third parcel out of the quarter, assessment value is \$3,500/acre.
- Access to proposed parcel and remainder parcels are from Range Road 33.
- Approaches to remainder requires work in the amount of \$1,158.07.
- Road widening not required, previously taken.
- Alberta Transportation has no requirements.
- Private septic inspection will be required.
- Wetlands impact the remainder however a suitable building site appears to exist.

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

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

1. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead.
2. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel. The amount has been calculated as follows:

Total area of the proposed parcel = 1.87 ha (4.65 ac.)

10% of the area of the proposed parcel = 0.187 ha (0.465 ac.)

Estimated market value per ac. = \$3,500/ac

Money-in-place of reserve = 10% area x market value = (0.465 ac. x \$3,500) = \$1,627.50.

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

*NOTE: The above amount is calculated based on the tentative plan of subdivision submitted to, and conditionally approved by, the Subdivision Authority. All areas are to be verified based on the instrument prepared by an Alberta Land Surveyor prior to paying the amount to the County. If the amount calculated above is incorrect due to a miscalculation in the area of the parcel, and if the wrong amount is paid, final approval of the plan of subdivision may be delayed pending resolution of the outstanding amount.*

3. That prior to endorsement the registered owner and/or developer pay the County of Barrhead the outstanding appraisal fee of \$100.00.
4. That prior to endorsement of an instrument affecting this plan, the County of Barrhead receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system(s) within the quarter section will satisfy the Provincial Private Sewage Disposal Systems Regulations and is suitable for the intended subdivision.
5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

**ADMINISTRATION RECOMMENDS THAT:**

Council approve the subdivision application proposing to create 1.87 ha (4.65 acre) parcel out of Lot 1 Block 1, Plan 0423219 with the conditions as presented.

## FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 21-R-432DATE RECEIVED: OCT 12 2021DEEMED COMPLETE: OCT 29, 2021

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

1. Name of registered owner of land to be subdivided

Kathy & Sheldon Smith

Address, Phone Number, and Fax Number

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

Dennis Vanleeuwen

Address, Phone Number, and Fax Number

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☐ PART ☐ of the SE  $\frac{1}{4}$  SEC. 33 TWP. 58 RANGE 3 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☐ of LOT 1 BLOCK 1 REG. PLAN NO. 243219 C.O.T. NO. \_\_\_\_\_Area of the above parcel of land to be subdivided 1.87 hectares (4.645 acres)Municipal address (if applicable) 58312 Range Road 33

4. LOCATION OF LAND TO BE SUBDIVIDED

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

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

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☐ NO ☒

If "YES", the Highway # is: \_\_\_\_\_

d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☐ NO ☒

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

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

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

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

<u>Residential/ Commercial</u>	<u>Residential/ Commercial</u>	<u>A-G</u>
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6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Nature of the Topography  
(e.g. flat, rolling, steep, mixed)Nature of the Vegetation and Water  
(e.g. brush, shrubs, treed, woodlots)Soil Conditions  
(e.g. sandy, loam, clay)

<u>flat</u>	<u>Treed &amp; cleared</u>	<u>clay</u>
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7. STRUCTURES AND SERVICING

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

Describe the manner of providing water and sewage disposal.

<u>House, Shop, Garage Remainder</u>	<u>well, septic field remainder</u>
<u>Shop &amp; pole shed</u>	<u>new well &amp; septic field (proposed)</u>
<u>to stay</u>	<u>lot</u>

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

I, Cathy Smith, hereby certify that ☒ I am the registered owner OR☐ I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.Signature Cathy SmithDate Sept 30/21

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

MPS FILE# 21-R-432

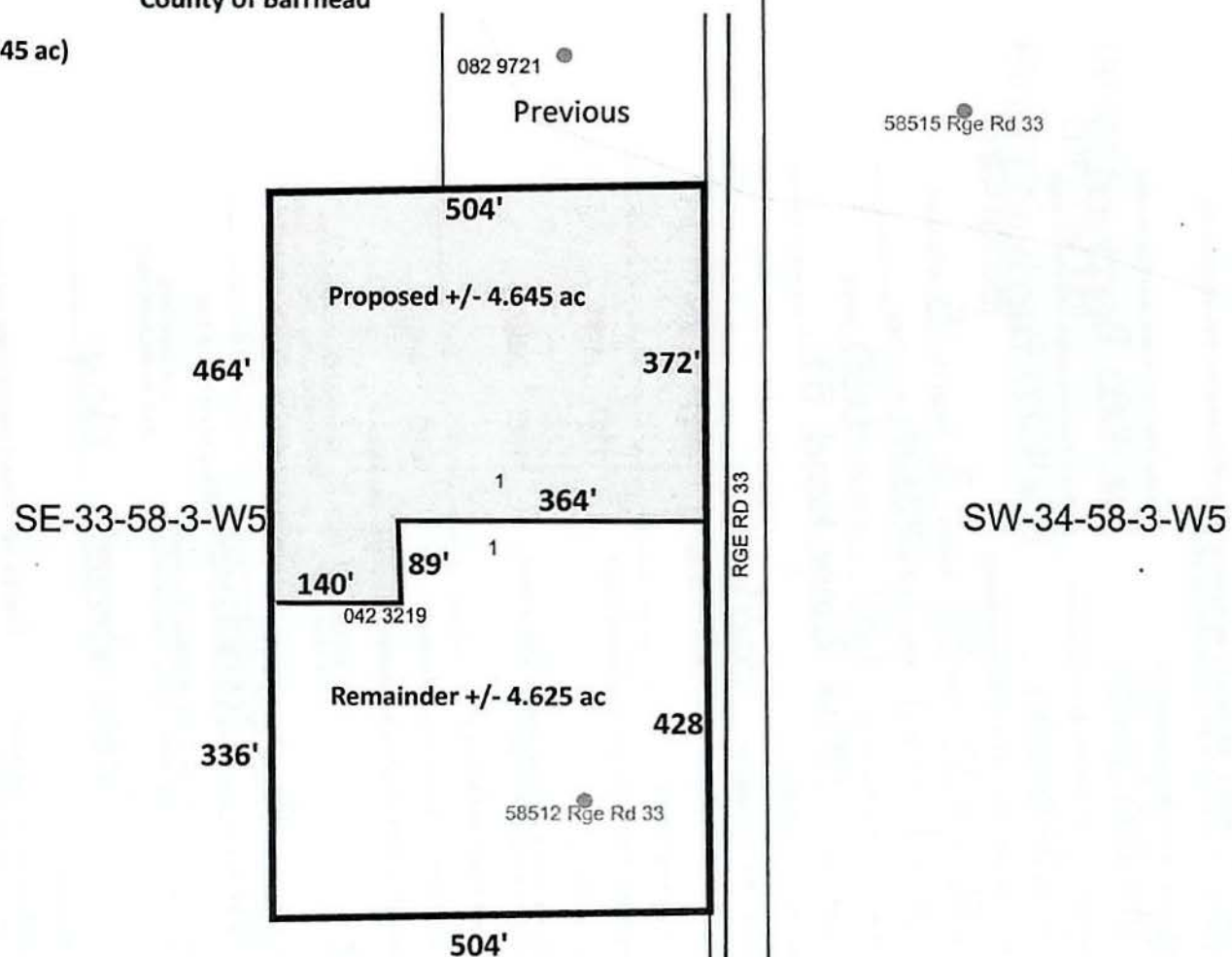
TENTATIVE PLAN

LOT 1 BLOCK 1 PLAN 042-3219 in SE 33-58-3-W5

County of Barrhead

Titled Area: 3.75 ha (9.27 ac)

Proposed Area: +/-1.87 ha (+/- 4.645 ac)



Scale 1: 2,500



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## Subdivision Report



### FILE INFORMATION

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**File Number:** 21-R-432  
**Municipality:** Co. of Barrhead  
**Legal:** Lot 1, Blk. 1, Plan 042-3219  
**In:** SE 33-58-3-W5  
**Applicants:** Dennis Vanleeuwen  
**Owners:** Sheldon & Kathy Smith

**Date Acknowledged:** October 29, 2021  
**Referral Date:** October 29, 2021  
**Decision Due Date:** December 28, 2021  
**Revised Decision Date:** January 27, 2022  
**Date of Report:** December 15, 2021

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**Existing Use:** Agriculture  
**Proposed Use:** Country Residential  
**District:** Agriculture (A)  
**Soil Rating:** 41%

**Gross Area of Parcel:** 3.75 ha (9.27 ac.)  
**Net Area of Lot:** 1.87 ha (4.65 ac.)  
**Reserve Status:** Required – Awaiting value/ac.

### 1. SITE DESCRIPTION AND ANALYSIS

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This proposal would subdivide a partially developed 1.87 ha (4.65 ac.) parcel for rural commercial use from a previously subdivided, 3.75 ha (9.27 ac.) CR use parcel located within SE 33- 58-3-W5. There are currently 2 CR use parcels within the quarter section. This subdivision would create a 3<sup>rd</sup> parcel (for rural commercial use) and would result in a total of 4 titles within the quarter section.

The subject site is 3.5 miles south of the Town of Barrhead in the central portion of the County of Barrhead. The subject site is 1 mile east of HWY 33 and .5 miles south of HWY 654.

This site currently has 2 defined yards, the proposed remainder contains a house, shop and garage while the proposed parcel includes a shop and pole shed which are currently used as part of a construction business.

The proposed parcel is roughly square in shape. The southernly proposed boundary follows an existing shelterbelt. In the proposed southwestern corner the lot jogs to the south to accommodate an existing shop.

Access to the proposed parcel and the remainder will be from RR 33. Access requirements can be met.

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

- An identified historic resource;
- Flood hazards lands; or
- Abandoned wells or pipelines

The quarter section appears to be affected by:

- Approvals, licenses or Registrations issued by the Minister of Environment; and
- A water course and wetlands.

It is difficult to determine if the flood mitigation measures affecting the watercourse within the northeastern corner of the subject site also affect the lands within the northeastern corner of the proposed lot. AEP was unable to confirm the exact location of the approval. From our review of the available mapping, it may affect the subject site.

From the application, the proposed use is “Residential/Commercial” which reflects the current uses on the site.

The proposed lot includes a driveway, shop and pole shed. It may be affected by a watercourse. AEP has indicated that a wetland assessment may be required prior to development of the site. There appears to be a suitable building site on the proposed parcel.

The remainder includes: a house, barn, and outbuildings. The PSDS is a septic field system, and water is provided via a well. The remainder appears suitable for country residential use.

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

## 2. AGENCY & ADJACENT LANDOWNER COMMENTS

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Agency	Comments
1. Co. of Barrhead	<ul style="list-style-type: none"><li>• Development Agreement is not required for road widening</li><li>• Accesses and approaches required</li><li>• MR is required - appraised value \$3500/acre</li><li>• Property taxes are not outstanding</li><li>• The proposal conforms to the County's LUB and MDP</li><li>• A private sewage inspection is required (remainder)</li><li>• Site is not within 1.5 km of sour gas facility</li><li>• Site is within 2 miles of a CFO (SW 3-59-3-W5 and NE 27-58-3-W5)</li></ul>
2. AER	<ul style="list-style-type: none"><li>• No comments provided.</li><li>• The applicant has indicated that the site is not affected by a sour gas facility</li><li>• Applicant has indicated that there are no abandoned wells on the site</li></ul>
3. AEP	<ul style="list-style-type: none"><li>• No objections. Wetlands may be present; wetland assessment may be required prior to development</li></ul>
4. AB Transportation	<ul style="list-style-type: none"><li>• SE 33 is not adjacent to HWY 33 or HWY 654.</li><li>• Access to the proposed lot and remnant parcel is available solely from the local road system.</li><li>• The proposal does not meet the requirements of Sections 14 and 15(3) of the Regulation,</li><li>• Considering the nature of the proposal, AB Transportation is willing to approve the variance by the subdivision authority of the requirements of section 14.</li><li>• No service road is required to be dedicated.</li><li>• Appeal of the subdivision should be referred to the MGB</li></ul>

	[LPRT]
5. Canada Post	• No response
6. Wildrose REA	• No response
7. Fortis AB	• No objections
8. Telus Communications	• No objections
9. Lac Ste. Anne Gas Coop	• No response
10. Pembina Hills Reg. School Division	• No objections
11. Alberta Health Services	• No response

Adjacent landowners were notified on October 29, 2021. *No comments from Adjacent Landowners were received.*

### 3. STATUTORY ANALYSIS

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#### MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead Municipal Development Plan. Farming is the intended use of the land. Commercial uses are allowed within the Agricultural Area. No minimum or maximum area for a commercial use parcel is identified. Table 1 in Section 3.2.3(15) of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision would create a total of 2 parcels for country residential use, 1 parcel for commercial use and 1 agricultural parcel. It will reduce the total area of land removed from the quarter section for CR use.

The proposed subdivision will create a 4<sup>th</sup> titled area on the quarter section. **Therefore, the proposed subdivision conforms to Section 3.2.3(15) of the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead Land Use Bylaw. Single detached dwellings and rural commercial uses are allowed. There is no minimum or maximum area identified for a commercial use parcel in the Agricultural (A) District. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

#### MGA AND SDR REQUIREMENTS

Section 8 of the Subdivision and Development Regulation requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 7 of the Regulation. Section 7 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the Private Sewage Disposal Systems Regulation; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

- Topography
- soil characteristics
- storm water
- water supply
- sewage disposal
- solid waste
- flooding
- subsidence/erosion
- accessibility
- Private Sewage Disposal Systems Regulation
- use of land in vicinity
- other matters



the proposed subdivision appears satisfactory.

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

Since Section 663 of the Municipal Government Act does not apply and Reserves are due. Reserves have been valued at \$TBD/ac + \$100 appraisal fee.

Since the proposed parcel is affected by a registration issued under the Water Act and wetlands, appeal of the decision is to the Land and Property Rights Tribunal.

#### Reserves

The ability to take Reserves is noted above.

### **4. SUMMARY**

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

1. Accesses and approaches to the satisfaction of the County
2. Private Sewage Inspection
3. MR
4. Appraisal Fee
5. Taxes up to date

### **5. RECOMMENDATION**

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

1. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead.
2. That in accordance with Sections 661, 666, and 667 of the Municipal Government Act, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel. The amount has been calculated as follows:

Total area of the proposed parcel = 1.87 ha (4.65 ac.)

10% of the area of the proposed parcel = 0.187 ha (0.465 ac.)

Estimated market value per ac. = \$3500/ac

Money-in-place of reserve = 10% area x market value = (0.465 ac. x \$3500) = \$1627.50.

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

*NOTE: The above amount is calculated based on the tentative plan of subdivision submitted to, and conditionally approved by, the Subdivision Authority. All areas are to be verified based on the instrument prepared by an Alberta Land Surveyor prior to paying the amount to the County. If the amount calculated above is incorrect due to a miscalculation in the area of the parcel, and if the wrong amount is paid, final approval of the plan of subdivision may be delayed pending resolution of the outstanding amount.*



3. That prior to endorsement the registered owner and/or developer pay the County of Barrhead the outstanding appraisal fee of \$100.00.
4. That prior to endorsement of an instrument affecting this plan, the County of Barrhead receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system(s) within the quarter section will satisfy the Provincial Private Sewage Disposal Systems Regulations and is suitable for the intended subdivision.
5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

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



## REQUEST FOR DECISION

JANUARY 18, 2022



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**TO: COUNCIL**

**RE: MISTY RIDGE SKI CLUB  
COMMUNITY GRANT REQUEST**

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**ISSUE:**

Misty Ridge Ski Club is applying for a Community Grant to assist with their 50<sup>th</sup> Anniversary Celebration.

**BACKGROUND:**

- Misty Ridge Ski Club operates the ski hill located at NW 16-62-4-W5.
- The ski hill was established in 1972 after Mr. Jack Bozack released 30 acres from his grazing lease with the Government of Alberta (GOA).
- County of Barrhead holds a recreational lease with the GOA to operate a ski hill which the Misty Ridge Ski Club does on the County's behalf.
- Misty Ridge Ski Club was registered a non-profit organization on November 10, 1972.
- Misty Ridge Ski Club is planning on hosting a 50<sup>th</sup> anniversary celebration on March 5, 2022.
- Misty Ridge Ski Club is requesting a \$2,500 donation to assist with a total project cost of \$6,400.
- Misty Ridge Ski Club has \$1,000 in fundraising for the event as well as donations for tents, etc.
- Intention is to provide free food to attendees and to have a small fireworks display.
  - Attendees will be charged a fee for skiing.

**ANALYSIS:**

- Application (attached) was considered under Policy AD-002 Community Grants.
- Applicant is eligible as they meet the criteria under section 4.1 as follows:
  - A volunteer group, service club or community group that provides service readily available to the general public of the County
  - Is in good standing with the County
  - Needs financial support to complete the project
  - Demonstrates value or benefit to the community by providing recreational opportunities
- Application was considered under section 5.1 as an event (vs project or sponsorship).
- Application was assessed based on the criteria outlines in section 5.2 as follows:
  - Benefit to community – provides access to a recreational activity within close proximity

- Other sources of funding, financial viability and community involvement – applicant is providing over 50% of the event cost which was obtained through donations/contributions from community members.
- Project is eligible under section 5.3 and 5.4 as follows:
  - Matching requirement has been met.
  - Project is to take place on March 5, 2022
  - Supports an event that promotes and celebrates the community
- Alignment with County of Barrhead Strategic Plan – this request would fall under the Economic & Community Development Pillar.
  - Goal 4.2 – County maintains its rural character and is recognized as a desirable location to invest, work, live and play.
  - Strategy 4.2.5 – Maintain and build relationships between the County and local agencies that support the community.
- \$10,000 has been budgeted in Recreation for 2022 to fund applications received under policy AD-002: Community Grants.
- This is the first application for the 2022 budget year.

**ADMINISTRATION RECOMMENDS THAT:**

- Council approves the application from Misty Ridge Ski Club for a donation of \$2,500 under the Community Grants Policy to assist with their 50<sup>th</sup> Anniversary Celebration scheduled for March 2022.



## Community Grant Application Form

### Application Information

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

For assistance completing your application, contact 780-674-3331 or [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)

Incomplete applications will not be accepted.

### Applicant Information

Name of Organization: Misty Ridge Ski Club

Mailing Address: Box 4727

Street Address  
Barrhead AB T7N1A6

City Province Postal Code

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

Contact Name: Louise Miller

Position or Title: Grants Secretary

Phone Number: 780-674-0228 Email: lmiller@xplornet.ca

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

If yes: Alberta Registry Number: 500068986

Date of Incorporation: 1972/11/10

### Project Information

Name of Project or Event: 50th Anniversary Celebration

Start Date: Mar.5,2022 Completion Date: Mar.5,2022

Location of Project or Event: Misty Ridge Ski Hill



## Community Grant Application Form

### Describe Your Project or Event:

Goals: To celebrate, as a community, 50 years of operation at Misty Ridge Ski Hill (1972 - 2022)

Anticipated number of County participants, or number directly affected by event, program, or services offered: 300

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

Describe how this project will benefit the community: Members of the community and surrounding area will be able to come out and celebrate 50 years of local recreation. They will be able to enjoy a free meal and a fireworks display. Night skiing will be available at a cost.

### Financial Information

#### Project Funding:

Funds Requested from the County of Barrhead:

Cash:	<u>\$ 2500</u>
In-Kind:	<u>\$</u>
<b>Total Requested:</b> (Maximum \$2,500)	<u>\$ 2500</u>

#### Funds from Other Sources:

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

Own Funds:	<u>\$</u>
Fundraising:	<u>\$ 1000</u>
Volunteer Hours \$ 20/ Hr x <u>70</u> Hours =	<u>\$ 1400</u>
Other: <u>Donated use of tents/heaters</u>	<u>\$ 1500</u>
Other: <u>Please Specify and light towers</u>	<u>\$</u>
Other: <u>Please Specify</u>	
<b>Total From Other Sources:</b>	<u>\$ 3900</u>

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

<b>Total Project Funding:</b> (Total Requested Funding + Total from Other Sources)	<u>\$6400</u>
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## Community Grant Application Form

### Project Costs:

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

Beef on a Bun Meal	\$
- buy roasts, cook, slice (Pembina West Co-op)	\$ 1500
- buns, condiments	\$ 200
salads, chili	\$ 300
25 pies and 10 pails icecream	\$ 360
coffee and juice	\$ 75
	\$
Fireworks	\$ 750
	\$
Door Prizes	\$ 500
	\$
Tents, heaters, light towers	\$ 1500
	\$
	\$

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

**Total Project Costs: \$5185**

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

### Signature of Applicant or Authorized Representative

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

*Shelley VanBeek*

Signature

*Shelley VanBeek - Book Keeper.*

Print Name and Title

*Matthew Swan*

Signature

*Matthew Swan - President.*

Print Name and Title

Date

*Jan. 1, 2022*

*Jan 1, 2022*

Date



## Community Grant Application Form

### For Office Use Only

☐ Application Reviewed and Approved

Grant Number:

2022-01

☐ Application Reviewed and Denied

Council Resolution No. :

Funding Requested: \$

Funding Approved: \$



Letter Sent:

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

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Signature of Authorized County Representative

Date

Print Name and Title of Authorized County Representative



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

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

## Community Grant Declaration

Name of Organization: Misty Ridge Ski Club ("the Organization")

### The Organization declares that:

The information contained in its application is complete and accurate.

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

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

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

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

Louise Miller  
Signature

Louise Miller  
Print Name

Dec 23, 2021  
Date

Signature

Print Name

Date



**TO: COUNCIL**

**RE: ALUS PROGRAM - TERMS OF REFERENCE FOR PARTNERSHIP ADVISORY COMMITTEE**

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**ISSUE:**

A terms of reference (TOR) is required for the Partnership Advisory Committee (PAC) of ALUS to provide structure for the PAC and clear direction and expectations for the members of it.

**BACKGROUND:**

- October 13, 2019 - ASB received a presentation by ALUS representative from Lac Ste. Anne County.
- January 14, 2020 - A motion was passed by the ASB recommending Council to approve the submission of the Expression of Interest to ALUS Canada to join the ALUS Program.
- February 4, 2020 – A motion was passed by Council to approve submitting the required “Expression of Interest” to ALUS Canada to join the ALUS Program under an MOU.
- November 12, 2021 – ALUS Canada MOU was signed for the initial startup year.
- A PAC is required to be the governing body of an ALUS program.
- Partnership to deliver the ALUS Program involves the following municipalities:
  - County of Barrhead (Administrative Partner)
  - Westlock County
  - Athabasca County
- Schedule A of the MOU states that ALUS Canada has agreed to provide the ALUS partnership with \$70,000 for year 1, with the conditions outlined by an Anonymous Donor that the money is to be spent to support the startup of the ALUS program which includes PAC per diems.
- Consultation was done with other successful ALUS municipalities, ALUS Canada, and the other member municipalities in the ALUS group to develop the TOR.

**ANALYSIS:**

- As the PAC acts as the governing board of the ALUS Program, with oversight from the County of Barrhead as its Administrative Partner, it requires a TOR (attached) to function effectively
- TOR provides direction to the PAC and sets expectations for the members.
- TOR shall be reviewed annually to ensure it continues to meet the developing program needs.
- Once the TOR is approved the next step involves appointment of PAC members.

**ADMINISTRATION RECOMMENDS THAT:**

Council adopt the ALUS PAC Terms of Reference as presented.

## Terms of Reference

### County of Barrhead, Westlock County, and Athabasca County Alternative Land Use Services - Partnership Advisory Committee

#### 1. Purpose:

The Alternative Land Use Services (ALUS) Partnership Advisory Committee (PAC) will guide the ALUS program in the County of Barrhead, Westlock County and Athabasca County ("the Counties"). It is a requirement to have a PAC in place, as per stated in the Memorandum of Understanding (MOU) signed November 12, 2021.

The Barrhead/Westlock/Athabasca ALUS program is run through Highway 2 Conservation (H2C) program. The County of Barrhead is the administrative partner of the H2C program and the ALUS program.

PAC members will provide advice and community input into the decision-making process that shapes ALUS delivery in "the Counties".

#### 2. Definitions:

2.1 "*Administrative Partner*" – means the municipality that provides the administrative function for the ALUS program in accordance with the MOU; County of Barrhead

2.2 "*ALUS*" – means Alternative Land Use Services Program

2.3 "*ASB member*" – means a member of an Agricultural Service Board. As membership varies across "the Counties" either a public member or an elected official appointed by respective Councils to the ASB is permitted to be appointed to the PAC.

2.4 "*Elected Official*" – means a member of Council duly elected from within the respective boundaries of "the Counties".

2.5 "*MOU*" – means the Memorandum of Understanding between the Administrative Partner and ALUS Canada

2.6 "*PAC*" – means Partnership Advisory Committee that guides the ALUS program on behalf of the municipal partners and as required under the ALUS program

2.7 "*The Counties*" – means the County of Barrhead, Westlock County and Athabasca County

#### 3. Membership:

3.1 The PAC will be a standing committee of the County of Barrhead and ALUS Canada as identified in the MOU.

3.2 The PAC shall consist of 6 voting members:

- a) One (1) producer and one (1) ASB member or elected official from the County of Barrhead,
- b) One (1) producer and one (1) ASB member or elected official from Westlock County,
- c) One (1) producer and one (1) ASB member or elected official from Athabasca County

3.3 The PAC will include the following non-voting members:

- a) Maximum of 2 representatives from relevant non-government organizations
- b) ALUS Coordinator for "the Counties"

c) ALUS Canada Representative

3.4 Term of membership will initially be for up to one (1) year ending December 31, 2022.

3.5 Term of membership beyond the first year will be discussed by PAC with recommendations made for revisions to the Terms of Reference.

#### **4. PAC Roles & Responsibilities:**

Issues requiring oversight and guidance by the PAC will include, but are not limited to, the following:

4.1 Reviewing and deciding on potential agricultural producer/landowner projects based on ALUS principles.

4.2 Establishing payment structure/amounts for each agricultural producer/landowner project.

4.3 Deciding on the participation of external organizations, businesses, and other individuals.

4.4 Communicating with external organizations.

4.5 Acting as a liaison between “the Counties” (Council and Administration) and the producer community.

4.6 Promoting ALUS in “the Counties.”

4.7 Hearing, collecting, recording, and acting on public feedback where and when appropriate.

4.8 Monitoring projects to ensure continued conformance with landowner agreements.

4.9 Elect a Chair and Vice Chair on an annual basis from among the voting members.

#### **5. PAC Chair & Vice Chair Responsibilities:**

5.1 Chair in consultation with the ALUS Coordinator will support the development of the agenda

5.2 Chair will officiate and conduct meetings in accordance with the terms of reference and other meeting procedure bylaws of the Administrative Partner

5.3 Chair will vote when decisions are to be decided

5.4 Vice Chair will assume the responsibilities of the Chair in the absence of the Chair

#### **6. ALUS Coordinator Responsibilities:**

6.1 ALUS Coordinator will be directly responsible to the Administrative Partner and to the PAC

6.2 ALUS Coordinator is responsible for

a) preparation of the agenda in consultation with the PAC Chair

b) preparation and distribution of minutes, agenda and materials to the PAC

c) ensuring that actions are carried out to deliver the ALUS program in accordance with the MOU

d) ensuring administrative tasks for the operation of PAC are completed including but not limited to the development and maintenance of a PAC manual, meeting logistics and remuneration of members

#### **7. Meetings & Rules of Procedure**

7.1 Meetings will be held as required, with a minimum of three (3) meetings held per year.

7.2 Meetings may be added, cancelled or postponed by a resolution of the PAC or by the Chair.

7.3 Meetings may be held in-person or virtually using an online platform.

- 7.4 Quorum shall consist of a simple majority of the voting members of the PAC.
- 7.5 All decisions of the PAC shall be determined by simple majority vote. In the event of a tie vote, the motion will be deemed defeated.
- 7.6 Meetings will be held in accordance with the Administrative Partners current Meeting Procedural Bylaw, except for as may be varied by this Terms of Reference.
- 7.7 Minutes will be taken at each meeting by the ALUS Coordinator and circulated to all PAC members in a timely fashion.
- 7.8 Approved minutes will be made available to the public and may be posted on “the Counties” and ALUS Canada websites.

#### **8. Support Resources:**

- 8.1 A PAC manual accessible to all PAC members is to be developed using a template provided by ALUS Canada
- 8.2 The PAC will be supported by ALUS Coordinator and staff from “the Counties” as required.
- 8.3 The Administrative Partner will provide financial administration of revenues and the expenditures for the PAC and disbursements to the agricultural producer/landowner partner projects.
- 8.4 Representatives of interested groups or organizations with specific expertise may be invited to attend meetings as non-voting guests and provide input or assistance.

#### **9. Remuneration**

- 9.1 Remuneration for voting members to attend meetings including a per diem and mileage shall be paid in accordance with the current Councillor Remuneration Policy for elected officials from the Administrative Partner
- 9.2 Remuneration will be paid directly to “the Counties” from which the voting members represent
- 9.3 Partner municipalities will be responsible for providing remuneration to their voting members in accordance with their respective policies.

#### **10. Conflict of Interest & Confidentiality:**

- 10.1 All potential projects will be kept in confidence until approved.
- 10.2 Committee members must declare any conflict of interest and refrain from discussing or voting on any matter before the Committee that the member has a pecuniary interest or conflict of interest.

#### **11. Enactment & Amendments**

- 11.1 Terms of Reference require the approval by resolution of the Council of the Administrative partner (County of Barrhead).
- 11.2 Terms of Reference will be reviewed annually by the PAC.
- 11.3 Amendments considered to be “housekeeping” amendments or changes that add clarity or improve the express intent without materially changing any aspect of the Terms of Reference can be approved by the PAC; all other amendments require approval by resolution of Council of the Administrative partner (County of Barrhead).

**12. Dissolution:**

- 12.1 The PAC will exist as long as the ALUS MOU between the Administrative Partner and ALUS Canada remains in force.
- 12.2 Dissolution of the PAC will occur if either ALUS Canada or the Administrative Partner in consultation with “the Counties” decides to end their participation in the ALUS Program pursuant to the dissolution clauses contained in the MOU.
- 12.3 Should dissolution of the PAC occur as a result of the above, each member will be provided with written notification in advance of the dissolution of the PAC.
- 12.4 Upon receipt of the notice of dissolution, the Chair of the PAC may call for a final “wrap-up” meeting to resolve any outstanding business that may exist



# REQUEST FOR DECISION

JANUARY 18, 2022

E

**TO: COUNCIL**

**RE: 2021 PROJECT DASHBOARD**

**ISSUE:**

Certain purchases or expenditures were approved but required additional funding allocations.

**BACKGROUND:**

- County approved the project priorities for 2021.
- Where a transaction exceeds the approved 2021 budget, Council approval should be obtained.

**ANALYSIS:**

- Attached Project Dashboard provides summary of Capital and Operational Projects. The Dashboard provides a description of the project the estimated start date, actual start date, completion date, project cost information, and notes/comments.
- Where projects are overbudget, the reasons why are included in the notes/comments.
- The following Capital projects are overbudget and require Council approval for additional funding allocation, along with Administration's recommendation of additional funding source:

Capital Project	Overbudget	Original Funding Source	Recommended Funding Source for Overbudget
Road Project 2021-140 Dunstable South	\$54,208	MSI	MSI
Road Project 2019-640	\$66,054	Current Year Taxes (Ops)	Current Year Taxes (Ops)
Road Project 2021-742	\$3,052	Local Roads and Bridge Construction Reserve  &  Contribution from Landowner	Local Roads and Bridge Construction Reserve
Rebuild Distribution Pump – Neerlandia	\$8,653	Water & Sewer Capital Reserve	Water & Sewer Capital Reserve
Manola Truck Fill Building	\$5,000	N/A	Current Year Taxes (Ops)

- Included on the project dashboard is the replacement of the Manola Truck Fill building.
  - This project was not approved by Council, however it was necessary to complete due to write off of building due to vandalism.
  - Project will be funded by insurance proceeds less the County's \$5,000 deductible. The dollar value is below MSI Capital threshold and there is no reserve in place for Manola Truck fill

replacement. Administration recommends the County use current year taxes to fund the \$5,000 deductible.

- The following Operational projects are overbudget and require Council approval for additional funding allocation, along with Administration's recommendation of additional funding source:

<b>Operational Project</b>	<b>Overbudget</b>	<b>Original Funding Source</b>	<b>Recommended Funding Source for Overbudget</b>
Gravel Pit Volume Testing	\$3,129	Current Year Taxes (Ops)	Current Year Taxes (Ops)
Pavement Repairs	\$24,424	MSP & Aggregate Reserve	Aggregate Reserve

**ADMINISTRATION RECOMMENDS THAT:**

- Council accepts the Capital & Operational Dashboards as at December 31, 2021 for information.
- Council approves the additional funding sources for 2021 projects overbudget as recommended.

Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets



As at December 31, 2021

						a	b	c = a + b	d	e	f = d - e	d - c	d / c	TBD:Thresholds / Flag for concern:
Project #	Project Name	Dept	Start Date	Est. Completion Date	Actual Completion Date	Total Prior Years Spending	2021 Spending	Total Project Spending	Approved spending (all years)	GRANT FUNDING / OTHER	NET BUDGETED COST TO RATEPAYER	Total \$ Budget Variance	Total % Spent of Budget	Status / Comments
CAPITAL PROJECTS														
	Replace Welcome Sign	DEV/ PW	Jul-19	TBD		-	-	-	5,760				0%	Exploring options, project included in Budget 2022.
	Road Plan Realignment 21-59-2-W5	DEV/ PW	2018	Jun-19	Jan-21	31,264	-	31,264	31,264	-	31,264	-	100%	Completed.
BF# 72371	Bridge BF 72371 North Bloomsbury Funding Source - STIP approved	PW	Sep 25/21	Oct. 1/21	Oct-21	32,336	326,534	358,870	383,500	287,625	95,875	24,630	94%	Project has been completed by NewGen Projects in Oct/21.
BF# 78992	Willow Wild Road Funding Source - STIP approved	PW	Aug-20	Oct-21	May-21	4,845	62,929	67,774	69,260	50,831	18,429	1,486	98%	Completed.
BF# 73616	Bridge BF 73616 Blum North Funding Source - MSP	PW	Sep 15/21	Oct-21	Nov-21		147,226	147,226	180,000	180,000	-	32,774	82%	Project has been completed by Barsi Enterprises in Nov/21.
BF# 73046	Bridge BF 73046 Rge Rd 42 Funding Source - Submitted for STIP	PW	Mar-22	2022-03-31			1,643	1,643	167,000	125,250	41,750	165,358	1%	STIP Funding approved. Tender package has been let out and closes Jan 7/22. Included in 2022 Capital Budget
BF# 70370	Bridge BF 70370 Rge Rd 51 Funding Source - Submitted for STIP	PW		2022				-	124,000	93,000	31,000	124,000	0%	STIP Funding application was re-submitted to AT for funding in 2022, included in 2022 Capital budget with revised project cost \$136,400. Awaiting approval.
2020-140 2021-140	West of 14 & 23-57-2-W5 (Dunstable South)	PW	Jun-21	15-Sep-21	Sep-21	794,979	726,503	1,521,482	1,467,274	981,295	485,979	(54,208)	104%	Construction project was completed in Sept/21. Project overbudget; requires Council approval. Overbudget due to volumes of dirt.
2019-640	South of 15, 16, 17-60-6-W5	PW	Sep-20	01-Jul-21	15-Jun-21	314,365	252,869	567,234	501,180		501,180	(66,054)	113%	Project was completed mid June; project overbudget. Funding to come from current year operations or Reserves & requires Council approval. Overbudget due to volumes of dirt.
2021-340	Rge Rd 23 Freedom South 3/4 mile	PW	Aug-21	Oct-21	Sep-21	-	103,081	103,081	141,255		141,255	38,174	73%	Completed. Underbudget due to volumes of dirt and exceptional weather & location of borrow.
2021-740	Rge Rd 32 Mast North 1mile	PW		2022		-	-	-	180,213		180,213	180,213	0%	Project will not be completed in 2021. Included in Budget 2022.
2021-741	TWP Rd 614 Grosschmidt East 1 mile	PW	Sep-21	2021	Oct-21	-	148,621	148,621	174,335		174,335	25,714	85%	Completed late October 2021. Underbudget due to exceptional weather.
2021-742	Rge Rd 34; Stoik Road 0.25 miles	PW	May-21	May-21	May-21	-	30,052	30,052	27,000	22,000	5,000	(3,052)	111%	Project was completed in May; project overbudget. Funding to come from current year operations or reserves & requires Council approval.
C21-TLChip	Thunder Lake Road Chip Seal Funding Source - MSP	PW	Jun-21	Aug-21	Jul-21	-	259,504	259,504	261,272	261,272	-	1,768	99%	Project was completed on July 30, 2021.
	Richardson Land Exchange	REC	2017	Jun-21		1,035		1,035	18,725	13,725	5,000	17,690	6%	Received Alberta Environment approval; new transfer documents received from Richardson, expecting title registration in next few weeks. (May 2021) Waiting for Richardsons to complete new title registration documents as prior documents expired and land titles would not accept them. (Aug 2021)
	Neerlandia Lagoon Funding Source - Gas Tax / AMMW / Reserves	UTL	Dec-19	Sep-22		113,569	396,830	510,399	2,602,500	2,385,200	217,300	2,092,101	20%	Land purchase is complete. Project has been awarded to PME Inc. PME to start directional drilling work during winter 2022 and lagoon construction during summer 2022.
	Rebuild Distribution Pump - Neerlandia	UTL	Jan-21	May-21	21-Apr-21		24,653	24,653	16,000		16,000	(8,653)	154%	Pump was rebuilt and re-installed by mid April. Funding Source - reserves. Requires Council approve for additional transfer from reserves of \$8,653.



Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets



As at December 31, 2021

						a	b	c = a + b	d	e	f = d - e	d - c	d / c	TBD:Thresholds / Flag for concern:
	Handheld Reader & Software	UTL	Apr-21	Sep-21	31-Aug-21			-	16,283		16,283	16,283	0%	Complete. New Android phone was purchased to utilize Sensus App rather than purchase new handheld reader, resulted in significant savings. Software upgrade /installation performed by Sensus. Total operating cost of project is \$3,198, no capital cost. New handheld reading system was put in place for August monthly readings.
	Manola Payment System	UTL	May-21	Jan-22	15-Jan-22			-	19,800	19,800	-	19,800	0%	Council approved increased price of \$22,787.97 with funding to come from Gas Tax at Nov 16, 2021 meeting. Flowpoint has installed the new account system and will have accounts transferred over during week of January 10.
	SCADA - County Portion Total project = \$262,143	UTL	May-21	Jan-22			106,882	106,882	119,065	119,065	-	12,183	90%	Vector Electric & Controls is working on the programming of the new SCADA system. Vector Electric & Controls is finalizing communication systems from the sites and should have the project completed by the end of January 2022. QQR Mechanical has upgraded the Manola distribution plant piping system and Instrumentation installation are completed.
	SCADA - BRWC Portion Total project = \$262,143	UTL	May-21	Jan-22			122,570	122,570	143,078	143,078	-	20,508	86%	
	Manola Truck Fill Building Replacement	UTL	Dec 1/2021	Dec-21	03-Jan-22		26,345	26,345	-	21,345	5,000	(26,345)		Unbudgeted Replacement of Manola Truck Fill. Cost to the County will be \$5,000 as insurance will cover the cost of the construction of the building less \$5,000 deductible. Requires Council approval for \$5,000 funding. Building has been built and system operational January 3, 2022.
CAPITAL PROJECTS						1,292,393	2,736,241	4,028,634	6,648,764	4,703,486	1,965,863	2,614,370		

Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets



As at December 31, 2021

						a	b	c = a + b	d	e	f	g = e - f	d - b	d / b	TBD: Thresholds / Flag for concern:
Project #	Project Name	Dept	Start Date	Est. Completion Date	Actual Completion Date	Total Prior Years Spending	2021 Spending	Total Project Spending	Approved spending 2021	Total Approved Spending (All Years)	GRANT FUNDING / OTHER	NET BUDGETED COST TO RATEPAYER	Total \$ CY Budget Variance	Total % CY Spent of Budget	Status / Comments
OPERATIONAL PROJECTS															
	Technology Upgrades - Virtual Meetings	ADM	May-21	Dec-21		-	-	-	4,999	-		-	4,999	0%	Quotes received, assessing options.
	Records management scoping	ADM	Jan-20	Dec-21	Dec-21		-	-	-	-		-	-	N/A	RFP sent out for Phase II. Assessing vendors to bring to Council in 1st quarter 2022
	Building Condition Assessments	ADM	May-21	Sep-21	Dec-21		11,150	11,150	16,000	16,000		16,000	4,850	70%	Work complete and reports incorporated into 10 Year Capital Plan. Pembina Hills invoiced for 50% of Admin Building Condition Assessment. Final billing outstanding.
	Gravel Pit Volume Testing	PW	May-21	Dec-21	27-Oct-21		18,129	18,129	15,000	15,000		15,000	(3,129)	121%	Work completed by Emco Environmental. Equipment costs to have a drill rig move to site and complete sufficient testing was greater than estimated. Gravel testing completed, results indicate that Vega pit is near depletion and minimal reserves remain. Overbudget requires Council approval.
	Pavement repairs Funding Source - MSP & Aggregate Reserve Budget adjusted to reflect Council reallocation of MSP from Shoulder Pulls	PW	Aug-21	Sep-21	15-Sep-21		178,787	178,787	154,363	154,363	135,787	18,576	(24,424)	116%	Additional MSP Funds allocated to project as BF73616 and TL Chip Seal underbudget; Council approved on July 20, 2021 updated budget of \$154,363. Dig out volumes in soft areas were larger than expected. The depth of the dig outs had to increase to remove soft material to ensure the quality of the repair. Asphalt volumes required to complete the project were greater than estimated. Repairs are holding up well to date. Overbudget requires Council approval.
	Shoulder Pulls Funding Source - MSP	PW	Aug-21	Sep-21	17-Sep-21		168,750	168,750	168,750	168,750	168,750	-	-	100%	B&B Wilson started the shoulder pull program first week of August. Expected to complete by September 17. Total of 16.5 miles to be completed for revised budget of \$206,250
	Shoulder Pulls Funding Source - MSP Budget adjusted to reflect Council reallocation to Paving	PW	Aug-21	Sep-21	17-Sep-21		37,500	37,500	37,500	37,500	37,500	-	-	100%	
	Dunstable Lagoon Sounding	UTL	May-21	Jul-21	Sep-21		14,500	14,500	15,000	15,000		15,000	500	97%	Project completed. Lagoon capacity is displaced with 15% being sludge. Does not warrant a desudging project.
	Purchase of Drone	AG	May-21	Jun-21	Apr-21		1,299	1,299	4,500	4,500		4,500	3,201	29%	Drone purchased in April 2021, in process of attaining pilot certification for Basic Operations. Fully Licensed by spring 2022
	Lac La Nonne Water Levels/Weir	AG	May-20	Sep-22			-	-	1,200	1,200		1,200	1,200	0%	Monitored water levels in 2020. Workplan to be completed in 2021. Compiling required resources during summer 2021. Meeting with government and lake groups in spring 2022

Projects - At a Glance Reporting

This report is intended to provide a high level overview of the progress of significant activities identified in the Capital & Operating Budgets



As at December 31, 2021

						a	b	c = a + b	d	e	f	g = e - f	d - b	d / b	TBD: Thresholds / Flag for concern:
	Broadband Scoping	DEV	Jul-21	Dec-21			3,000	3,000	18,000	18,000		18,000	15,000	17%	Working with TANGO, letters sent to ISP's & Northplex to explore current situation, future opportunities. Quotes for fiber to Kiel Industrial Park and other potential priorities. Draft Policy ready for review. Draft strategies and business analysis to Council in 2022. Included in 2022 Budget.
	Lake management plan	DEV	2020	Dec-22			-	-	3,000	3,000		3,000	3,000	0%	Workplan created. Public Participation needs to go to Council. Survey is in draft stage.
	Business Licensing	DEV	2020	Dec-21			-	-	-	-		-	-	N/A	Reviewed with ECDC; draft bylaw to be presented to Council in 2022.
	Printing of County maps	DEV	May-21	May-22			-	-	5,000	5,000		5,000	5,000	0%	Project delayed. Target completion May 2022. Road data updated, working on comparing previous recreation assets to current ones, switching various logos (houses versus dots), etc. Project included in Budget 2022.
	Airphotos	DEV	Jul-21	Sep-21	30-Sep-21		56,424	56,424	57,000	57,000		57,000	576	99%	Photos complete September 9, 2021 and GIS software updated with lidar and elevations on September 30, 2021.
OPERATIONAL PROJECTS						-	489,538	489,538	500,312	495,313	342,037	153,276	10,774		



# REQUEST FOR DECISION

JANUARY 18, 2022

F

**TO: COUNCIL**

**RE: RECOMMENDATION FOR TENDER AWARD – TENDER 73046-21  
BRIDGE MAINTENANCE & OTHER WORK**

**ISSUE:**

Administration requires Council to award the contract for Bridge File 73046 Bridge Maintenance and Other Work on Range Road 42 within NW 23-61-4-W5 (approximately 24 kms northwest of Barrhead).

**BACKGROUND:**

- Existing structure consists of a 6.1-6.1 meter “PG” girder bridge on treated timber substructure on a local road that provides agribusiness access.
  - Bridge currently has a load restriction of 20 Ton maximum and requires replacement of portions of supply and drive piles, timber cap replacement, backwall repairs, backfill, bridge rail repairs heavy riprap and other miscellaneous repairs.
- County applied for grant funding from the Government of Alberta (GOA) through the Local Road Bridge component of the STIP program and was approved in June 2021.
- GOA provides funding for 75% of the costs to a maximum of \$125,250 including project construction costs.
- Total budgeted amount in 2022 is \$167,000 which includes engineering costs of approximately \$25,000.
- Project was publicly tendered requesting electronic bids through MPA Engineering Ltd.’s portal (“on-line bidding system”). Submissions were opened on January 7, 2022.

**ANALYSIS:**

- Received tenders from 5 contractors.
- MPA Engineering Ltd. recommends that the contract be awarded to Griffin Contracting Ltd.
  - Griffin Contracting Ltd. was the lowest bid at a cost of \$168,950 excluding GST.
- Summary of tenders received is below:

Bidder	Price (excl GST)
Griffin Contracting Ltd	\$168,950.00
Bridgemen Services Ltd.	\$189,300.00
Formula Alberta Ltd.	\$227,000.00
1690082 Alberta Ltd.	\$229,255.00
Steel River Energy	\$387,409.90

- MPA has worked with Griffin Contracting Ltd. in the past and feels they provide quality, timely work and are fully qualified.
- Griffin Contracting Ltd tendered price of \$168,950 included a guardrail at a cost of approximately \$21,500.
  - BF73046 was originally built without a guardrail in place and can continue to function as designed without the installation of a guardrail at this location.
  - Griffin Contracting Ltd. has agreed to remove the guard rail from the project work and cost.
  - Modified tender price is \$129,450
- Revised total project cost after awarding the contract to Griffin Contracting Ltd as the lowest bidder is shown below:

Modified Tender Price	\$129,450
Estimated Site Occupancy Bonus	\$6,000
10% Contingency	\$15,000
Engineering	\$23,683
<b>Total Cost</b>	<b>\$174,133</b>

**ADMINISTRATION RECOMMENDS THAT:**

Council awards the construction contract for Bridge File 73046-21 Bridge Maintenance and Other Work to Griffin Contracting Ltd. for \$129,450 excluding site occupancy, 10% contingency, engineering, and GST.



presented to Council on January 18, 2022  
(items shaded have changed since last meeting)



## 2021 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2021-539	Approved revised Offer to Purchase 2 lots at Kiel and future consideration of 3rd lot	CAO/DF	Offer fully executed and returned to purchaser.	Complete Dec 21/21
2021-536	Approved purchase 2022 Motor Grader Replacement as per Capital Budget	PW/DF	Letters sent to dealerships informing them of decision.	Complete Jan 7/22
2021-534	Approved 10 YR Capital Plan	CAO/DF	Posted to Website	Complete Jan 12/22
2021-533	Approved 3 YR Financial Plan	CAO/DF	Posted to Website	Complete Jan 12/22
2021-532	Approved 2022 Capital Budget of \$8,087,326	CAO/DF	Posted to Website	Complete Jan 12/22
2021-531	Approved 2022 Interim Operating Budget of \$17,518,554	CAO/DF	Posted to Website	Complete Jan 12/22
2021-530	Approved application for PERC/DIRC (\$29,878.80 & \$728.86)	DF	Sent to GOA.	Complete Jan 11/22
2021-529	Approved Water & Sewer Utility Rates Bylaw 11-2021	CAO/DF	New rates inputted to system and first utility bills to be sent out Jan 31, 2022	Complete Jan 7/22
2021-523	Approved MOA with CRASC Jan 1, 2022 to Dec 31, 2024	CAO	Sent to CRASC for signing Jan 13	Underway
2021-522	Appointment of Public Member to Library Board	EA/CAO	Barrhead Public Library Board informed of appointment	Complete Dec 22/21
2021-509	Approved to include for consideration in 2022 interim budget - FCSS \$68,500	DF	Request is incorporated in 2022 Interim Budget for Council consideration	Complete Dec 7/21
2021-507	Accepted for Info - request to cancel, reduce taxes on roll #538121003	CAO	Applicant was notified of Council decision	Complete Dec 9/21
2021-498-504	Appointment of Public Members to Council Committees	EA/CAO	Notifications sent	Complete Dec 10/21
2021-496	Request report with options & recommendations to consider compensation for Newton Creek flooding	CAO/DF	RMA Genesis Reciprocal Insurance has been contacted; appt with legal counsel	Underway
2021-495	Approved to include for consideration in 2022 interim budget - Barrhead Library \$119,472; Neerlandia Library \$24,258	DF	Requests are incorporated in 2022 Interim Budget for Council consideration	Complete Dec 7/21

2021-489,490,525	Approved Rates & Fees Bylaw 12-2021	CAO/DF	New rates updated in accounting system; Approved, to be posted. Return to Council for 3rd reading on Dec 21/21	Complete Dec 31/21
2021-488	Cancel 50% 2021 taxes for GOA re: GIPOT	DF	Journal entry done and expect payment March 31, 2022	Underway
2021-481	Draft proposal for holding annual Agriculture/County dinner in 2022 in alignment with public health restrictions	CAO/AG		Not started
2021-478	Approved ATB Bank Account Signatories	DF	ATB updated	Complete Nov 16/21
2021-476	Approved request to withdraw RMA resolution on privatization of land titles as GOA has cancelled project	CAO	RMA membership accepted request to withdraw resolution	Complete Nov 25/21
2021-474	Authorized Admin to enter into Ag Plastics Recycling Agreement with CleanFarms	CAO/AG	Awaiting agreement from CleanFarms	Underway
2021-473	Reaffirmed Health & Safety Policy AD-001	CAO/SAF	Policy signed	Complete Nov 18/21
2021-472	Awarded Flowpoint Systems contract to replace Manola truck fill payment system with full cost to be funded by Federal Gas Tax funding	PW	Notified and signed off	Complete Nov 25/21
2021-471	Approved streetlight in Neerlandia	EA/CAO/PW	Fortis has been notified, indicated new year	Underway
2021-460,461	Appointment of D. Reeve Schatz to ASB	EA/AF	Committee listing updated	Complete Nov 3/21
2021-452	Contract for Neerlandia Lagoon Construction awarded to PME Inc.	PW	Contract signed by PME and being returned to County to fully execute. Associated Eng to be in contact with PME to determine work schedule.	Underway
2021-451	Cancel tax roll penalties for 2 requests	DF	Adjustments made and resident sent letter informing of decision	Complete Nov 4/21
2021-449, 450	Approved reserve bid and terms & conditions of sale	CAO	Information advertised in the Nov 23 edition of local paper	Complete Nov 23/21
2021-440	Public Engagement Plan - Lake Management Plan	PD/Com		Underway
2021-438,439	Office Christmas Closure 2021 & 2022	EA/Com	Calendar updated, notices updated, website updated	Complete Oct 29/21
2021-436	Accesss Agreement - Aggregate Exploration Vega North	PW	Reeve and CAO signed agreement	Complete Oct 28/21
2021-434	Janitorial Contract - PW Admin Bldg (Ms. Mast)	EA/PW	Contract signed	Completed Nov 2/21

2021-415	Regular Council Meeting dates cancelled	EA/Com	Council Calendar updated, notices updated	Complete Oct 29/21
2021-372	Investigate conditions & costs of Community Peace Officer Agreement	CAO/DF	Cost analysis reviewed with Council during Budget Workshop	Complete Nov 30/21
2021-362	Enter into Joint Election Agreement with Evergreen Catholic Separate School Division	CAO/RO	Agreement signed	Complete Oct 6/21
2021-361	Install streetlight Duncan Road (Moonlight Bay North)	EA/CAO/PW	Construction complete; Fortis has confirmed project. Install date to be determined	Complete Nov 15/21
2021-353	Develop policy for volume allotment program for Dunstable Lagoon (Q1-2022)	CAO/PW		Underway
2021-352	Re-open Dunstable Lagoon Oct 1, 2021	PW	Companies notified; Lock removed	Complete Oct 1/21
2021-348-350	Cancel tax roll penalties for 3 requests	DF	Adjustments made and residents sent letters informing of decision	Complete Sep 24/21
2021-347	Resolution to Pembina Zone re Privatization of Land Titles	CAO	Resolution prepared and submitted to Pembina Zone organizers	Complete Sep 28/21
2021-346	Declaration of 2021 Ag Disaster	AF	Letter signed and sent; Letter drafted for Reeve's signature	Complete Oct 7/21
2021-338	Formal Request to Town to allow installation of sanitary pre-treatment on Town Lagoon site (conditional on closing of Offer to Purchase)	CAO	Letter sent to Town for Sept 14 Town Council meeting	Complete Sep 10/21
2021-337	Formal Request to BRWC re 2022 project to install new water filtration trains (conditional upon closing of Offer to Purchase)	CAO	Letter sent to BRWC	Complete Sep 9/21
2021-336	Approved Meeting Procedures Bylaw 10-2021	CAO	To be posted to website and included in Council orientation	Complete Sept 8/21
2021-332	Approved HR Control Policy HR-002	CAO	Included in policy list, staff updated	Complete Sept 8/21
2021-327	Detailed Monthly Financial Report of Elected Officials remuneration posted to website	DF/COM	Will continue updating monthly; Sept report posted Oct 21: Aug report was posted on Sept 8	Complete Oct 21/26
2021-325,326	Rescind Policy 11.21 and 11.22	CAO	Struck from policy list	Complete Sept 8/21
2021-324	Approved Elected Officials Compensation Policy HR-001	CAO/DF	Included in policy list	Complete Sept 8/21
2021-322	Approved Safety Incentive Program Policy AD-003	CAO	Included in policy list, staff updated	Complete Sept 8/21
2021-321	MOA with Alberta Transportation for STIP \$125,250 BF#73046	CAO	Signed and mailed to Alberta Transportation	Complete Sep 9/21



2021-320	Final Report Barrhead Exhibition Assoc & Ag Society Community Grant	CAO/EA	Close file - conditions met	Complete Sep 8/21
2021-319	Final Report St Aidans Community Grant	CAO/EA	Close file - conditions met	Complete Sep 8/21
2021-318	Reduce fire fighting invoice #1476 to \$3,000 and cancel #1452	CAO/DF	Letter and reduced invoice sent	Complete Sept 14/21
2021-317	Renew Lease Agreement with Barrhead Golf & Rec Area Society	CAO/EA	Sent to Golf Crse for signing; Signed and approved by County and Town	Complete Sep 30/21
2021-307	Defeated Bylaw 8-2021 amending LUB	PD	Landowner notified	Complete Aug 18/21
2021-302	Admin to provide info on Privatization of AB Land Titles Office	EA/CAO	To Council Sept 21/21; Conducting research	Complete Sept 21/21
2021-299	Approve 2022 Draft Budget Schedule	CAO/DF	Meetings to be scheduled	Complete Aug 17/21
2021-298	Approve Property Tax Penalty Exempt List	DF	Action completed	Complete Aug 23/21
2021-297	Reduce invoice for firefighting services to \$10,000	CAO/DF	Letter and reduced invoice sent	Complete Aug 23/21
2021-296	Bylaw 9-2021 Community Aggregate Payment Levy	EA/DF	Signed & posted to website	Complete Aug 27/21
2021-292	Ag Lease Agreement PT of S 1/2 18-59-03-W5	EA	Signed by all parties; sent to Town for signature	Complete Sep 14/21
2021-291	Use of Barrhead Johnson Airport Terminal for Aviation Ground School Training	EA/CAO	Postponed until Oct 2021	Underway
2021-286	Approve Community Grant app. for \$1,750 to Barrhead Exhibition Association & Ag Society for Blue Heron Fair (Community Grant Policy)	CAO/EA	Applicant notified, cheque sent	Complete Aug 4/21
2021-285	Declined request for compensation in relation to TWP RD 563A based on legal opinion	CAO	Landowner notified	Complete Jul 23/21
2021-275	Admin to work with Camp Creek Community Hall in accordance with Strategic Plan & Community Hall Strategy	CAO	Opportunity has been withdrawn; Letter of support provided (Aug 20/21); Discussions underway	Complete Sep 15/21
2021-271	Accept changes proposed in BRWC Amending Bylaw 2.2	CAO/EA	BRWC notified of Council acceptance	Complete Jul 21/21
2021-270	Reschedule Council & Org Mtg to Oct 26, 2021	CAO/EA	Calendar Updated	Complete Jul 21/21
2021-269	Approve connection to Manola water line SW 29-59-2-W5	CAO/PW	Approved by BRWC Manager and landowner notified	Complete Jul 28/21

2021-268	Award Pavement Repair tender to Spectre Systems \$154,363, funds from MSP and Aggregate Reserve	PW	Contractor has been notified	Complete Jul 21/21
2021-266	LUB Amendment 1st reading, public hearing (Bylaw 8-2021)	PD/Com	Advertisement sent to local paper for public hearing on Aug 17 and posted to website	Complete Jul 30/21
2021-257	Open bank account with Canadian Western Bank re Policy FN-001 Investments	DF/CAO	Account opened	Complete Jul 6/21
2021-255	Reduce invoice for firefighting services from \$1,100 to \$800	EA/CAO	Landowner notified	Complete Jul 15/21
2021-254	Denies request to install additional streetlight in Moonlight Bay subdivision	EA/CAO	Resident notified of Council decision.	Complete Jul 16/21
2021-253	Approve appointment of accounting firm	EA	Library board has been notified.	Complete Jul 7/21
2021-239	Admin to work with Resident re LLN Dock Request	PD	Letter send to resident; Determining best placement of dock	Complete Jun 25/21
2021-237	Award Contract to McIntosh Perry for Building Condition Assessment	DF	Contract awarded	Complete Jun 18/21
2021-235	MSP Funding - Pavement Repairs	PW/DF	Adjustment made to funding allocations	Complete Jun 16/21
2021-234	Shoulder Pull Project - additional gravel	PW	Assigned to job	Complete Jun 16/21
2021-233	2021 Motor Grader Replacements (3)	PW/DF	Confirmation letter sent to supplier	Complete Jun 18/21
2021-232	Proclamation - National Drowning Prevention Wk	EA	Posted to website and lifesaving society notified	Complete Jun 16/21
2021-231	Appointment of Fire Guardian (replacement)	EA/Com	Fire Chief advised, website etc. updated	Complete Jun 15/21
2021-218,223	Adopted Non-Residential Tax Incentive Bylaw 7-2021	CAO/PD/Com	Posted, News Release issued	Complete Jun 7/21
2021-216	Project 640 - landowner agreements	EA/PW	Agreements signed	Complete Jun 9/21
2021-215	BF 73616 - tender awarded to Barsi Enterprises	PW/DF	MPA Engineering notified to award	Complete Jun 2/21
2021-214	BF 72371 - tender awarded to New Gen Projects	PW/DF	MPA Engineering notified to award	Complete Jun 2/21
2021-213	BF 72371 - acquisition agreements	EA/PW	Agreements signed	Complete Jun 10/21
2021-209	ACA Aeration Project - labor to be provided	AF	ACA has been notified	Complete Jun 9/21

2021-208	Appoint Substitute RO for 2021 election	CAO/EA	Elections Database updated	Complete Jun 11/21
2021-207	Joint Election Agreement w PHSD	CAO/EA	Signed; Waiting for PHSD signature; County signed	Complete Jun 11/21
2021-206	Set Public Auction - date, time, place, auctioneer	CAO/FIN	Administrative tasks to be carried out	Complete Jun 1/21
2021-202, 272	Action re incamera discusion on Axiom abandonment and reclamation	CAO	Agreement fully executed; to Council July 16/21; Engaged Axiom in further discussion	Complete Jul 23/21
2021-194-196	Elections - appoint RO, Advance vote, Elector Assistance at Home	EA	Incorporated into workplan for RO in the planning for the election	Complete May 20/21
2021-192	Uncollectable Accounts Receiveable	DF	Cancelled 7 accounts totalling \$5,321.52	Complete May 26/21
2021-191	Agreements Proj. #140 West of 2 and 11-57-2-W5	EA/PW	Agreements signed	Complete May 20/21
2021-190	Scada Project - Additional Work approved with \$25K FGT funding	CAO/PW	Working on Communications 80% complete; Completed - instrument and piping at Manola pump house and Booster station and Neerlandia Scada upgrade. Contractors working on updating programming and communications. Appliiction for FGT to be updated when project fully complete.	Underway
2021-188	Appointment of ICF Committee Members	CAO/EA	Committee listing updated, members provided copies of relevant ICFs, municipal partners notified	Complete May 27/21
2021-186	Appointment of Weed Inspector	AF	Trained, ID provided	Complete May 29/21
2021-185	Recognition - Alberta Agriculutre Hall of Fame Inductee	CAO/EA	Letter sent with Reeve's signature, arranging photo op	Complete Aug 3/21
2021-180	Action re incamera discusion on Offer to Purchase	CAO	Action completed	Complete May 5/21
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Rough draft prepared	Underway
2021-172	Dust control request - Twp Rd 570 & RR21	CAO/EA	Notify resident of Council decision to deny request	Complete May 7/21
2021-171	Agreements Proj. #740 South of 29-61-4-W5	EA/PW	Agreements signed	Complete May 5/21
2021-170	Agreements Proj. #340 West of 34-59-2-W5	EA/PW	Agreements signed	Complete May 5/21

2021-169	Agreements Proj. #140 West of 2 and 11-57-2-W5	EA/PW	Agreements signed	Complete May 5/21
2021-167	Streetlight Request - Moonlight Bay South	CAO/PW	To Council July 6/21; Compiling input received from residents; Request made to Fortis for pricing;	Complete Jul 6/21
2021-166	Support 2021 Census	EA/Com	Posted to website with hashtags to follow on facebook and twitter	Complete May 5/21
2021-165	Execute Alberta Community Partnership Agreement re Intern	CAO/EA	Document signed, returned to Municipal Affairs	Complete May 5/21
2021-157	Acquisition of land for ROW Rd Plan Realignment SE 30-60-5-W5	EA/PW	Signed; Awaiting signature	Complete May 4/21
2021-155	Bylaw 6-2021 Property Tax Bylaw approved	DF	Signed and posted to website	Complete May 4/21
2021-150	Neerlandia Lagoon Expansion - Curb & Trough Dump Structure design approved for tender	PW	Curb & trough dump structure has been designed and is included in the tender package	Complete Aug 27/21
2021-148,149	Grass Cutting Contracts renewed for sites 1-14	PW/EA	Signed and finalized; Agreement sent, waiting for signatures	Complete May 4/21
2021-145,146,151	2021 Operating & Capital Budgets, 3 Yr Financial Plan, 5 Yr Capital Plan approved	DF/CAO/Com	Budgets approved and posted to website with supporting presentations	Complete Apr 26/21
2021-144	Community Grant Application - St. Aidan's Glenreagh/Bloomsbury Community Church (\$2,500)	EA/CAO	Applicant notified, forms processed	Complete Apr 26/21
2021-142	Declaration of June 7-13, 2021 as Seniors Week	EA	Declaration signed by Reeve, submitted to GOA, scheduled to be posted on website and shared	Complete Apr 20/21
2021-136	Execute Offer to Purchase	CAO	Offer to Purchase was edited, signed and returned	Complete Apr 8/21
2021-133	CAO to complete Municipal Survey re Governance Model for Alberta Police Advisory Board	CAO	Survey submitted	Complete Apr 7/21
2021-132	Letter to Minister Transportation re Hwy 33 fr Barrhead to Hwy 43 junction	CAO/EA/PW	Letter sent; Obtaining background information	Complete May 18/21
2021-128,129,130	Approve 2021 Audited Financial Statements, FIR & post	CAO/DF/Com	Sent to Municipal Affairs and posted to website	Complete Apr 14/21
2021-124	Letter of Appreciation to Ms. Dewsnap (FCSS)	EA	Letter sent; Drafted	Complete May 18/21
2021-120	Bylaw 5-2021 Rates & Fees	CAO/DF/EA	New rates updated and posted to website	Complete Apr 13/21

2021-116	AEP - 5 year MOU	CAO	Signed by Reeve; Awaiting signature	Complete Apr 20/21
2021-115	Approve Policy FN-003 Debt Management	CAO/DF/EA	Policy in place	Complete Apr 8/21
2021-112	Award Chip Seal Project to Read on Roads Inc at \$252,128.60 (\$204,128.60 without site occupancy) and total cost not to exceed \$261,272.46 funded by MSP grant	PW/DF	Contract is with contractor for signing	Complete May 12/21
2021-111	Award Shoulder Pull Project (\$168,750) to B&B Wilson Oilfield Services funded by MSP grant	PW/DF	Contractor has been notified	Complete Apr 7/21
2021-110	Sign Agreements for Acquisition of Land for ROW BF 73616	CAO/EA	Signed; Awaiting signature	Complete Apr 20/21
2021-108	Approve Policy FN-002 Reserves	CAO/DF/EA	Policy in place	Complete Apr 8/21
2021-107	Rescind Policies 12.08 & 12.09	CAO/EA	Policies removed	Complete Apr 8/21
2021-104,105,106	Appointment of ARB members, chair, clerk	EA	Notification sent to CRASC	Complete Apr 7/21
2021-086	2021 Budget Cycle Amended	CAO/DF	New meeting requests sent, revisions made	Complete Mar 2/21
2021-082,083,085	ICF Bylaw 4-2021 w Westlock County	CAO	Municipal Affairs has been notified - complete	Complete Mar 2/21
2021-079	Appointment of Fire Guardians	CAO/EA	Fire Guardians advised, Fire Chief to arrange training	Complete Mar 15/21
2021-068	Industry Attraction Incentive	CAO	Offer to Purchase with incentives reviewed; Continue negotiations for sale of Kiel lots	Complete Apr 6/21
2021-062, 063	Approval of 3 expenditures (Airport, Subdivision & Dev, Recreation) & Accepted 2020 year-end financial reports subject to audit	DF	Documents prepared for audit	Complete Feb 16/21
2021-061	SCADA System Upgrades - award project	PW/DF/CAO	Kickoff meeting scheduled for Apr 7; Confirmed BRWC contribution; contractor informed	Complete Mar 18/21
2021-058,059	Rescind Policies 11.1 & 11.20	CAO/EA	Policies removed	Complete Feb 19/21
2021-057	Emergency Management Plan	CAO	Approved	Complete Feb 16/21
2021-055, 056	Truck tender awarded to Grizzly Trail Motors; adjust Capital budget	AG/DF	Proponents notified; capital budget flagged for adjustment	Complete Feb 18/21

2021-054,080,081	ICF Bylaw 3-2021 w LSAC - 1st reading	CAO	Municipal Affairs has been notified - complete; Will come back to Council for 2nd/3rd	Complete Mar 2/21
2021-044	Invite Mr. Kemmere to share experience wrt FCM and advocacy for western provinces	CAO	To March 2/21 mtg; Initial contact with Mr. Kemmere via email	Complete Mar 2/21
2021-041,042	O&G request to cancel taxes denied; offer TIPP agreement	DF	Formal letter sent; DF is reaching out to company	Complete Feb 25/21
2021-040	Policy FN-001 Investments approved	DF	Policy in place	Complete Feb 3/21
2021-039	Transfer to PW Grader Reserve	DF	Adjustments made to budget	Complete Feb 4/21
2021-038	MOST Provincial funding for unpd taxes transferred to reserves	DF	Adjustments made to budget	Complete Feb 4/21
2021-032	LEPA joint project for community dock at Klondike Park	PD/AG/PW	LEPA notified and partnership engaged	Complete Feb 3/21
2021-030	Appointment of SDAB Clerk	PD	Notificaitions made	Complete Feb 3/21
2021-028,029,076,077	LUB Amendment 1st reading, public hearing (Bylaw 2-2021)	PD/CAO	2nd & 3rd rding; Public Hearing Mar 2/21; 1st reading of bylaw, schedule of public hearing	Complete Mar 2/21
2021-026,027,074	IDP with LSA County bylaw & public hearing	PD/CAO	Public Hearing Mar 2/21; 1st reading of bylaw, schedule of public hearing	Complete Mar 29/21
2021-021	Draft letter - response to budget survey questions	EA/CAO	Letter drafted for Reeve's signature	Complete Feb 2/21
2021-017	Letter of support for Xplornet application to UBF	EA/CAO	Letter sent to Xplornet	Complete Jan 27/21
2021-014	Approved use of EFT as form of payment with signing authority	DF/CAO	System is ready; will start with a few transactions	Complete Jan 25/21
2021-013	Approved balance of funds for remote work to be added to 2021 budget	DF	To be incorporated into FINAL County budget & plans	Complete Apr 20/21
2021-012	Reconcile & report for MOST program funds	DF/CAO	Deadline to Province is July 2, 2021	Complete Jun 28/21
2021-011	Setup 2020 allowance for uncollectibles of \$980K	DF	Entry done	Complete Jan 20/21
2021-010	Cancel 50% 2020 taxes for GOA re: GIPOT	DF	Entry done	Complete Jan 20/21
2021-008	RMA Board Governance Survey	EA/CAO	Responses compiled and submitted	Complete Jan 20/21

2021-007	Award contract BF78992-20 to Griffin Contracting Ltd	PW	Contractor has been notified	Complete Jan 21/21
2021-006	Renew Agreement - Light Maintenance & Supervision of Transfer Station	EA/CAO/PW	Agreement finalized	Complete Feb 2/21
2021-004	Approved Library Board appointments	EA	Library board has been notified.	Complete Jan 21/21
2020-513	Approved 2021 Capital Budget	DF/CAO	Approved and posted to website	Complete Jan 14/21
2020-512	Approved 2021 Interim Operating Budget	DF/CAO	Approved and posted to website	Complete Jan 14/21
2020-511	Accepted 2021 Budget Priorities Survey - Final Report	COM/CAO	Final Report checked for formatting and posted to website	Complete Jan 14/21
2020-509/510	Approved 2021 Joint Budget - Twinning Committee	DF	To be Incorporated into FINAL County budget & plans; flagged to identify change in Interim Budget	Complete Apr 20/21
2020-507	Execute Renewal of Land Lease Agreement Pt. of NW 30-61-5-W5	EA/CAO	Lease finalized; Lease mailed to lessee Dec 17 for signing	Complete Feb 2/21
2020-453	MCSnet letter of support to access Universal Broadband Fund	EA/CAO	Letter sent; Letter drafted	Complete Jan 5/21
2020-446	MOST Program Funding re: COVID and remote work expenditures	DF	To Council Jan 19/21; Working with IT provider to acquire the best pricing for purchases	Complete Jan 19/21
2020-443	SCADA System Upgrades/Expansion funded by BRWC and Fed Gas Tax Fund	PW/DF/CAO	To Council for awarding contract Feb 16/21; Awaiting tender results for project estimate; BRWC Approved; Admin to submit application to FGTF	Complete Feb 16/21
2020-468	Approved disposal of Fire Dept equipment with funds used to reduce capital contribution	DF	Sold in 2021 and proceeds were deducted from amount due for new fire engine; Not sold in 2020; Waiting for 2021 final capital budget reconciliation in late January 2022.	Complete Jan 10/22
2020-459	Promote SCAN as recommended by BARCC	Com	Posted to BARCC website; FAQs shared with partners	Complete Jan 4/21
2020-453	Sale of Surplus Equipment as per Policy 12.36	PW/AG	Auction Complete; Going to online auction June 24 close June 28; Waiting for next auction date to be set	Complete Jun 28/21
2020-444	Ag Lease Agreement Pt of SE 25-61-6-W5	EA/CAO	Lease finalized; Lease mailed to lessee for signing	Complete Jan 20/21

2020-358	Land exchange - begin process re securing road ROW	PD/CAO	Preliminary survey work done and waiting for landowner to review sketch plan; Landowner is reviewing; Working on agreement	Underway
2020-323,360,430	Disposal of 4.82 ac (Pt. NE 16-58-2-5)	EA/CAO	Funds received, awaiting final paperwork; Due to close Jan 15 due to Land Titles delay; Closing date changed to Jan 1 due to change in financing; Transaction with lawyers w/ closing date Dec 1; Accepted \$50K offer; Offer received - to Council Oct 20/20; RE/MAX Results as agent; Decision to Council Oct 6/20; RFP sent to local realtors Sept 8/20	Complete Feb 25/21
2020-322, 2021-005	2021 Ag Survey - Public Engagement Plan	AF/Com	Council approved plan Jan 19/21; Drafting plan	Complete Jan 19/21
2020-312	Policy Committee to work with Admin on Procedural Bylaw	CAO	Policy Com Aug 16/21 recommend to Council; Draft Procedural Bylaw underway to be reviewed with Policy Com in 2021 (in place prior to election)	Complete Aug 16/21
2020-259	Develop policy for future PIR rebate allocation; to Policy Committee prior to next rebate	DF/CAO	Policy Com Aug 16/21 recommend to Council; Sent to JWHSC June 29/21 for review; Research underway	Complete Aug 16/21
2020-234	Incorporate COW into a revised Procedural Bylaw and include repealing of Bylaw 6-2006	CAO/EA	To Council Sep 7/21; Policy Com Aug 16/21 recommend to Council; Draft Procedural Bylaw underway to be reviewed with Policy Com in 2021 (in place prior to election)	Complete Sept 7/21
2020-165	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	Hwy 33; Obtained input from Council, PW.	Underway
2020-124	Allocation of up to \$1,500 per month for max 1 yr to physician recruitment efforts for community	DF/CAO	Recommend to rescind Oct 5/21; Awaiting arrival of physician(s); Letter of support sent	Resinded Oct 6/21
2020-113	Implementation plan for non-salary, procedural and policy recommendations from EORAC	CAO/DF	To Council Sept 7/21; To COW Aug 26/21 for final review, recommend to Council; Preliminary discussions and review of policies	Complete Sept 7/21
2019-427	Release County share of deposit for fire engine; approved cost share of \$317,748.50 for purchase of 2020 engine incl 10% deposit of \$31,775 to be pd in 2019	DF	Received final inv Jan 10 to be paid next cheque run; Town indicates waiting for final payment date and will invoice us full cost share in 2022; waiting for docs from Town at year-end to transfer funds (\$31,775)	Complete Jan 17/22
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway



2019-344	Tax Installment Agreement - 38 rolls	EA/DF	Recommend to rescind Oct 5/21; Monthly payments are being received; Change in CFO resulted in lost agreement, will start paying when COVID restrictions are removed; Stopped paying Jan 2020 and not returning calls; Taxpayer continues to pay as per agreement, but signed agreement not yet received; Agreement sent, waiting for signatures	Resinded Oct 6/21
2019-199	Letter to Minister Transportation re proposed provincial changes to Road Permits and Service Rig classification	EA/CAO	Recommend to rescind Oct 5/21; COVID-19 response GOA has removed municipal authority for road bans; Checking for further updates	Resinded Oct 6/21
2019-009	RMA Charitable Gaming Committee - support and inform	EA/CAO	GOA postponed this initiative indefinitely, tone of letter will change; Letter drafted to MLA etc.; Shared with Town & orgs; Report posted to website, compiling email distribution list	Underway
2018-029	Service Contract Review	EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway
2021-033, 037; 2017-133	Policy Committee to review approach to use for Council in considering funding requests.	CAO/Policy	\$15K funds committed from reserve; To Council in Feb/21; Met Dec 22/20; Met Jul 10/20 to review draft policy; Met Aug 8/19; met June 26/18 and identified this item as next up for discussion; Track requests that come to Council; To support Council in making informed decisions re funding requests from organizations, individuals, etc.	Complete Feb 2/21

In Force or Date Effective	MGA Change	Responsible	Comments	Status
Apr 1/20	<b>ICF:</b> County must adopt ICF with each municipality that we share a common border with. (DEADLINE Extended to April 1, 2021 due to COVID-19)	CAO/ALL	ALL COMPLETE - ICF w LSA and Westlock to Mar 2/21; PH for LSA IDP Mar 2/21; LSA ICF to Council Feb 16/21; LSA County IDP to Council Feb/21; ICF with Town approved Jan 7/20; Further updates will be provided verbally during CAO report or spokesperson update; Internal Advisory Com met June 26/19 to review SC and plan for engagement w TOB; Continue to work on draft with Sturgeon, Woodlands; Internal Task Force formed; Prelim mtg with Woodlands County Admin; Decision to Council on governance structure Feb 19/19; Draft from Sturgeon County; Prelimin mtg w LSA County; initial contact with Sturgeon County; Revised deadline - Rural MDs have until April 1, 2021; Compilation of all agreements underway.	Complete Mar 29/21
Oct 26/17	<b>Public Notification Methods:</b> To use alternative advertising requires an Advertisement Bylaw	CAO/EA	Only required if Council wants to use alternative advertising methods	Not started
Oct 26/17	<b>Conservation Reserve:</b> Council may designate land for a new type of reserve to protect enviro significant features.	CAO/PD/Ag	Requires policies to be incl in MDP and ASPs.	Not started
Oct 26/17	<b>Off-Site Levies:</b> Scope expanded AND opportunity to create joint intermunicipal off-site levy bylaws for projects	CAO/DF/PD/P W	Permitted to revise bylaw to expand scope; Describe infrastructure, benefitting area, technical data, estimated costs, keep calculations current, agreement as needed	Not started
	More to be added - as time permits			



## Public Works Director of Infrastructure Report January 18, 2022

I

### ***Graders***

- All graders have been busy snowplowing roads, airport and winging back highways

### ***Sand Trucks***

- Snowplowing highways and sanding corners.
- Favorable temperatures the week of January 10 allowed us to salt and clear highway surfaces of ice.

### ***Equipment***

- Went out for pricing on two 627K motor scrapers and one 18 ton excavator in accordance with the 2022 Capital Plan.
- 3<sup>rd</sup> John Deere grader arrived January 11, 2022 replaces area #6 grader

### ***Bridge File***

- Bridge File #73046 tender closed January 7, 2022 results to be reviewed with Council

### ***Labour***

- Transfer station maintenance, sign repair, blade and fuel deliveries and snow removal

### ***Shop***

- Repair and maintenance as required

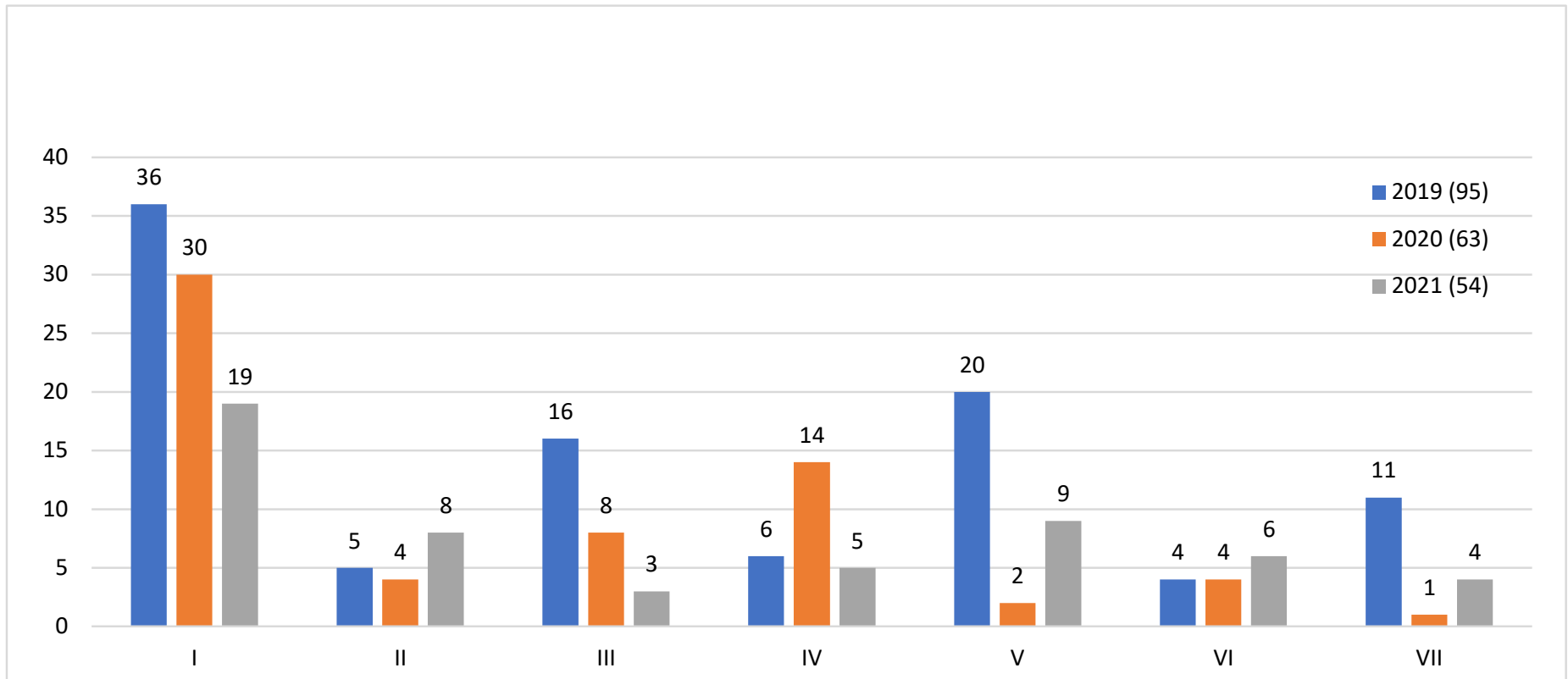
### ***Utilities***

- Manola Truck fill was put back into operation week of January 3, 2022
- Flowpoint Controls will be installing the new Account System on Manola Truck fill January 12, 2022
- PME is tentatively scheduled to start directional drilling work for the Neerlandia Lagoon expansion in late January 2022
- Testing and monitoring is taking place as per normal operations



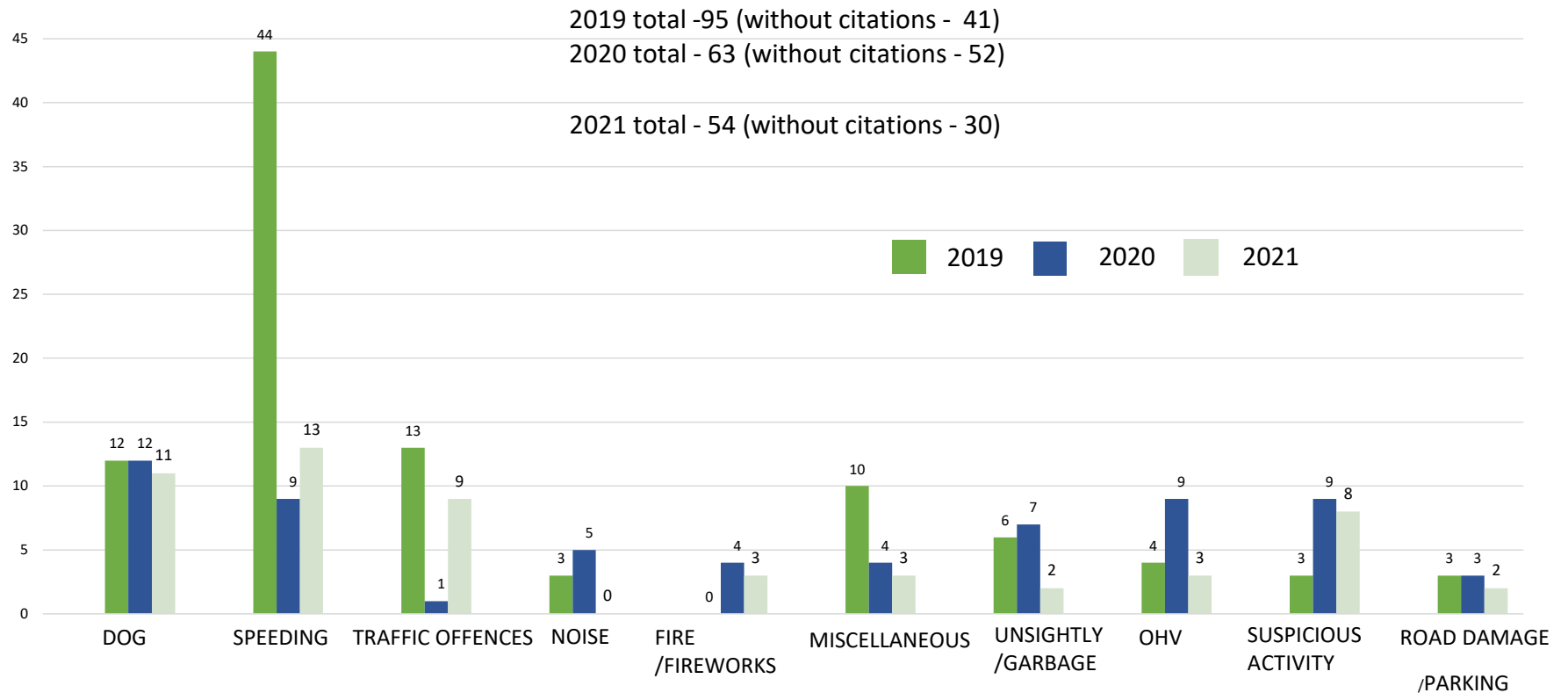
Community Peace Officer  
Total Cases & Citations  
by Division  
2019-2021

H





Community Peace Officer  
Cases & Citations by Type  
2019-2021 Comparison



These statistics do not include regular duty patrols and community engagement

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**From:** Debbie Oyarzun  
**Sent:** January 12, 2022 4:37 PM  
**To:** Jim Skeet [REDACTED]  
**Cc:** COB Info <info@countybarrhead.ab.ca>  
**Subject:** RE: Peanut Lake

Jim,

Thank you for your email of January 12, 2022, recognizing the County of Barrhead's efforts on the aeration of Peanut Lake. As the County Manager I can advise you that as requested, your correspondence will be shared with Council in their upcoming agenda package for the January 18, 2022, regular Council meeting.

Thanks again for taking the time to share your comments. We appreciate your support and hope you will continue to enjoy the natural resources that the County of Barrhead has to offer.

Take care,  
Debbie

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



Please Note:

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

---

**From:** Jim Skeet

**Sent:** January 12, 2022 1:23 PM

**To:** COB Info <[info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)>

**Subject:** Peanut Lake

To all councillors of the County of Barrhead

I wish to inform you that as a result of your participation in the aeration of Peanut Lake, I am currently planning a trip to the lake for fishing that will involving hotel accommodation, restaurant, and gas retail expenditures in your county. The aeration that will be provided to the lake will enhance the ability of stocked trout to overwinter and hence to grow larger. This is particularly important to me as a fly fisherman. I currently travel much of the Province flyfishing waters with potential to catch larger trout. Dolberg Lake is another lake in your county that I have visited and will do so again due to the good fly fishing potential there. I applaud your decision to support recreational growth in your county and hope you will continue to support Peanut Lake and look for other opportunities to attract the growing population of dedicated fly fisherman, many of whom have money in their pockets.

Jim Skeet  
Calgary, AB





January 7, 2022

Via Email: [registrar@cpsa.ab.ca](mailto:registrar@cpsa.ab.ca)

College of Physicians and Surgeons of Alberta  
2700, 10020 100 Street NW  
Edmonton, AB T5J 0N3

**Attention: Dr. Scott McLeod, Registrar**

Dear Dr. McLeod:

**Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments**

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is fluid and cursive, with the first name "Blair" and last name "Painter" clearly distinguishable.

Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association



January 7, 2022

Via Email: [carna@nurses.ab.ca](mailto:carna@nurses.ab.ca)

College & Association of Registered Nurses of Alberta  
11120 178 Street  
Edmonton, AB T5S 1P2

Dear Council:

**Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta**

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association



# M

PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofieldadmin@tofieldalberta.ca](mailto:tofieldadmin@tofieldalberta.ca)  
W [www.tofieldalberta.ca](http://www.tofieldalberta.ca)

January 13, 2022

Honorable Jason Kenney  
Premier of Alberta  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

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Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney  
Premier of Alberta  
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

[mayor@tofieldalberta.ca](mailto:mayor@tofieldalberta.ca)

C.C

The Honorable Jason Copping, Minister of Health  
Dr. Deena Hinshaw, Chief Medical Officer of Health  
Damien Kurek, MP  
Jackie Lovely, MLA  
Alberta Municipalities  
Rural Municipalities of Alberta  
Darren Erickson, Tofield Pharmacy  
Tofield Mercury  
Vegreville News Advertiser

**Barrhead & District Social Housing Association  
Organizational Meeting  
October 29, 2021**

Members Present: Craig Wilson, Bill Lane, Peter Kuelken, Don Smith, Meertin Zeldenrust

Members Absent: Roberta Hunt

Staff Present: Tyler Batdorf, Susan Macdonald, Dorothy Waters

1.0 Tyler Batdorf called the meeting to order at 9:07 am

2.0 Approval of Agenda

*Craig Wilson moved to accept the agenda of the October 29, 2021, Organizational meeting.*

*Carried Unanimously*

3.0 Nomination of Officers

3.1 Position of Chairperson

Tyler Batdorf called for nominations of Chairperson.

- First request: Bill Lane nominated Craig Wilson and seconded by Don Smith.  
Craig Wilson accepted to allow his name to stand.
- Second request: none
- Third request: none

*Bill Lane moved to close nominations for Chairperson.*

*Carried Unanimously*

Craig Wilson, Chairperson came in by acclamation.

Craig Wilson, Chairperson took his position for the remainder of the meeting.

3.2 Position of Vice Chair

Craig Wilson called for nominations of Vice Chairperson.

- First request: Craig Wilson, nominated Don Smith, and seconded by Peter Kuelken.  
Don Smith accepted to allow his name to stand.
- Second request: none
- Third request: none

*Bill Lane moved to close nominations for Vice Chairperson*

*Carried Unanimously*

Don Smith, Vice Chairperson came in by acclamation.

Initials: Vice Chairperson   D   CAO   S



## 4.0 Committee Members

The Board members volunteered for the Committees – there are three members per committee.

4.1 Salary, Wage, and Benefit Review Committee Members:  
Bill Lane, Peter Kuelken, Craig Wilson

4.2 Policy Review Committee  
Don Smith, Meertin Zeldenrust, Roberta Hunt

4.3 Building Committee  
Board as a whole

*Bill Lane moved to accept committee members.*

*Carried Unanimously*

## 5.0 Opening and Closing Bank Accounts

*Peter Kuelken moved that Craig Wilson, Chairperson and Tyler Batdorf, Acting, CAO have the authority to open and close bank accounts as directed by Board motion.*

*Carried Unanimously*

## 6.0 Signing Authorities

All cheques and bank documentation must have two signatures to be valid. The first signature must be an authorized Regular Board member; the second signature must be an authorized staff member.

## 6.1 TD Canada Trust - Lodge Account – Current

## .1 Board Members

*Bill Lane moved that all prior signing authorities be removed and Craig Wilson and Don Smith have signing authority for the TD Canada Trust – Lodge accounts.*

*Carried Unanimously*

## .2 Staff Personnel

*Bill Lane moved that all prior signing authorities be removed and Tyler Batdorf, Acting CAO and Susan Macdonald, Deputy CAO have signing authority for the TD Canada Trust – Lodge accounts.*

*Carried Unanimously*

## 6.2 Servus Credit Union - Social Housing – Current

## .1 Board Members

Initials: Vice Chairperson  CAO 

*Peter Kuelken moved that all prior signing authorities be removed and Craig Wilson and Don Smith have signing authority for the Credit Union – Social Housing accounts.*

*Carried Unanimously*

.2 Staff Members

*Peter Kuelken moved that all prior signing authorities be removed and Tyler Batdorf, Acting CAO and Susan Macdonald have signing authority for the Credit Union – Social Housing accounts.*

*Carried Unanimously*

6.3 Scotia Bank – John and Gerald Fellowship - Current

.1 Board Members

*Bill Lane moved that all prior signing authorities be removed and Craig Wilson and Meertin Zeldenrust have signing authority for the Scotia Bank – John and Gerald Fellowship account.*

*Carried Unanimously*

.2 Staff Members:

*Bill Lane moved that all prior signing authorities be removed and Dorothy Waters and Tyler Batdorf, Acting CAO have signing authority for the Scotia Bank – John and Gerald Fellowship account.*

*Carried Unanimously*

6.4 Alberta Treasury Branch – Loan Agreement

.1 Board Members

*Bill Lane moved that all prior signing authorities be removed and Craig Wilson and Don Smith have signing authority for the Alberta Treasury Account – Loan Agreement.*

*Carried Unanimously*

.2 Staff Personnel

*Bill Lane moved that all prior signing authorities be removed and Tyler Batdorf, Acting CAO and Susan Macdonald, Deputy CAO have signing authority for the Alberta Treasury Account – Loan Agreement.*

*Carried Unanimously*

7.0 Auditor – FYI

Doyle & Company, Chartered Accountants have agreed to continue as auditor for 2021.

8.0 Legal Representative - FYI

The firm Brownlee, LLP will continue to be the legal representative.

9.0 Date and Times of Regular Meeting

Initials: Vice Chairperson  CAO 

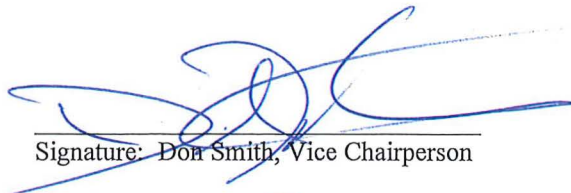
*Bill Lane moved that the Regular board meetings will be held the 4<sup>th</sup> Thursday of every month at 10:00 am.*

*Carried Unanimously*

10.0 Adjournment

*Don Smith moved meeting adjourned at 9:30 am*

*Carried Unanimously*

  
Signature: Don Smith, Vice Chairperson

Nov 8<sup>th</sup> 2021  
Date

  
Signature: Tyler Butdorf, Acting CAO

Nov 8<sup>th</sup> 2021  
Date





Nov 9/21

*W. Lane, Board Member*

*Dorothy Waters*  
*authorized Signatory*

Nov 10/21

Initials: Vice Chairperson  CAO 

**Barrhead & District Social Housing  
Association Minutes  
Regular Board Meeting – October 29, 2021**

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Members Present: Chairman Craig Wilson, Bill Lane, Peter Kuelken, Don Smith, Meertin Zeldenrust  
Members Absent: Roberta Hunt  
Staff Present: Tyler Batdorf, Susan Macdonald, Dorothy Waters

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1.0 Craig Wilson called the meeting to order at 9:30 a.m.

2.0 Approval of Agenda

Additions:

4.4 John & Gerald Fellowship Update

*Bill Lane moved to accept the Agenda of the October 29, 2021 Regular Board Meeting with additions.*

*Carried Unanimously*

3.0 Reports

3.1 Acting CAO/Facility Manager's Report by Tyler Batdorf – Attached  
Covid Update  
Vaccination Information  
ASHC Funded Projects – Timeline  
BDSHA Projects – Timeline

*Peter Kuelken moved to accept the Acting CAO and Facilities Manager's Reports as presented.*

*Carried Unanimously*

3.2 Deputy CAO and Corporate Services Manager's Report  
Income statements for both the Lodges, Self-Contained and John & Gerald Fellowship were presented.

*Meertin Zeldenrust moved to accept the Deputy CAO and Corporate Services Manager's Reports as presented.*

*Carried Unanimously*

3.3 Vacancy Report

Hillcrest 2-Storey (old)	3
Hillcrest New	12
Klondike Place	2
Golden Crest Manor	8
Jubilee Manor	3
Pembina Court Manor	3
James and Della Roach Park Manor	1

Initials: Chairperson

CW CAO GD

Barrhead Community Housing	2
Swan Hills Community Housing	6

*Bill Lane moved to accept the Vacancy Report as presented.*

*Carried Unanimously*

4.0 New Business

4.1 Benefits Policy

*Don Smith moved that the Board amend the benefits policy so the employee pays 100% of life insurance, short term disability and long-term disability premiums and BDSHA pays 100% of extended health and dental premiums.*

*Carried Unanimously*

4.2 Lodge Applicant with Higher Needs

*Don Smith moved to give Tyler Batdorf, Acting CAO permission to decide, with the help of homecare, case workers and placement facilitators whether to accept lodge applicants with higher needs.*

*Carried Unanimously*

4.3 Boxing Day

*Peter Kuelken moved to recognize Boxing Day as a Statutory Holiday.*

*Carried Unanimously*

4.4 John & Gerald Fellowship Update

Blue Heron will take over John and Gerald and assume the mortgage.  
(Information Only)

5.0 Cheque Log September 1 – 30, 2021

*Bill Lane moved to accept the cheque log as presented.*

*Carried Unanimously*

6.0 Date and Time of Next Meeting

November 30, 2021, 10:00 a.m.

7.0 In Camera

*Bill Lane moved to go in camera at 11:03 a.m.*

*Carried Unanimously*

Out of Camera

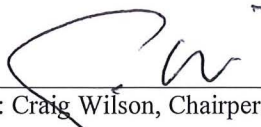
*Don Smith moved to go out of camera at 11:23 a.m.*

*Carried Unanimously*

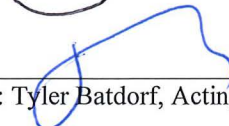
8.0 Adjournment

*Bill moved to adjourn the meeting at 11:28 a.m.*

*Carried Unanimously*

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

Nov. 30/21  
Date

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

Nov 30/21  
Date

Initials: Chairperson C.W. CAO OB