

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 MINUTES

3.1 REGULAR MEETING HELD JULY 18, 2023

[Schedule A](#)

4.0 ACTION ITEMS:

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

Administration recommends that Council approve the subdivision application 23-R-686 proposing to create a 4.05 ha (10.0 acre) farmstead separation out of the south half of NE 28-57-2-5 with the conditions as presented.

[Schedule B](#)

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

Administration recommends that Council approve the subdivision application 23-R-707 proposing to create a 5.32 ha (13.1 acre) farmstead separation out of Lot 1 Block 1 Plan 0925250 (NE 7-58-2-W5) with the conditions as presented.

[Schedule C](#)

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

Administration recommends that Council approve the subdivision application 23-R-710 proposing to create a 4.05 ha (10.0 acre) farmstead separation out of SE 11-59-4-W5. with the conditions as presented.

[Schedule D](#)

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

Administration recommends that Council approve the subdivision application 23-R-713 proposing to create a 4.28 ha (10.6 acre) farmstead separation out of SW 35-60-3-W5 with the conditions as presented.

[Schedule E](#)

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

Administration recommends that Council consider the options and provide direction to Administration on the role of the County in local and regional tourism.

[Schedule F](#)

4.6 GRAVEL EXTRACTION / ROAD CLOSURE REQUEST- RIVER VALLEY CRUSHING

Administration recommends that Council consider the request to close the undeveloped road allowance for the purpose of sand and gravel extraction activities and provide direction to Administration on whether to initiate the road closure process.

[Schedule G](#)

4.7 MEADOWVIEW COMMUNITY CENTRE - COMMUNITY GRANT FINAL REPORT

Administration recommends that Council receive for information the final report from Meadowview Community Centre as a grant recipient of \$2,500 under the Community Grants Policy.

[Schedule H](#)

4.8 COMMUNITY GRANTS POLICY REVISION

Administration recommends that Council approve AD-002 Community Grants Policy with the changes recommended by the Policy Committee.

[Schedule I](#)

4.9 RESCIND POLICIES

Administration recommends that Council rescind:

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

[Schedule J](#)

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

Administration recommends that Council cancel property taxes in the amount of \$14,579.96, owed by Government of Alberta, in the name of Alberta Municipal Affairs and Alberta Environment and Parks.

[Schedule K](#)

4.11 PROPERTY TAX PENALTY EXEMPT LIST

Administration recommends that Council approves the Property Tax Penalty Exempt List for the 363 tax rolls as identified.

[Schedule L](#)

4.12 2024 BUDGET SCHEDULE

Administration recommends that Council approves the 2024 Budget Schedule as presented.

[Schedule M](#)

4.13 COMMUNITY PEACE OFFICER (CPO) – NEW POLICIES

Administration recommends that Council approve the following policies for the CPO Program:

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

[Schedule N](#)

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

Administration recommends that Council authorizes the CAO to sign the CPO Program MOU with the RCMP as presented.

[Schedule O](#)

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

Administration recommends that Council authorizes the CAO to submit the Application for Authorization to Employ Peace Officers – Peace Officer Act to the Public Security Peace Officer Program, Alberta Justice & Solicitor General.

[Schedule P](#)

5.0 REPORTS

5.1 COUNTY MANAGER REPORT

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

- Resolution Tracking List
[Schedule Q1](#)
- July AAIP Monthly Status Report
[Schedule Q2](#)
- 2023 Pond Days – Post Report
[Schedule Q3](#)

5.2 DIRECTOR OF CORPORATE SERVICES REPORT

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

- Cash, Investments, & Taxes Receivable as of July 31, 2023

[Schedule R1](#)

- Payments Issued for the month of July 2023

[Schedule R2](#)

- YTD Budget Report for 7 months ending July 31, 2023

[Schedule R3](#)

- YTD Capital Recap for period ending July 31, 2023

[Schedule R4](#)

- Elected Official Remuneration Report as at July 31, 2023

[Schedule R5](#)

5.3 PUBLIC WORKS REPORT

(10:30 a.m.)

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

[Schedule S](#)

5.4 COUNCILLOR REPORTS

6.0 INFORMATION ITEMS:

- 6.1 Letter from RMA to AGLC Re: Camrose Casino Relocation Decision – dated July 24, 2023**
[Schedule T1](#)
- 6.2 Letter from RMA to Minister Horner Re: Camrose Casino Relocation Decision – dated July 24, 2023**
[Schedule T2](#)
- 6.3 Letter from Orphan Well Association Re: Status of Orphan Wells in County of Barrhead – dated July 7, 2023**
[Schedule T3](#)
- 6.4 Letter from Barrhead Victim Services Unit Re: Thank you for Donation and 2022 Annual Report – dated July 31, 2023**
[Schedule T4](#)
- 6.5 Letter from STARS Re: Thank you for Donation – dated August 3, 2023**
[Schedule T5](#)
- 6.6 Letter from Barrhead Library Re: Thank you for Grant – dated July 27, 2023**
[Schedule T6](#)
- 6.7 Letter from Special Areas Board Re: Additional Supports Required for Ag Producers – Special Area No. 2,3,& 4 – dated July 5, 2023**
[Schedule T7](#)
- 6.8 Letter from County of Stettler Re: Letter of Support - Special Areas Board request for additional supports – dated July 20, 2023**
[Schedule T8](#)
- 6.9 Letter from County of Stettler Re: Feed and Transportation Assistance Programs for Alberta Ag Disaster Areas dated July 20, 2023**
[Schedule T9](#)
- 6.10 Minister of Infrastructure Mandate Letter Re: Continue to Build Alberta – dated July 26, 2023**
[Schedule U1](#)
- 6.11 Minister of Immigration and Multiculturalism Mandate Letter Re: Continue to Grow Opportunities for Newcomers – dated July 26, 2023**
[Schedule U2](#)
- 6.12 Minister of Indigenous Relations Mandate Letter Re: Continue Building Meaningful Partnerships – dated July 27, 2023**
[Schedule U3](#)
- 6.13 Minister of Children and Family Services Mandate Letter Re: Support Families and Children – dated July 28, 2023**
[Schedule U4](#)
- 6.14 Minister of Public Safety and Emergency Services Mandate Letter Re: Keep Alberta Families and Communities Safe – dated July 31, 2023**
[Schedule U5](#)

- 6.15 Minister of Justice Mandate Letter Re: Continue to Support a Strong Justice System**
– dated August 1, 2023

[Schedule U6](#)

- 6.16 Minister of Mental Health and Addiction Mandate Letter Re: Address the Mental Health and Addiction Crisis** – dated August 2, 2023

[Schedule U7](#)

- 6.17 Minister of Seniors, Community and Social Services Mandate Letter Re: Strengthen Alberta's Systems to Support the Most Vulnerable in our Province** – dated August 2, 2023

[Schedule U8](#)

- 6.18 Minister of Municipal Affairs Mandate Letter Re: Maintain and Build Relationships and Partnerships with Municipal Leaders** – dated August 4, 2023

[Schedule U9](#)

- 6.19 Certificate of Appreciation – Royal Canadian Legion Re: Recognition Book**

[Schedule V](#)

7.0 DELEGATIONS

- 7.1 11:30 a.m. Sgt Dodds, Barrhead RCMP Detachment – Quarterly Report**

[Schedule W](#)

8.0 ADJOURNMENT

REGULAR MEETING OF COUNCIL - HELD JULY 18, 2023

Regular Meeting of the Council of the County of Barrhead No. 11 held July 18, 2023 was called to order by Reeve Drozd at 9:01 a.m.

PRESENT

Reeve Doug Drozd
Councillor Ron Kleinfeldt
Councillor Bill Lane
Councillor Walter Preugschas

ABSENT

Deputy Reeve Marvin Schatz
Councillor Paul Properzi
Councillor Jared Stoik

STAFF

Debbie Oyarzun, County Manager
Pam Dodds, Executive Assistant

Ken Hove, Director of Infrastructure
Tamara Molzahn, Director of Corporate Services

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

ATTENDEES

Kevin Berger - Town and Country Newspaper

RECESS

Reeve Drozd recessed the meeting at 9:01 a.m.

Reeve Drozd reconvened the meeting at 9:31 a.m.

APPROVAL OF AGENDA

- 2023-234 Moved by Councillor Lane that the agenda be approved as presented.
Carried Unanimously.

MINUTES OF REGULAR MEETING HELD JULY 4, 2023

- 2023-235 Moved by Councillor Preugschas that the minutes of the Regular Meeting of Council held July 4, 2023 be approved as circulated.
Carried Unanimously.

BARRHEAD AG SOCIETY - COMMUNITY GRANT REQUEST

- 2023-236 Moved by Councillor Lane that Council approves the application from Barrhead Agricultural Society for \$2,500 under the Community Grants Policy to assist with the Blue Heron Fair.
Carried Unanimously.

BARRHEAD INDIGENOUS DAYS - COMMUNITY GRANT – FINAL REPORT

- 2023-237 Moved by Councillor Preugschas that Council receive for information the final report from Barrhead Indigenous Day Committee as a grant recipient of \$1,000 under the Community Grants Policy.
Carried Unanimously.

REQUEST FOR INFORMATION – ALBERTA CARBON GRID RE: CARBON SEQUESTRATION EVALUATION AGREEMENT

- 2023-238 Moved by Councillor Lane that Council requests Administration to contact “Alberta Carbon Grid” to present at a future Council meeting.
Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD JULY 18, 2023

INFORMATION ITEMS

- 2023-239 Moved by Councillor Kleinfeldt that Council accept the following agenda items for information:
- Letter from Municipal Affairs Re: MSI and CCBF 2023 Funding amounts – dated July 7, 2023

Carried Unanimously

Councillor Preugschas left the meeting at 9:51 a.m.

RECESS

Reeve Drozd recessed the meeting at 9:51 a.m.

Reeve Drozd reconvened the meeting at 9:57 a.m.

Councillor Preugschas and Ken Hove joined the meeting at 9:57 a.m.

PUBLIC WORKS REPORT

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

- 2023-240 Moved by Councillor Kleinfeldt that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

**RECOMMENDATION FOR TENDER AWARD – TENDER BF 78033
CULVERT REPLACEMENT AND OTHER WORK**

- 2023-241 Moved by Councillor Kleinfeldt that Council award the construction contract for Bridge File 78033 Bridge Maintenance and Other Work to Terrapro Inc. for \$266,842 excluding engineering, and GST.

Carried Unanimously.

Ken Hove departed the meeting at 10:20 a.m.

Tamara Molzahn joined the meeting at 10:21 a.m.

DIRECTOR OF CORPORATE SERVICES REPORT

- 2023-242 Moved by Councillor Lane that Council accept the following Director of Corporate Services reports for information:

- Cash, Investments, & Taxes Receivable Report as of June 30, 2023
- Payments Issued for the month of June 2023
- YTD Budget Report for 6 months ending June 30, 2023
- YTD Capital Recap for the period ending June 30, 2023
- Elected Official Remuneration Report as at June 30, 2023

Carried Unanimously.

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

Councillor Preugschas left the meeting at 10:40 a.m.

RECESS

Reeve Drozd recessed the meeting at 10:40 a.m.

Reeve Drozd reconvened the meeting at 10:41 a.m.

Councillor Preugschas rejoined the meeting at 10:41 a.m.

REGULAR MEETING OF COUNCIL - HELD JULY 18, 2023

REPORT – COUNTY MANAGER

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

- Budget Calendar and plans for a “Drop-In” Open House
- Ft Assiniboine’s 200th Anniversary Celebration and the thank you gift received
- Clarification on MTM AG SOCIETY – Community Grant Request

MTM AG SOCIETY - COMMUNITY GRANT REQUEST

2023-243 Moved by Councillor Kleinfeldt that Council deny the application from MTM Agricultural Society for a donation of \$2,500 under the Community Grants Policy to assist with the improvements of the community ball diamonds as the project is not eligible as it has already been completed.

Carried Unanimously.

2023-244 Moved by Councillor Lane that Council accept the County Manager report for information.

Carried Unanimously.

COUNCILLOR REPORTS

Councillor Lane reported on his attendance at the Pembina Zone meeting.

Councillor Preugschas reported on his attendance at the Ft. Assiniboine 200th Anniversary celebration, ASB Provincial Committee Regional meeting, County Policy Committee meeting, and Pembina Zone meeting.

Notice of Motion – Councillor Preugschas made a notice of motion that at the August 15, 2023 Council meeting, Council discuss - Role of the County of Barrhead in Regional Tourism.

Councillor Kleinfeldt reported on his attendance at the County Policy Committee meeting, and Pembina Zone meeting.

Reeve Drozd reported on his attendance at the Klondike Ferry (Vega) Campground during the Ft. Assiniboine 200th Anniversary celebration, Pembina Zone meeting, County Policy Committee meeting, and time spent on County office duties.

ADJOURNMENT

2023-245 Moved by Councillor Lane that the meeting adjourn at 11:10 a.m.

Carried Unanimously.



REQUEST FOR DECISION

AUGUST 15, 2023

B

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NE 28-57-2-5
NYGAARD, MUNICIPAL PLANNING FILE NO 23-R-686**

ISSUE:

Application has been received to create a 4.05 ha (10.0 acre) farmstead separation out of the south half of NE 28-57-2-5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires residential parcels be a maximum of 10 acres in size.
- Land was previously subdivided with an 80-acre split, with a yard site developed.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
- Access will be from Range Road 23.
 - Approach to proposed and remainder are to County standard.
- Road widening is required on the eastern boundary.
- Reserves are due as this is the 2nd parcel out of the quarter. Assessed value is \$2,000 per acre.
- Wetlands may impact both parcels however suitable building sites appear 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 effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
3. That prior to endorsement of an instrument effecting this plan, the County of Barrhead No. 11 and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta *Private Sewage Systems Standard of Practice*, and are suitable for the intended subdivision.
4. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority Officer, and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates the distances between the buildings and

shelter belts and above-ground appurtenances, including the location of the private sewage disposal system and discharge point on the subject lands and the existing and proposed property boundaries. Should there be structures on the site to be demolished or relocated, we recommend that they be demolished or relocated prior to the preparation of the Real Property Report.

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

Total area of the proposed parcel area =	4.05 ha	(10.0 ac.)
10% of the area of the proposed parcel area =	0.405 ha	(1.0 ac.)
Estimated market value per acre =		\$2,000.00
Money-in-place of reserve = 10% area x market value =		\$2,000.00

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

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

6. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
7. 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 23-R-686 proposing to create a 4.05 ha (10.0 acre) farmstead separation out of the south half of NE 28-57-2-5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-686 STAFFDATE RECEIVED: MAY 15 2023 TO BE COMPLETED BY MPS STAFFDEEMED COMPLETE: MAY 23 2023 TO BE COMPLETED BY MPS STAFF

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

Liv Nygaard, [REDACTED]

Address, Phone Number, and Fax Number

[REDACTED]

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

Don Wilson Surveys Ltd., Nate Wilson, 780-674-2287

Address, Phone Number, and Fax Number

Box 4120, Barrhead, AB T7N 1A1

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☒ PART ☐ of the NE $\frac{1}{4}$ SEC. 28 TWP. 57 RANGE 02 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☐ of LOT BLOCK REG. PLAN NO. C.O.T. NO. Area of the above parcel of land to be subdivided 32.4 hectares (80 acres)Municipal address (if applicable) 57418 Rge. Rd 23

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrheadb. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☒If 'YES', the adjoining municipality is b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES ☒ NO ☐If 'YES', the Highway # is: 651d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES ☒ NO ☐ *wetlands*If 'YES', the name of the water body/course is: e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES ☐ NO ☒

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
AG	CR	AG

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)
Mixed	Treed with some open area's	Mixed gray/wooded

7. STRUCTURES AND SERVICING

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

House, shed

Describe the manner of providing water and sewage disposal.

Surface discharge, water well

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

Nate Wilson of Don Wilson Surveys Ltd. 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.

IF THERE IS MORE THAN ONE REGISTERED LANDOWNER, PLEASE COMPLETE FORM 4

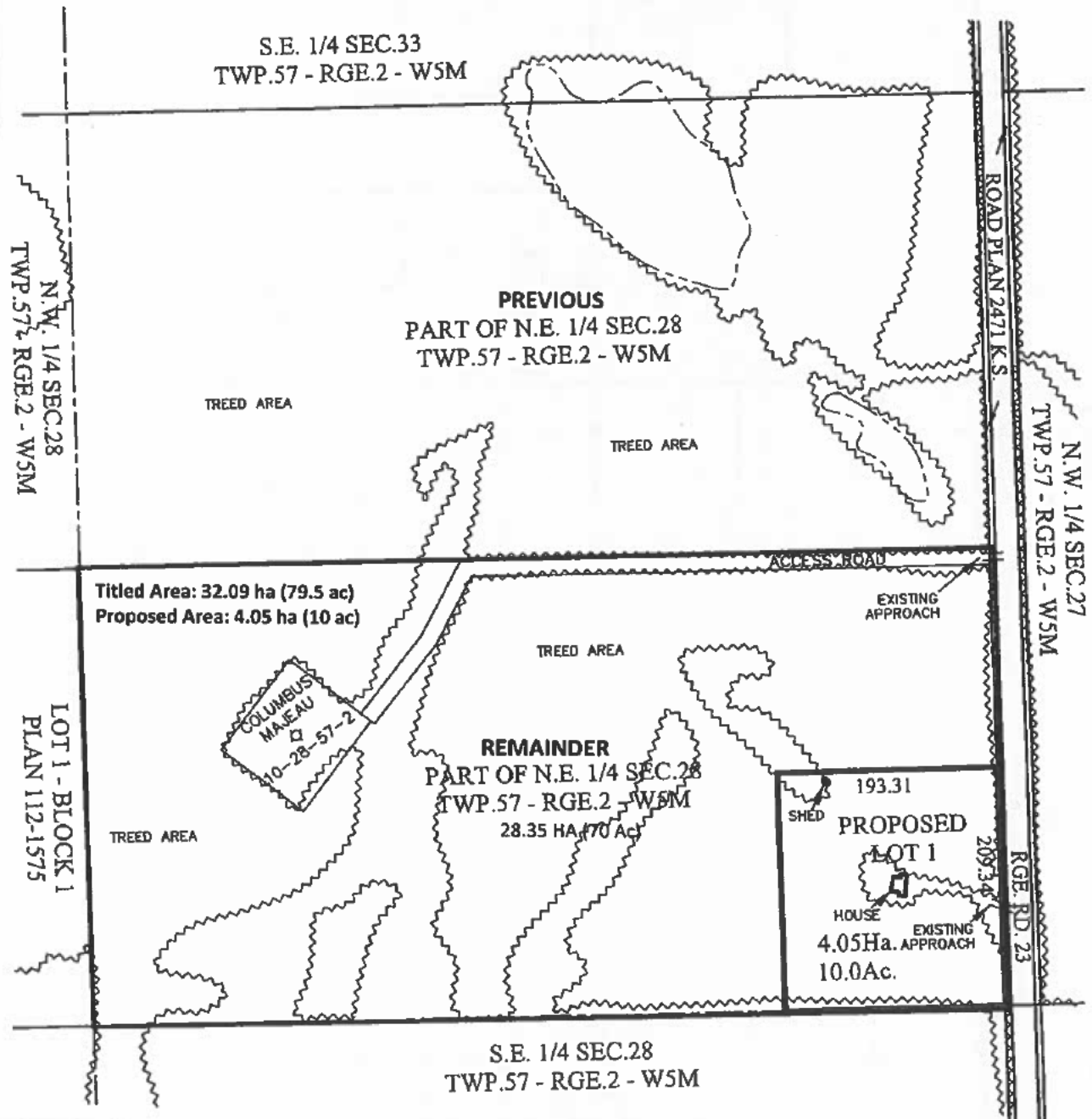
Signature [Signature]Date MAY 2 / 2023





PLAN SHOWING PROPOSED SUBDIVISION OF

PART of N.E. SEC.28 - TWP.57 - RGE.2 - W5M

COUNTY OF BARRHEAD No 11

SCALE:1:5000 2023 D. WILSON, A.L.S



NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF
 STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS: 
 PROPOSED LOT BOUNDARY SHOWN THUS: 
 EDGE OF TREELINE SHOWN THUS: 
 EDGE OF WATER FEATURES SHOWN THUS: 

DON WILSON SURVEYS LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FILE: 23-R-686 DATE: SEPTEMBER 16, 2022



Subdivision Report

FILE INFORMATION

File Number: 23-R-686
Municipality: County of Barrhead No. 11
Legal: Pt. NE 28-57-2-W5
Applicants: Nate Wilson
Owners: Liv Nygaard

Date Acknowledged: May 23, 2023
Referral Date: May 23, 2023
Decision Due Date: July 22, 2023
Revised Decision Date: n/a
Date of Report: July 13, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 3%, 9%, & 33%

Gross Area of Parcel: 4.05 ha (10.0 ac.)
Titled Area: 32.09 ha (79.5 ac.)
Reserve Status: Required
2nd parcel out - \$2000/acre

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 4.05 ha (10.0 ac.) country residential parcel from a previously subdivided 32.09 ha (79.5 ac.) agricultural parcel, Pt. NE 28-57-2-W5, which is the south half of NE 28.

The site is in the southern portion of the County of Barrhead No. 11, approximately 4.25 km (2.6 miles) northeast of Lac La Nonne, the southwest banks of which is the boundary between the County of Barrhead No. 11 and Lac Ste. Anne County.

The site is adjacent to Range Road 23 (eastern boundary) and 0.8 km (0.5 miles) north of Highway 651. Access requirements can be met from the government road allowance.

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

- active oil/gas facilities;
- pipeline or utility rights of way;
- an identified historic resource; or
- flood hazards lands.

The site may be affected by:

- abandoned wells;
- wetlands identified on the Merged Wetland Inventory and the aerial photograph;
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas and/or Forestry, Parks, & Tourism is responsible (Traditional Agricultural Use).

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

Proposed Lot 1 is 4.05 ha (10.0 ac.) in area contains a single detached dwelling and several accessory structures. The proposed parcel is located approximately in the southeast corner of the quarter section. The planner recommends that a Real Property Report be provided in order to ensure that the structures near the proposed parcel boundaries satisfy the required setbacks in the County’s Land Use Bylaw and to identify the location of the private sewage disposal system. The lot is serviced by a drilled water well and private sewage disposal system (open discharge). There appears to be a suitable building site a on the proposed parcel.

The remainder is vacant and contains an abandoned well, treed pasture lands, and low lying areas which may contain wetlands. The applicant has provided a sketch prepared by Midwest Surveys dated 17 January 2005 (E-0025-05-1) which identifies the centre of the abandoned wellhead. The location of the wellhead is within the western portion of the remainder and is well removed from the proposed parcel. The remainder appears suitable for Agricultural/Country Residential use.

The County assessment sheets show the subject quarter section as containing 10.5 acres at 3%, 55 acres at 9%, and 115.5 acres at 33%. The proposed parcel is developed and does not include cultivated lands.

In the opinion of the planner, the proposed subdivision of the existing dwelling from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> • Development Agreement is required for road widening adjacent to Range Road 23. • Reserves <u>are</u> required for Lot 1. The County has requested that Reserves be provided as money in lieu of land and the County's assessor has indicated that the value of the lands is \$2,000/acre. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is <u>not</u> within 1.5 km of sour gas facility. • Site is <u>not</u> within 2 miles of a CFO. • Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • No facilities with AER licences are located within the site.
3. Forestry, Parks, & Tourism (Craig/Bruce)	<ul style="list-style-type: none"> • No objections. • Forestry, Parks, & Tourism notes that the subject site contains a portion of the Pembina River, which is erodible. If future development occurs, Forestry, Parks, & Tourism recommends a 30 m development setback from the Pembina River be required. • <i>See comments related to the taking of ER and/or ERE above.</i>
4. Forestry & Parks	<ul style="list-style-type: none"> • No objections. • This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application is subject to the requirements of sections 18 and 19 of the <i>Matters Related to Subdivision and Development Regulation</i>, AR 84/2022, due to the proximity of Highway(s) 651. • The requirements of s. 18 are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to s. 20(1) of the <i>Regulation</i>, the department grants approval for the subdivision authority to vary the requirements of s. 18 of the <i>Regulation</i>. • The requirements of Section 19 are not met. There is no direct highway access and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to s. 20(1) of the <i>Regulation</i>, the department grants approval for the subdivision authority to vary the requirements of s. 19 of the <i>Regulation</i>.

	<ul style="list-style-type: none"> The department expects that the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended. Pursuant to Section 678 of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended, appeal of this subdivision application may be to the local Subdivision and Development Appeal Board.
5. Canada Post	<ul style="list-style-type: none"> No response.
6. Lac Ste. Anne County	<ul style="list-style-type: none"> No response.
7. West Lake Energy Corp.	<ul style="list-style-type: none"> No response.
8. Equis REA	<ul style="list-style-type: none"> No objections.
9. FortisAlberta	<ul style="list-style-type: none"> No objections. No easement is required. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
10. Telus Communications	<ul style="list-style-type: none"> No objections.
11. Apex Utilities	<ul style="list-style-type: none"> No response. Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area. Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
12. Pembina Hills School Division	<ul style="list-style-type: none"> No objections. No Reserves requested.
13. Alberta Health Services	<ul style="list-style-type: none"> No objections. The planner notes that development on the site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.

Adjacent landowners were notified on 29 May 2023. ***An objection from adjacent landowners was received.*** The adjacent landowner was concerned that too many people were subdividing in the community. The planner notes that there does not appear to be concerns related to existing municipal infrastructure and that the proposed subdivision is consistent with the County’s planning documents.

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the first country parcel within the quarter section and will subdivide a 4.05 ha (10.0 ac.) from the quarter section. The total area of country residential parcels within the quarter section will be 4.05 ha (10.0 ac.). The proposed subdivision is consistent with this policy. **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.06 ha (15.0 ac.). The proposed lot is 4.05 ha (10.0 ac.) and is less than the maximum area. **Therefore, this subdivision conforms to the County's Land Use Bylaw.**

MGA AND MRSDR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, 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 9 of the *Regulation*. Section 9 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.

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

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

The proposed parcel will be the second parcel subdivided within the quarter section and in the opinion of the planner, no part of s. 663 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, applies. The County has requested that Reserves be provided as money in lieu of land. The County's assessor has indicated that the lands within the quarter section are assessed at approximately \$2,000/acre. For the proposed parcel, money in lieu of Reserves which is due is \$2,000. In the opinion of the planner, s. 663(b) of the Act applies to the remainder of Pt. NE 28-57-2-W5 and Reserves are not due for the remainder.

Alberta Transportation and Economic Corridors has waived their right to have the appeal held by the Land & Property Rights Tribunal. The subject site contains wetlands identified on the Merged Wetland Inventory and aerial photograph, is subject to a Registration for Traditional Agricultural Use, and in the opinion of the planner, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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. Land Acquisition Agreement re: Road Widening
2. Accesses and approaches
3. Private Sewage Inspection
4. Real Property Report, including PSDS location
5. Municipal Reserves
6. Appraisal Fee
7. Taxes up to date

5. RECOMMENDATION

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
3. That prior to endorsement of an instrument effecting this plan, the County of Barrhead No. 11 and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta *Private Sewage Systems Standard of Practice*, and are suitable for the intended subdivision.
4. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority Officer, and the County of Barrhead No. 11 receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates the distances between the buildings and shelter belts and above-ground appurtenances, including the location of the private sewage disposal system and discharge point on the subject lands and the existing and proposed property boundaries. Should there be structures on the site to be demolished or relocated, we recommend that they be demolished or relocated prior to the preparation of the Real Property Report.
5. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed parcel area =	4.05 ha	(10.0 ac.)
10% of the area of the proposed parcel area =	0.405 ha	(1.0 ac.)

Estimated market value per acre =	\$2,000.00
Money-in-place of reserve = 10% area x market value =	\$2,000.00

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

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

6. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
7. 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

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – NE 7-58-2-W5
KUPIAK/CHRISTIAN, MUNICIPAL PLANNING FILE NO 23-R-707**

ISSUE:

Application has been received to create a 5.32 ha (13.1 acre) farmstead separation out of Lot 1 Block 1 Plan 0925250 (NE 7-58-2-W5).

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires residential parcels be a maximum of 15 acres in size.
- Land was previously subdivided with an 80-acre split, with a yard site developed.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
- Access to proposed and remainder will be from Range Road 25.
 - 230 m of local road will need to be developed to give access to proposed Lot 2, at an estimated costs of \$32,199.20 + GST.
- Road widening is not required as it has been previously taken.
- Reserves are due as this is the 2nd parcel out of the quarter. Assessed value is \$2,200 per acre.
- Wetlands impact both parcels, however suitable building sites appear to exist.
 - Alberta Forestry & Parks recommend that a 30 m Environmental Reserve be taken adjacent to the lake.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That the Plan of Subdivision be revised to include an Environmental Reserve (ER) parcel extending 30 metres from the legal bank of Lake No. 1, as shown on the conditionally approved Tentative Plan of Subdivision.
2. That the registered owner and/or developer enter into and comply with a development agreement with the County of Barrhead No. 11 pursuant to Section 650 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and Policy 3.2.3(33) of the County of Barrhead No. 11 Land Use Bylaw 4-2010, which shall be registered by way of caveat against the title of the proposed lot. This development agreement shall, amongst other matters address, to the satisfaction of the County of Barrhead No. 11, the matter of construction of road (as shown as Attachment A) relating to the site to appropriate standards. This development agreement will include requirements to provide detailed engineering requirements and security based on appropriate cost estimates for the County of Barrhead No. 11 design guidelines and construction standards.

3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed Lot 2=	5.32 ha	(13.1 ac.)
Area of the required ER =	TBD	(TBD)
Area of Proposed Lot 2 minus required ER =	TBD	(TBD)
10% of the area of the proposed Lot 2=	0.532 ha	(1.31 ac.)
Estimated market value per acre =		\$2,200/ac.
Money-in-place of reserve = 10% area x market value =		\$TBD

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

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

5. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
6. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, submit to the County of Barrhead No. 11 and the Subdivision Authority Officer:
 - a. a Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed Lot 2, will satisfy the Alberta *Private Sewage Systems Standard of Practice*, and are suitable for the intended subdivision, or that any non-compliant system be decommissioned in accordance with the Alberta *Private Sewage Systems Standard of Practice*.
7. 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 23-R-707 proposing to create a 5.32 ha (13.1 acre) farmstead separation out of Lot 1 Block 1 Plan 0925250 (NE 7-58-2-W5) with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-707DATE RECEIVED: JUNE 06 2023DEEMED COMPLETE: JUNE 20, 2023

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

Daniel Christian & Pasha Kupiak

Address, Phone Number, and Fax Number

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

Don Wilson Surveys Ltd.

Address, Phone Number, and Fax Number

Box 4120, Barrhead, AB T7N 1A1 780-674-2287

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☐ PART ☒ of the NE $\frac{1}{4}$ SEC. 07 TWP. 58 RANGE 2 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☒ of LOT 1 BLOCK 1 REG. PLAN NO. 092-5250 C.O.T. NO. 232 027 500Area of the above parcel of land to be subdivided 20.49 hectares (50.63 acres)Municipal address (if applicable) 58130 Range Road 25

4. LOCATION OF LAND TO BE SUBDIVIDED

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

If 'YES', the adjoining municipality is _____

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

If 'YES', the Highway # is: _____

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: Lake No. 1e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES ☐ NO ☒

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
AG-Agricultural	(CR)	AG-Agricultural

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)
Mixed	Shrubs, Tree lots, Woodlots	Gray Wooded

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.

Cabin, dilapidated old house, shed, seacan x2

Water Well & holding Tanks & Surface Discharge

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

Nate Wilson For: Don Wilson Surveys Ltd.

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.

IF THERE IS MORE THAN ONE REGISTERED LANDOWNER, PLEASE COMPLETE FORM 4

Signature

June 1, 2023

Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT



Subdivision Report FILE INFORMATION

File Number: 23-R-707
Municipality: County of Barrhead No. 11
Legal: Lot 1, Block 1, Plan 092-5250
Applicants: Nate Wilson
Owners: Daniel Christian & Pasha Kupiak

Date Acknowledged: June 20, 2023
Referral Date: June 20, 2023
Decision Due Date: August 19, 2023
Revised Decision Date: n/a
Date of Report: August 8, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 7% & 22%

Gross Area of Parcel: 5.32 ha (13.1 ac.)
Area of Remainder: 20.49 ha (50.63 ac.)
Reserve Status: Required - \$2,200/acre
2nd parcel out

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 5.32 ha (13.1 ac.) country residential parcel from a previously subdivided 20.49 ha (50.63 ac.) agricultural quarter section, Pt. NE 7-58-2-W5, in the County of Barrhead No. 11. The quarter section is partially covered by the waters of Lake No. 1.

The subject site is in the southeastern portion of the County of Barrhead, approximately 4.85 km (3 miles) northeast of Lac La Nonne and approximately 5.16 km (3.2 miles) northeast of Lac Ste. Anne County. The subject site is adjacent to Range Road 25 (eastern boundary). Range Road 25 must be constructed further south in order to provide access to the remainder. Access to the proposed parcel and the remainder will be from Range Road 25. Access requirements can be met, with the construction of a portion of Range Road 25.

The proposed parcel is irregularly shaped along the western boundary as it follows the banks of Lake No. 1.

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

- abandoned wells;
- active oil/gas facilities;
- an identified historic resource;
- flood hazards lands (the subject site is outside of the extent of the 1986 Pembina River floods shown on the aerial photographs and the Flood Plain layer in the County's GIS);

The site may be affected by:

- wetlands identified on the Merged Wetland Inventory;
- pipeline or utility rights of way (Apex Utilities Inc.);
- an ephemeral creek and wetlands identified on the aerial photograph; and
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas and/or Forestry & Parks is responsible (Document 00164310-00-00 Traditional Agricultural Use);

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

Proposed Lot 2 is developed and contains a cabin, old house, and accessory structures. The cabin is serviced by a drilled water well and private sewage disposal system (open discharge and outhouse). From the Tentative Plan of Subdivision, the location of the open discharge does not satisfy the setback requirements of the *Private Sewage Disposal Systems Standard of Practice*, and must be made conforming prior to registering the Plan of Subdivision. The proposed parcel is 5.32

ha (13.1 ac.) in area and is the northern portion of the subject site. The Tentative Plan of Subdivision identifies an existing approach from Range Road 25, which must be constructed to County standards. There appears to be a suitable building site on the proposed parcel.

The remainder is vacant and contains pasture lands, wetlands, and treed areas. A portion of Range Road 25 must be constructed to provide access to the remainder. The remainder appears suitable for Agricultural/Country Residential use.

The County assessment sheets show the subject quarter section as containing 30.0 acres at 7% and 17.63 acres at 22%. The proposed parcel is developed and does not appear to include cultivated lands.

In the opinion of the planner, the proposed subdivision of a developed country residential parcel from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> Development Agreement is <u>not</u> required for road widening. <i>The planner notes that instrument 082 115 132 & 092 009 114 have been previously registered against the Certificate of Title and an additional agreement for road widening is not required.</i> A Development Agreement is required for the construction of a portion of Range Road 25. Reserves are required. The County has requested that Reserves be provided as money in lieu of land, and have indicated that the County's assessor has estimated the value of the lands in this area to be \$2,200/acre. Property taxes are not outstanding. The proposal conforms to the County's LUB and MDP. Site is <u>not</u> within 1.5 km of sour gas facility. Site is <u>not</u> within 2 miles of a CFO. Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> No response. The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. No facilities with AER licences are located within the site.
3. Forestry & Parks (Craig/Bruce)	<ul style="list-style-type: none"> No objections. Forestry & Parks recommends that an Environmental Reserve (ER) be provided adjacent to wetlands, ponds, and lakes on the proposed parcel and the remainder. Alberta Environment & Parks Recommended Guidelines for Minimum Environmental Reserve Widths Table 1 recommends a minimum ER width of 30 m from the natural boundary of the lake. The planner notes that the Subdivision Authority can require an ER adjacent to Lake No. 1 and recommends that a 30 m ER be required adjacent to Lake No. 1.
4. <i>Water Act</i> Approvals – Capital Region	<ul style="list-style-type: none"> No response.
5. Canada Post	<ul style="list-style-type: none"> No response.
6. Lac Ste. Anne County	<ul style="list-style-type: none"> No response.
7. EQUUS REA	<ul style="list-style-type: none"> EQUUS has concerns with the subdivision application because there is no Utility Right of Way (URW) registered on the lands in favour of the REA.

	<ul style="list-style-type: none"> The planner recommended that EQUUS contact the landowner directly to secure a URW agreement.
8. FortisAlberta	<ul style="list-style-type: none"> No objections. No easement is required. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
9. Telus Communications	<ul style="list-style-type: none"> No objections.
10. Apex Utilities Inc.	<ul style="list-style-type: none"> No objections.
11. Pembina Hills School Division	<ul style="list-style-type: none"> No objections. No Reserves requested.
12. Alberta Health Services	<ul style="list-style-type: none"> No response. The planner notes that development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.

Adjacent landowners were notified on 20 June 2023. ***No comments or objections from adjacent landowners were received.***

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. Plan 092-5250 subdivided the quarter section into two approximately equal parcels, creating two agricultural parcels. The proposed subdivision and would result in the country parcel within the quarter section and subdivide 5.32 ha (13.1 ac.) from the quarter section for CR use. The total area of country residential parcels within the quarter section will be 5.32 ha (13.1 ac.). Therefore, the proposed subdivision is consistent with this policy. **Therefore the proposed subdivision conforms to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for an developed CR use parcel is 6.06 ha (15.0 ac.). Proposed Lot 2 is 5.31 ha (13.1 ac.) and consistent with this regulation. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, 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 9 of the *Regulation*. Section 9 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.

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

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

The proposed subdivision will create the third parcel within the quarter section. In the opinion of the planner, no part of section 663 of the *Municipal Government Act* applies to proposed Lot 2 or the remainder of Lot 1, Block 1, Plan 092-5250 and Reserves are due. The County has indicated that money in lieu of Reserves is required, and that the value of the land is \$2,200/acre. In addition, the subject site is adjacent to Lot No. 1 and Alberta Forestry & Parks has recommended that an Environmental Reserve be provided adjacent to Lake No. 1. In order to protect the bed and shore of Lake No. 1 and prevent development within 30 m (98.4 ft.) of the boundary of Lake No. 1.

The subject site is adjacent to Lake No. 1, is subject to an authorization issued under the *Water Act* (Traditional Agricultural Use), and contains wetlands identified on the Merged Wetland Inventory, and appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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. Revised Plan re: Environmental Reserve
2. Development Agreement re: Road Construction
3. Accesses and approaches
4. Municipal Reserves
5. Appraisal fee
6. Private sewage inspection & location
7. Taxes up to date

5. RECOMMENDATION

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

1. That the Plan of Subdivision be revised to include an Environmental Reserve (ER) parcel extending 30 metres from the legal bank of Lake No. 1, as shown on the conditionally approved Tentative Plan of Subdivision.
2. That the registered owner and/or developer enter into and comply with a development agreement with the County of Barrhead No. 11 pursuant to Section 650 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and Policy 3.2.3(33) of the County of Barrhead No. 11 Land Use Bylaw 4-2010, which shall be registered by way of caveat against the title of the proposed lot. This development agreement shall, amongst other matters address, to the satisfaction of the County of Barrhead No. 11, the matter of construction of road (as shown as Attachment A) relating to the site to appropriate standards. This development agreement will include requirements to provide detailed engineering requirements and security based on appropriate cost estimates for the County of Barrhead No. 11 design guidelines and construction standards.
3. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
4. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed Lot 2=	5.32 ha	(13.1 ac.)
Area of the required ER =	TBD	(TBD)
Area of Proposed Lot 2 minus required ER =	TBD	(TBD)
10% of the area of the proposed Lot 2=	0.532 ha	(1.31 ac.)
Estimated market value per acre =		\$2,200/ac.
Money-in-place of reserve = 10% area x market value =		\$TBD

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

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

5. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
6. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, submit to the County of Barrhead No. 11 and the Subdivision Authority Officer:
 - a. a Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private

sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and

- b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed Lot 2, will satisfy the Alberta *Private Sewage Systems Standard of Practice*, and are suitable for the intended subdivision, or that any non-compliant system be decommissioned in accordance with the Alberta *Private Sewage Systems Standard of Practice*.
7. 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

AUGUST 15, 2023

D

TO: COUNCIL

**RE: SUBDIVISION APPLICATION – SE 11-59-4-W5
PEETOOM DAIRIES LTD., MUNICIPAL PLANNING FILE NO 23-R-710**

ISSUE:

Application has been received to create a 4.05 ha (10.0 acre) farmstead separation out of SE 11-59-4-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires residential parcels to normally be a maximum of 10 ac in size.
- Land was previously unsubdivided with a yard site and farm buildings developed.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
- Access to proposed and remainder will be from Range Road 41.
 - Approaches are built to County standards.
- Road widening is required on the eastern boundary.
- Reserves are not due as this is the 1st parcel out of the quarter.
- Wetlands impact both parcels, however suitable building sites appear 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 No. 11.
2. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, submit to the County of Barrhead No. 11 and the Subdivision Authority Officer:
 - a. a Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed Lot 1, will satisfy the Alberta *Private Sewage Systems Standard of Practice*, and is suitable for the intended subdivision, or that any non-compliant system be decommissioned in accordance with the Alberta *Private Sewage Systems Standard of Practice*.

3. 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 23-R-710 proposing to create a 4.05 ha (10.0 acre) farmstead separation out of SE 11-59-4-W5. with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-R-710DATE RECEIVED: JUN 12 2023DEEMED COMPLETE: June 20, 2023

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

Address, Phone Number, and Fax Number

Pectoom Dairies Ltd

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

Address, Phone Number, and Fax Number

Jeffrey ParsonsBox 4468 Barrhead, AB T7N 1A3
780-305-4328

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☒ PART ☐ of the SE $\frac{1}{4}$ SEC. 11 TWP. 59 RANGE 4 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☐ of LOT BLOCK REG. PLAN NO. C.O.T. NO.Area of the above parcel of land to be subdivided 4.05 hectares (10 acres)Municipal address (if applicable) 59144 Rge Rd 41

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of:

County of Barrhead

b. 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)Agriculture and
Country Yardsite + HomeSeparated into Ag
Land and Acricage
Yardsite.Agriculture...

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)Generally Flat. Very
slight roll in areas.Small bunches of
trees by home.
Large dugout.Clay base with loam top soil.

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.1970's Bungalow Home w/ basement
105' x 40' Shop (Highwall)
30' x 40' Hiproof BarnDrilled WaterWellSurface Discharge septic. (Twin Tank System)

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

Pectoom Dairies Ltd (Johannes Pectoom)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.Jeff Pectoom

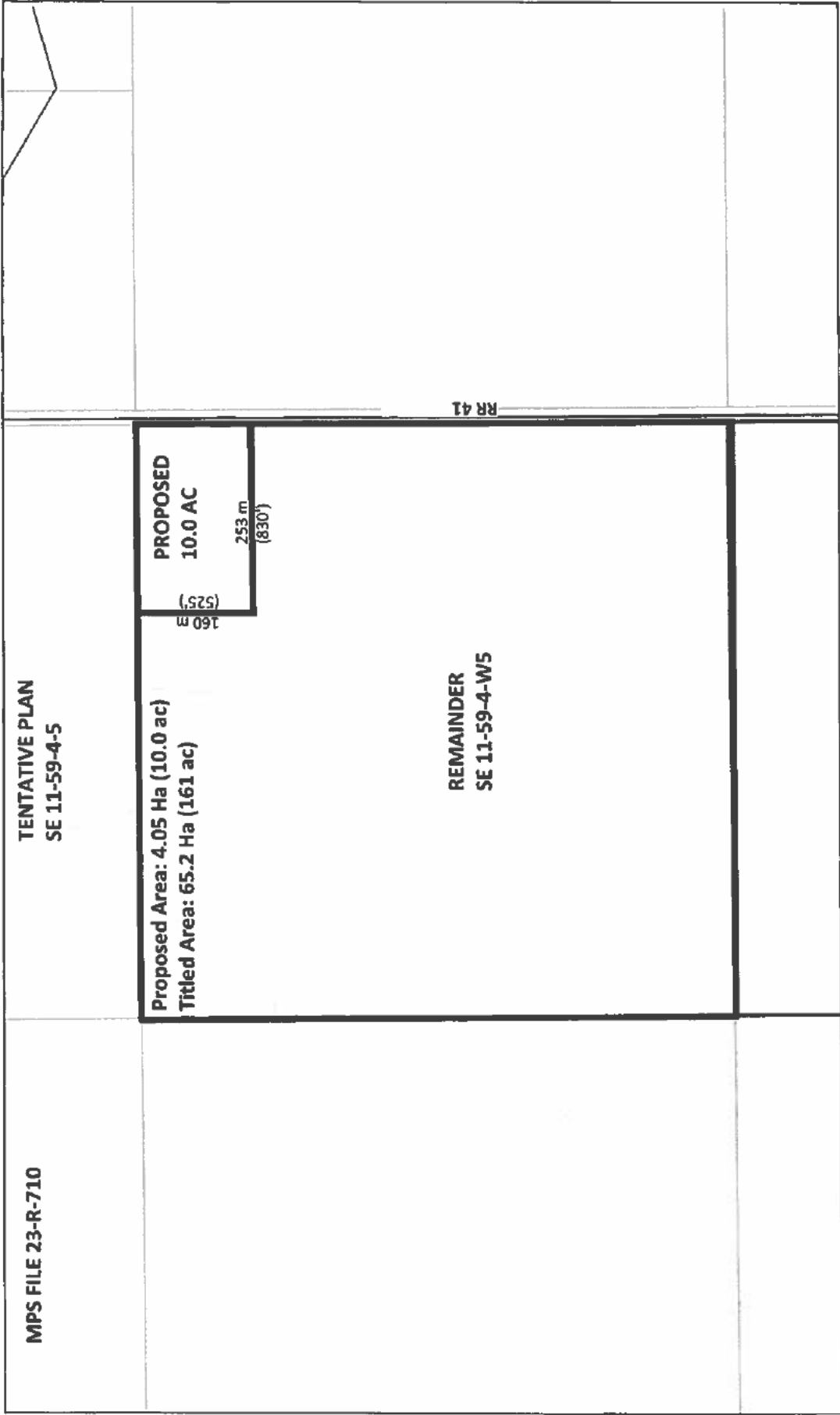
Signature

Date

September 19, 2022

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

1



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Scale 1" = 7,500'



Subdivision Report FILE INFORMATION

File Number: 23-R-710
Municipality: County of Barrhead No. 11
Legal: SE 11-59-4-W5
Applicants: Jeffrey Parsons
Owners: Peetoom Dairies Ltd.

Date Acknowledged: June 20, 2023
Referral Date: June 20, 2023
Decision Due Date: August 19, 2023
Revised Decision Date: n/a
Date of Report: August 8, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 5.5%, 40%, 51%, & 71%

Gross Area of Parcel: 4.05 ha (10.0 ac.)
Area of Remainder: 65.2 ha (161 ac.)
Reserve Status: Not required
1st parcel out

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 4.05 ha (10.0 ac.) country residential parcel from a previously unsubdivided 65.2 ha (161 ac.) agricultural quarter section, SE 11-59-4-W5, in the County of Barrhead No. 11.

The subject site is in the central portion of the County of Barrhead, approximately 4.75 km (2.95 miles) southwest of the Town of Barrhead and approximately 600 m (0.4 miles) south of the Paddle River. The subject site is adjacent to Range Road 41 (eastern boundary) and approximately 0.8 km (0.5 miles) south of the government road allowance for Township Road 592. Access to the proposed parcel and the remainder will be from Range Road 41. Access requirements can be met.

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

- wetlands identified on the Merged Wetland Inventory;
- an identified historic resource;

The site may be affected by:

- flood hazards lands (the subject site is outside of the extent of the 1986 Pembina River floods shown on the aerial photographs and the Flood Plain layer in the County's GIS);
- abandoned wells (Alston Energy Inc., licence 0396031);
- active oil/gas facilities (Alston Energy Inc., licence 50100-3);
- pipeline or utility rights of way (Plans 631 RS, 082-7516, and 192-1502);
- power transmission line;
- an ephemeral creek and wetlands identified on the aerial photograph; and
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas and/or Forestry & Parks is responsible (Registration 00165124-00-00 Traditional Agricultural Use);

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

Proposed Lot 1 is developed and contains a house and several accessory structures. The landowner has noted that some structures shown on the aerial photograph have been removed or will be removed prior to registration of a Plan of Subdivision. In order to ensure that the structures are relocated and to verify the location of the private sewage disposal system, the planner recommends that a Real Property Report be provided. The dwelling is serviced by a drilled water well and private sewage disposal system (open discharge). From the information provided with the application, the location of the open discharge may not satisfy the setback requirements of

the *Private Sewage Disposal Systems Standard of Practice* to the north property boundary, and must be made conforming prior to registering the Plan of Subdivision or a variance to the required setback distance be granted. The proposed parcel is 4.05 ha (10.0 ac.) in area and is in the northeastern portion of the subject site. The aerial photograph identifies an existing approach from Range Road 41, which must be constructed to County standards. A portion of the yardsite appears to have been impacted by the 1965 and 1974 floods of the Paddle River, however there appears to be a suitable building site on the proposed parcel outside of the identified flood susceptible areas. A portion of pipeline P50100-3 is located within the yardsite, however there appears to be suitable building pockets on Lot 1 outside of the pipeline right of way. In the opinion of the planner, proposed Lot 1 appears to be suitable for country residential use.

The remainder is vacant and contains cultivated lands, a portion of an ephemeral creek, a dugout, pipeline/utility rights of way (which include a power transmission line), and an abandoned well. The planner notes that the AER OneStop Map Viewer identifies the pipeline and abandoned well as being sour. The aerial photograph identifies an existing approach from Range Road 41, which must be constructed to County standards. A portion of the remainder appears to have been impacted by the 1965 and 1974 floods of the Paddle River, however there appears to be a suitable building site on the proposed remainder outside of the identified flood susceptible areas. The remainder appears suitable for Agricultural use.

The County assessment sheets show the subject quarter section as containing 7 acres at 7%, 54 acres at 40%, 67 acres at 51%, and 30 acres at 71. The proposed parcel is developed and appears to include a small area of cultivated land in order to accommodate the existing private sewage disposal system.

In the opinion of the planner, the proposed subdivision of a developed country residential parcel from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> Development Agreement is required for road widening adjacent to the eastern boundary of the quarter section. Reserves are not required for Lot 1. Property taxes are not outstanding. The proposal conforms to the County's LUB and MDP. Site is <u>not</u> within 1.5 km of sour gas facility. Site <u>is</u> within 2 miles of a CFO. The County of Barrhead No. 11 notes that the subject site is within 2 miles of a Confined Feeding Operation, which are located within NE 2-59-4-W5 (Peetoom Dairies, NRCB Permit BA22007) and NE 34-58-4-W5 (TeRietsap, NRCB Permit 34-98). Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> No response. The site is affected by sour gas facilities and contains an abandoned well.
3. Forestry & Parks (Craig/Bruce)	<ul style="list-style-type: none"> No objections.
4. Water Act Approvals – Capital Region	<ul style="list-style-type: none"> No response.
5. Canada Post	<ul style="list-style-type: none"> No response.
6. Town of Barrhead	<ul style="list-style-type: none"> No response.
7. Altalink Management	<ul style="list-style-type: none"> No response.
8. Alston Energy Inc.	<ul style="list-style-type: none"> No response.
9. Crescent Point Energy Corp.	<ul style="list-style-type: none"> No objections.

10. Wildrose REA	<ul style="list-style-type: none"> • No response.
11. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
12. Telus Communications	<ul style="list-style-type: none"> • No objections.
13. FortisAlberta	<ul style="list-style-type: none"> • No response.
14. Ste. Anne Gas Co-op	<ul style="list-style-type: none"> • No response.
15. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
16. Alberta Health Services	<ul style="list-style-type: none"> • No response. • The planner notes that development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.

Adjacent landowners were notified on 20 June 2023. ***No comments or objections from adjacent landowners were received.***

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The proposed subdivision and would result in the country parcel within the quarter section and subdivide 4.05 ha (10.0 ac.) from the quarter section for CR use. The total area of country residential parcels within the quarter section will be 4.05 ha (10.0 ac.). The proposed subdivision is consistent with this policy. **Therefore the proposed subdivision conforms to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for an developed CR use parcel is 6.06 ha (15.0 ac.). Proposed Lot 1 is 4.05 ha (10.0 ac.) and consistent with this regulation. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, 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 9 of the *Regulation*. Section 9 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.

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

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

The proposed subdivision will result in the first parcel out of the quarter section. In the opinion of the planner, section 663(a) of the *Municipal Government Act* applies to proposed Lot 1 and Reserves are not due. Section 663(b) of the *Municipal Government Act* applies to the remainder of SE 11-59-4-W5, and Reserves are not due for the remainder.

The subject site is subject to a an authorization issued under the *Water Act* (Traditional Agricultural Use), contains facilities with AER licences, contains an abandoned well, and contains wetlands identified on the aerial photograph, and appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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. Development Agreement re: Road Widening
2. Accesses and approaches
3. Private sewage inspection & location
4. Taxes up to date

5. RECOMMENDATION

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 No. 11.
2. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, submit to the County of Barrhead No. 11 and the Subdivision Authority Officer:

- a. a Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed Lot 1, will satisfy the Alberta *Private Sewage Systems Standard of Practice*, and is suitable for the intended subdivision, or that any non-compliant system be decommissioned in accordance with the Alberta *Private Sewage Systems Standard of Practice*.
3. 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

AUGUST 15, 2023

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TO: COUNCIL

**RE: SUBDIVISION APPLICATION – SW 35-60-3-5
818301 ALBERTA LTD (VANDEREIT), MUNICIPAL PLANNING FILE NO 23-R-713**

ISSUE:

Application has been received to create a 4.28 ha (10.6 acre) farmstead separation out of SW 35-60-3-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires residential parcels be a maximum of 15 acres in size.
- Land was previously subdivided with a 4.99 acre parcel, with a yard site developed.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
- Access to proposed and remainder will be from Range Road 32.
 - Approaches are built to County standards.
- Road widening is not required as it has been previously taken.
- Reserves are due as this is the 2nd parcel out of the quarter. Assessed value is \$5,000 per acre.
- 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 No. 11.
2. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed Lot 3 =	4.28 ha	(10.6 ac.)
10% of the area of the proposed Lot 3=	0.428 ha	(1.06 ac.)
Estimated market value per acre =		\$5,000/ac.
Money-in-place of reserve = 10% area x market value =	\$5,300.00	

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

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

and if the wrong amount is paid, final approval of the plan of subdivision may be delayed pending resolution of the outstanding amount.

3. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
4. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, submit to the County of Barrhead No. 11 and the Subdivision Authority Officer:
 - a. a Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed Lot 1, will satisfy the Alberta *Private Sewage Systems Standard of Practice*, and is suitable for the intended subdivision, or that any non-compliant system be decommissioned in accordance with the Alberta *Private Sewage Systems Standard of Practice*.
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 23-R-713 proposing to create a 4.28 ha (10.6 acre) farmstead separation out of SW 35-60-3-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 23-B-713DATE RECEIVED: JUN 27 2023 TO BE COMPLETED BY THE REGISTRARDEEMED COMPLETE: JUL 26 2023 TO BE COMPLETED BY THE REGISTRAR

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

818301 Alberta Ltd. Bert & Cindy Vanderiet

Address, Phone Number, and Fax Number

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

Nate Wilson For: Don Wilson Surveys Ltd.

Address, Phone Number, and Fax Number

Box 4120, Barrhead, AB T7N 1A1 780-874-2287

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL ☐ PART ☒ of the SW 35 $\frac{1}{4}$ SEC. 60 TWP. 3 RANGE 3 WEST OF 5 MERIDIAN.Being ALL ☐ PART ☒ of LOT 1 BLOCK 1 REG. PLAN NO. 192-0622 C.O.T. NO. 232 137 843Area of the above parcel of land to be subdivided 62.9 hectares (155.43 acres)Municipal address (if applicable) 60503 Rge. Rd. 32

4. LOCATION OF LAND TO BE SUBDIVIDED

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

If 'YES', the adjoining municipality is _____

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

If 'YES', the Highway # is: _____

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 Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
Agricultural	Agricultural CR	Agricultural

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, trees, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
Mixed	Brush, Shrubs, Woodlots	Gray Wooded

7. STRUCTURES AND SERVICING

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

House, 5 Outbuildings

Describe the manner of providing water and sewage disposal.

Water Well, Existing Pump out to be removed, relocated
Proposed Surface Discharge

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

Nate Wilson For: Don Wilson Surveys Ltd.

I 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.

IF THERE IS MORE THAN ONE REGISTERED LANDOWNER, PLEASE COMPLETE FORM 4

Signature

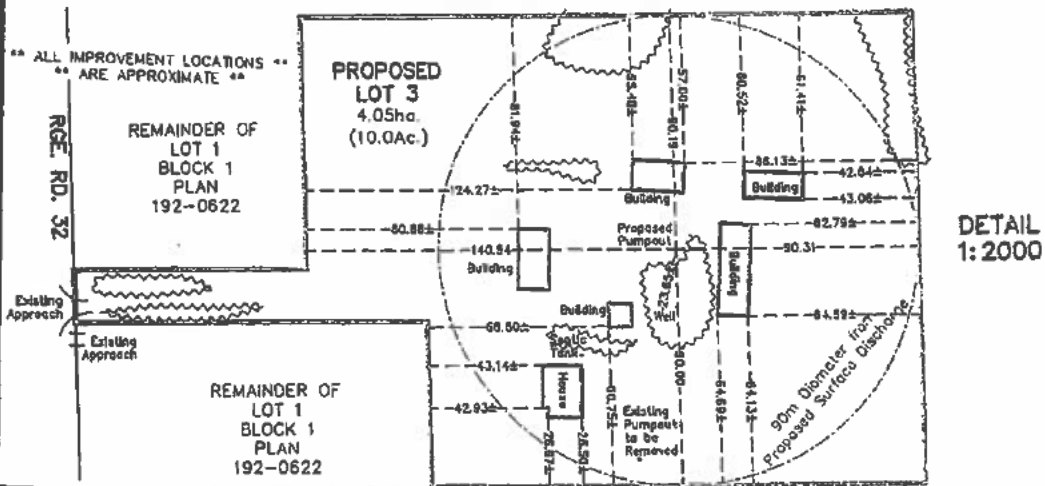
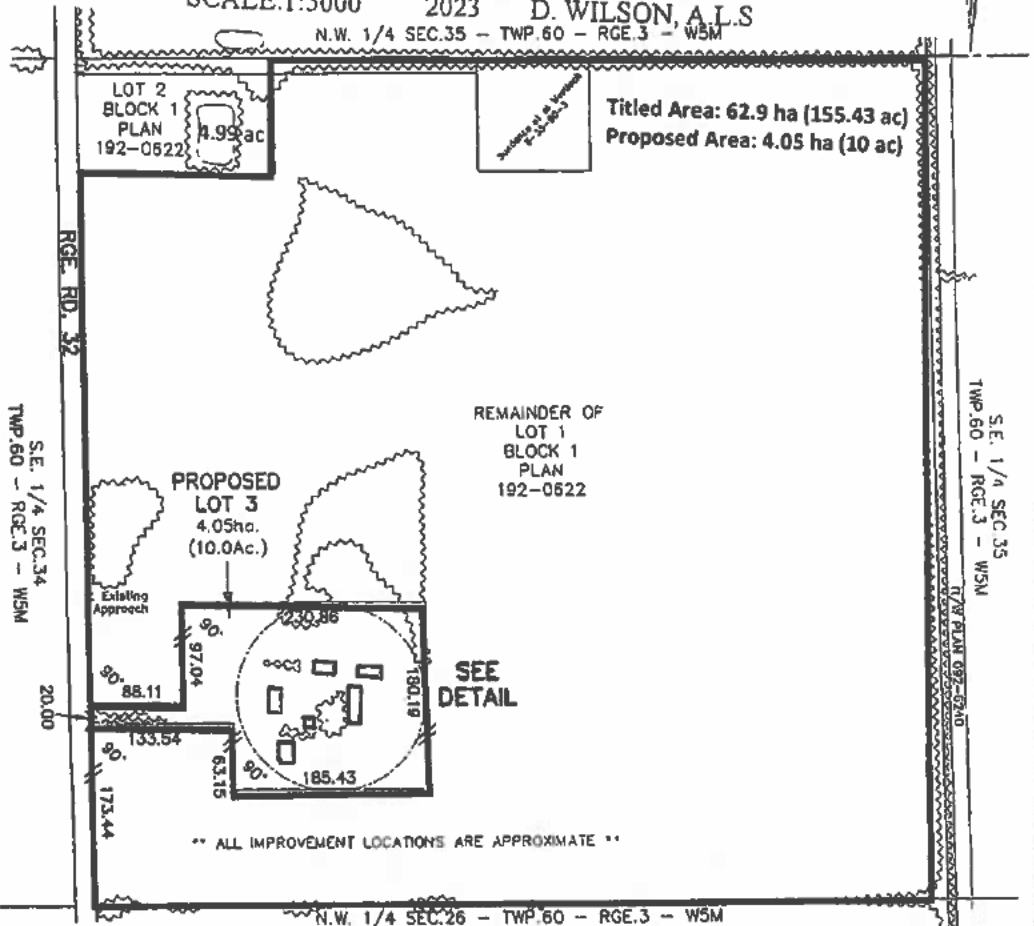
June 20, 2023

Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

PLAN SHOWING PROPOSED SUBDIVISION OF

LOT 1 - BLOCK 1 - PLAN 192-0622 all within
 S.W. 1/4 SEC.35 - TWP.60 - RGE.3 - W5M
 60503 RGE. RD. 32 - COUNTY OF BARRHEAD No 11
 SCALE:1:5000 2023 D. WILSON, A.L.S.
 N.W. 1/4 SEC.35 - TWP.60 - RGE.3 - W5M



NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF
 STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS:
 PROPOSED LOT BOUNDARY SHOWN THUS:
 EDGE OF TREELINE SHOWN THUS:
 EDGE OF WATER FEATURES SHOWN THUS:

DON WILSON SURVEYS LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FIG: 23237 DATE: JUNE 27, 2023



Subdivision Report FILE INFORMATION

File Number: 23-R-713
Municipality: County of Barrhead No. 11
Legal: Lot 1, Block 1, Plan 192-0622
Applicants: Nate Wilson
Owners: 818301 Alberta Ltd.

Date Acknowledged: July 6, 2023
Referral Date: July 6, 2023
Decision Due Date: September 4, 2023
Revised Decision Date: n/a
Date of Report: August 9, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 9%, 19%, & 54%

Gross Area of Parcel: 4.28 ha (10.6 ac.)
Area of Remainder: 62.9 ha (155.3 ac.)
Reserve Status: Required
2nd parcel out

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 4.28 ha (10.6 ac.) country residential parcel from a previously subdivided 62.9 ha (155.3 ac.) agricultural quarter section, Pt. SW 35-60-3-W5, in the County of Barrhead No. 11. The subdivision application was initially for a 4.05 ha (10.0 ac.) country residential parcel, however the proposed parcel was revised in order that the existing powerline facilities will be located within the proposed Lot 3.

The subject site is in the northern portion of the County of Barrhead, approximately 9.25 km (5.75 miles) northeast of the Town of Barrhead and approximately 4.0 m (2.5 miles) west of Westlock County. The subject site is adjacent to Range Road Range Road 32 (western boundary) and approximately 0.8 km (0.5 miles) south of Township Road 610. Access to the proposed parcel and the remainder will be from Range Road 32. Access requirements can be met.

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

- flood hazards lands;
- wetlands identified on the Merged Wetland Inventory;
- an identified historic resource;
- active oil/gas facilities;
- pipeline or utility rights of way (Plans 631 RS, 082-7516, and 192-1502);

The site may be affected by:

- an abandoned well (Canadian Natural Resources Ltd., licence 0061179, status is RecCertified);
- an ephemeral creek and wetlands identified on the aerial photograph and Merged Wetland Inventory; and
- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas and/or Forestry & Parks is responsible.
 - Documents 00181603-00-00 and 00196163-00-00, issued to 818301 Alberta Ltd., under the provisions of the *Water Act*, R.S.A. 2000, c. W-3, as amended; and
 - Reclamation Certificate 00363801-00-00, issued to Canadian Natural Resources Ltd., under the provisions of the *Environmental Protection & Enhancement Act*, R.S.A. 2000, c. E-12, as amended.

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

Proposed Lot 3 is developed and contains a house and several accessory structures. The proposed parcel is 4.28 ha (10.6 ac.) in area and is panhandle in shape. The southern boundary of the “handle” is approximately 173.44 m (569 ft.) from the southern quarter section boundary. In order to ensure that the structures are entirely within the proposed lot and to verify the location of the private sewage disposal system, the planner recommends that a Real Property Report be provided. The dwelling is serviced by a drilled water well and private sewage disposal system (open discharge). The aerial photograph identifies an existing approach from Range Road 32, which must be constructed to County standards. In the opinion of the planner, proposed Lot 3 appears to be suitable for country residential use.

The remainder is vacant and contains cultivated lands, low lying/wetland areas, ephemeral drainage courses, and an abandoned well. The planner notes that the AER OneStop Map Viewer identifies the abandoned well as RecCertified and a reclamation certificate for the abandoned well has been issued to CNRL. The aerial photograph identifies an existing approach from Range Road 32, which must be constructed to County standards. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 13.43 acres at 9%, 10 acres at 19%, and 129 acres at 54%. The proposed parcel is developed and appears to include a small area of cultivated land in order to accommodate the existing private sewage disposal system.

In the opinion of the planner, the proposed subdivision of a developed country residential parcel from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appears to be reasonable building sites on the proposed parcel and on the remainder of the titled area.

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead No. 11	<ul style="list-style-type: none"> Development Agreement is <u>not</u> required for road widening adjacent to the eastern boundary of the quarter section. <i>The planner notes that Instrument 812 074 800 has been registered against the Certificate of Title in favour of the County of Barrhead, and the County has indicated that this is a road widening caveat.</i> Reserves are required for Lot 3. The County has requested that Reserves be provided as money in lieu of land. County's Assessor has indicated that the appraisal value for the lands is \$5,000/acre. Property taxes are not outstanding. The proposal conforms to the County's LUB and MDP. Site is <u>not</u> within 1.5 km of sour gas facility. Site <u>is</u> within 2 miles of a CFO. The County of Barrhead No. 11 notes that the subject site is within 2 miles of a Confined Feeding Operation, which are located within NW 34-60-3-W5 (Aljans Farms Ltd, NRCB Permit BA23003), NW 27-60-3-W5 (Otten, NRCB Permit 5-91-01), NE 28-60-3-W5 (Mellowdale Dairy Ltd., NRCB Permit BA04002) and NE 33-60-3-W5 (Slomp Dairy Ltd., NRCB Permit BA18025). Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> No response. The site is not affected by sour gas facilities. The site contains an abandoned well. <i>The planner notes that the abandoned well is RecCertified and is located within the remainder of Lot 1, Block 1, Plan 192-0622.</i>
3. Forestry & Parks (Craig/Bruce)	<ul style="list-style-type: none"> No objections.

4. <i>Water Act</i> Approvals – Capital Region	<ul style="list-style-type: none"> • No response.
5. <i>EPEA Approvals</i> – Capital Region	<ul style="list-style-type: none"> • No response.
6. Canada Post	<ul style="list-style-type: none"> • No response.
7. Canadian Natural Resources Ltd.	<ul style="list-style-type: none"> • No response.
8. Lemalu Holdings Ltd. (MCS Net)	<ul style="list-style-type: none"> • No response.
9. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
10. Telus Communications	<ul style="list-style-type: none"> • No objections.
11. Apex Utilities Inc.	<ul style="list-style-type: none"> • No objections. • Please notify Utility Safety Partners at 1-800-242-3447 to arrange for “field locating” should excavations be required within the described area. • We wish to advise that any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
12. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
13. Alberta Health Services	<ul style="list-style-type: none"> • No response. • The planner notes that development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.

Adjacent landowners were notified on 6 July 2023. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The proposed subdivision would result in the second country parcel within the quarter section and subdivide an additional 4.28 ha (10.6 ac.) from the quarter section for CR use. The total area of country residential parcels within the quarter section will be 6.3 ha (15.6 ac.). Therefore, the proposed subdivision is consistent with this policy. **Therefore the proposed subdivision conforms to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area for a country residential parcel is 0.4 ha (1.0 ac.). The maximum parcel area for an developed CR use parcel is 6.06 ha (15.0 ac.). Proposed Lot 3 is 4.28 ha (10.6 ac.) and consistent with this regulation. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, 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 9 of the *Regulation*. Section 9 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.

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

Sections 11 through 20 of the *Matters Related to Subdivision and Development Regulation* are satisfied.

The proposed subdivision will result in the second parcel out of the quarter section. In the opinion of the planner, no part of section 663 of the *Municipal Government Act* applies to proposed Lot 3 and Reserves are due. The County has requested that Reserves be provided as money in lieu of land and the County's assessor has indicated that the value of the lands in this area is \$5,000/acre. Lot 3 is 4.28 ha (10.6 ac.) in area and the money in lieu of land payable to the County of Barrhead No. 11 is \$5,300.00. Section 663(b) of the *Municipal Government Act* applies to the remainder of Lot 1, Block 1, Plan 192-0622, and Reserves are not due for the remainder.

The subject site is subject to a an authorization issued under the *Water Act*, is subject to a document issued under the *Environmental Protection & Enhancement Act*, contains an abandoned well, and contains wetlands identified on the aerial photograph and Merged Wetland Inventory, and appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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
2. Municipal Reserves
3. Appraisal fee

4. Private sewage inspection & location
5. Taxes up to date

5. RECOMMENDATION

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 No. 11.
2. That in accordance with Sections 661, 666, and 667 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the proposed parcel area. The amount has been calculated as follows:

Total area of the proposed Lot 3 =	4.28 ha	(10.6 ac.)
10% of the area of the proposed Lot 3=	0.428 ha	(1.06 ac.)
Estimated market value per acre =		\$5,000/ac.
Money-in-place of reserve = 10% area x market value =		\$5,300.00

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

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

3. That prior to endorsement the registered owner and/or developer pay the County of Barrhead No. 11 the outstanding appraisal fee of \$100.00.
4. That prior to endorsement of an instrument effecting this plan, and in accordance with section 9(g) of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, submit to the County of Barrhead No. 11 and the Subdivision Authority Officer:
 - a. a Real Property Report or a Building Site Certificate, prepared by an Alberta Land Surveyor, indicating the location and distances between the buildings, the private sewage disposal system, any potable water source, shelter belts and above-ground appurtenances on the subject lands, and the existing and proposed property boundaries on the proposed lot; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system(s) on the proposed Lot 1, will satisfy the Alberta *Private Sewage Systems Standard of Practice*, and is suitable for the intended subdivision, or that any non-compliant system be decommissioned in accordance with the Alberta *Private Sewage Systems Standard of Practice*.
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

TO: COUNCIL

RE: ROLE OF THE COUNTY OF BARRHEAD IN REGIONAL TOURISM

ISSUE:

Councillor Preugschas presented a Notice of Motion at the regular meeting of Council held on July 18, 2023 requesting that Council discuss the role/direction the County of Barrhead should take in regional tourism at the next Council meeting.

BACKGROUND:

- June 28, 2023 – Councillor Preugschas and County CAO attended the 3rd and final session with Deloitte regarding Future Directions for WILD; waiting for report
- May 2, 2023 – Council withdrew their membership with GROWTH Alberta while supporting ongoing participation of Councillor Preugschas on the WILD Alberta Committee
- Further background on the timeline of events specifically related to GROWTH can be found in APPENDIX A (attached)
- September 20, 2022 – Council approved the County Economic Development Plan (see attached)
- Current GROWTH membership consists of 3 municipalities (Town of Mayerthorpe (chair), Town of Swan Hills, Woodlands County)

ANALYSIS:

- County has a Council approved Economic Development Plan that provides a path towards long-term and sustainable growth for business. Plan provides clarity on the implementation and regulation of economic development policies, programs and priorities.
- County's Strategic Plan addresses economic development in 3 of 4 pillars:
 - PILLAR 1: Economic Growth & Diversity
 - Goals are related to attracting and encouraging investment, broadband opportunities, innovation in agriculture
 - PILLAR 3: Rural Lifestyle
 - Goals are related to inventory of natural and community assets, celebrating success which specifically includes a strategy to create and maintain partnerships that focus on promoting tourism
 - PILLAR 4: Governance & Leadership
 - Goals are related to open and accountable government, leadership
- Council has historically and consistently supported tourism as the primary focus for GROWTH/WILD
- Council has previously explored alternative options to many of the components that were included under GROWTH's original mandate. Following table summarizes alternatives that are already underway or potential opportunities:

AREAS OF FOCUS	EXISTING / CURRENT	OTHER OPTIONS
Demographic data	<ul style="list-style-type: none"> Provincial dashboard: FREE, recently improved, more proactive and user-friendly (County Administration is currently exploring this – may be sufficient) 	<ul style="list-style-type: none"> Shared subscription with Town on consistent platform (\$2,400 to \$2,600/yr based on contract)
Tourism Promotion (previously WILD)	<ul style="list-style-type: none"> Continue to participate in printed Tourism Guide (2023 cost was \$675) Participate in Great West Passport to Summer Guide – Edmonton Zone (2023 cost was \$500) Continue to build out COB website to increase investment content, marketing pushes Support Better in Barrhead initiative – content only 	<ul style="list-style-type: none"> 2024 Tourism Guide (\$675 members; anticipate higher cost for non-members) 2024 Great West Passport to Summer Guide (\$500) Financial contribution (TBD) to “Better in Barrhead” to increase marketing push
Regional Opportunities: Networking & Collaboration	<ul style="list-style-type: none"> Collaborate with EDO’s & GOA Regional Economic Development representatives quarterly (roundtables) Collaborate on marketing opportunities as needed with regional EDO/municipalities Continue to work with GOA, Invest Alberta, Travel Alberta, and follow up on Alberta Jobs Economy & Northern Development leads 	
Marketing & Promotion efforts (website, facebook, brochures, other venues, etc.)	<ul style="list-style-type: none"> Invest in Alberta/Xperience Alberta (existing) - 15,000 printed copies distributed locally, nationally, internationally (2023 cost was \$4,000) Existing County website up to date and already budgeted. With addition of Facebook, can create marketing campaigns and push to greater Edmonton or any target markets (industrial, tourism, greater Edmonton) Promoting host farms participating in AB Open Farm Days by working directly with them Developed “Recreation Opportunities” brochure (hardcopy & electronic) including camping, parks, amenities, attraction, community halls, trails 	<ul style="list-style-type: none"> 2024 Invest in Alberta/Xperience Alberta (existing) - 15,000 printed copies distributed locally, nationally, internationally (cost - \$4,000) YOLO Nomads marketing contract (or other similar provider): \$3,000/yr to push resident recruitment campaign to Canada wide audience, encouraging relocation to Barrhead (focus is recruitment) Increase targeted marketing campaigns to reach outside of County

	<ul style="list-style-type: none"> Working with Historical Society re: Visitor Information Center (preliminary discussions) 	
Business Licensing/Registry/Directory	<ul style="list-style-type: none"> Economic & Community Development Committee have discussed and recommended that the County consider licensing/registry; DRAFT Bylaw prepared 	<ul style="list-style-type: none"> Able to use data to identify tourism operators for future marketing and promotion

OPTIONS TO CONSIDER:

- Table below presents options for discussion by Council.
 - Single or multiple options could be selected, or options can be modified or new ones created.

Options	Pros	Cons
1. Continue on current path as outlined in County Strategic Plan and Economic Development Plan which includes actions in the table above	<ul style="list-style-type: none"> Established path approved by Council (Strategic Plan, Economic Development Plan) provides clear direction to staff Plan may be updated by Council as needed 	<ul style="list-style-type: none"> Takes time to change
2. Explore other options to promote tourism operators (includes engaging operators as stakeholders; research on other models in existence in Alberta)	<ul style="list-style-type: none"> Potential to identify other opportunities Engages tourism operators to share challenges and solutions (similar to process for Community Hall Strategy) Potential to help to define County's role Potential to initiate ICF discussions regarding regional tourism Easily adopted as a "Strategy" in the County Strategic Plan 	<ul style="list-style-type: none"> Time and resources
3. Resume membership with GROWTH/WILD	<ul style="list-style-type: none"> Potential to leverage provincial grant funding through GROWTH 	<ul style="list-style-type: none"> Too much uncertainty in the future of GROWTH/WILD Cost is a minimum of \$9,000 per year

- Council annually considers budget for the implementation of the Strategic Plan and annual priority projects by department.

STRATEGIC ALIGNMENT:

It is important for Council to provide clear direction to Administration with respect to the role of the County in local and regional tourism which aligns with the County 2022-2026 Strategic Plan in the following areas:

PILLAR 1 Economic Growth & Diversity

PILLAR 3 Rural Lifestyle

PILLAR 4 Governance & Leadership

RECOMMENDATION FROM ADMINISTRATION:

Council consider the options and provide direction to Administration on the role of the County in local and regional tourism.

APPENDIX A: Timeline of Recent Events Related to GROWTH/WILD

- August 4, 2023 – Deloitte DRAFT Report on the Future Direction of WILD provided to GROWTH Chair
- June 28, 2023 – Councillor Preugschas and County CAO attended the 3rd and final session with Deloitte regarding Future Direction for WILD; waiting for report
- May 2, 2023 – Council withdrew their membership with GROWTH Alberta while supporting ongoing participation of Councillor Preugschas on the WILD Alberta Committee
- March 7, 2023 – Council directed CAO to request business documents from GROWTH/WILD for the previous 2 years and bring back a report to Council to assess membership.
- September 20, 2022 – Council directed CAO to provide a letter of support for GROWTH to apply for funding under the federal government Tourism Relief Fund to support the tourism sector with the grant to be specifically (as identified by GROWTH) used to:
 - “Assist the tourism sector in the region with its post-pandemic recovery”
 - “Development of a Destination Development Strategy”
 - “Increase tourism readiness through training and a regional ambassador program”
- February 15, 2022 - Council received a presentation from WILD Alberta representatives regarding the Establishment of a Northwest Alberta Destination Marketing initiative.
- November 19, 2021 – Council discussed Economic Development Benefits & Challenges related to GROWTH.
- January 30, 2021 – GROWTH Executive Director resigned; position was not refilled (interim Executive Director in place for 3-4 months in 2023)
 - December 2021 – June 2023 – WILD Manager was hired
 - Currently GROWTH/WILD have no employees
- 2002 - County became a member of GROWTH.
 - GROWTH Membership has fluctuated over the years with a current membership of 3 municipalities (Town of Mayerthorpe (chair), Town of Swan Hills, Woodlands County)
- 2001 - GROWTH Alberta was established as a non-profit regional economic development alliance (REDA) for the region.
 - Provincial funding topped up in 2022/23 to \$125,0000, remains at this amount for 2023/24; and can apply for additional grants through the Alberta Government, Travel Alberta, etc.
 - Remaining revenue is from memberships (\$1.60/capita; capped at \$9,000)
 - County of Barrhead 2022 contribution to GROWTH was \$9,000 plus advertising costs in the Visitors Guide
 - WILD Alberta is a committee of GROWTH



REQUEST FOR DECISION

AUGUST 15, 2023

G

TO: COUNCIL

RE: GRAVEL EXTRACTION / ROAD CLOSURE REQUEST- RIVER VALLEY CRUSHING

ISSUE:

A request has been received to extract the gravel from an undeveloped road allowance adjacent to SE 33-61-5-W5 and SW 34-61-5-W5. Administration requires direction from Council on whether to initiate the road closure process.

BACKGROUND:

- Land is under the Agricultural District in the Land Use Bylaw.
- SE 33-61-5-W5 has a developed sand and gravel extraction operation on it, complete with an Activities plan and Code of Practice with the Province (see attached map).
- Developer is currently working towards developing SW 34-61-5-W5. As the undeveloped road allowance is in between, it would simplify their operations to also mine the road allowance.
- Proposed end use will be an end pit lake/water body, rendering the road allowance unusable.

ANALYSIS:

- Policy 32.05 regarding Road Closures and Leases states that Council does not encourage the closure, lease or sale of road allowances except where circumstances dictate that it is imperative that the road allowance or portion thereof is required by the adjacent property owner, and further that the road may never be used for public traffic in the future.
- While not imperative, extraction processes would be more efficient if using the undeveloped road allowance.
 - Mining on either side of the undeveloped road allowance, with the end use to be water bodies, would create a road allowance within two end pit lakes.

Resource Extraction Strategy:

- Request supports the objectives in the Resource Extraction Strategy, under section 2.2:
 - Minimize impacts of aggregate extraction on neighbouring properties and community at large
 - Pit would be directly adjacent to the existing pit, which would consolidate pit locations to a tighter area.
 - Identify end land use priorities for reclaimed resource extraction sites on public and private lands
 - An end pit lake would be a better use than a road surrounded by water.
- Location falls within an area that is identified as "Sand & Gravel Deposits" (Map 1)

- Even though the location is within the “Sand & Gravel Deposits” it is outside the “preferred development area”
- Location is also outside the “non-preferred development area”

Considerations include:

- Ensure that access to adjacent lands will not be affected:
 - Adjacent lands would be mined together, current undeveloped road allowance only serves these 2 parcels.
- Determine whether current and future landowners have legal access to the provincial transportation network:
 - Access requirements can be met by other road allowances.
- Will the County require access to the river in the future, for recreation, road networks, etc.:
 - County can consider other access points to the river as required in the future.

Road Closure Process:

- Initiating the road closure process does not guarantee road closure and permission to extract gravel.
- Process to close the undeveloped road allowance should Council wish to consider this request is a legislative process which requires the following steps.
 1. 3 readings of a bylaw,
 2. Advertised public hearing,
 3. Approval from the Minister of Transportation
 4. Referrals to agencies and affected landowners

If Road Closure Bylaw is Approved – Developer Requirements to Proceed:

- Developer required to enter into a land acquisition agreement for land at market value:
 - Assessor has provided a value of \$47,250 per acre, and approximately 2.52 acres within the road allowance.
 - Land would be subject to consolidation with one of the adjacent parcels.
- Developer responsible for any associated costs, such as but not limited to advertising, surveying, registration at Land Titles, as well as the payment of the price per acre.
- Developer required to meet Alberta Environment Standards for extraction and reclamation as per the new Code of Practice when issued.
- Developer required to apply for a County development permit as a discretionary use.

ADMINISTRATION RECOMMENDS THAT:

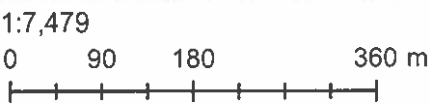
Council consider the request to close the undeveloped road allowance for the purpose of sand and gravel extraction activities and provide direction to Administration on whether to initiate the road closure process.

①

SE 33-061-05-5

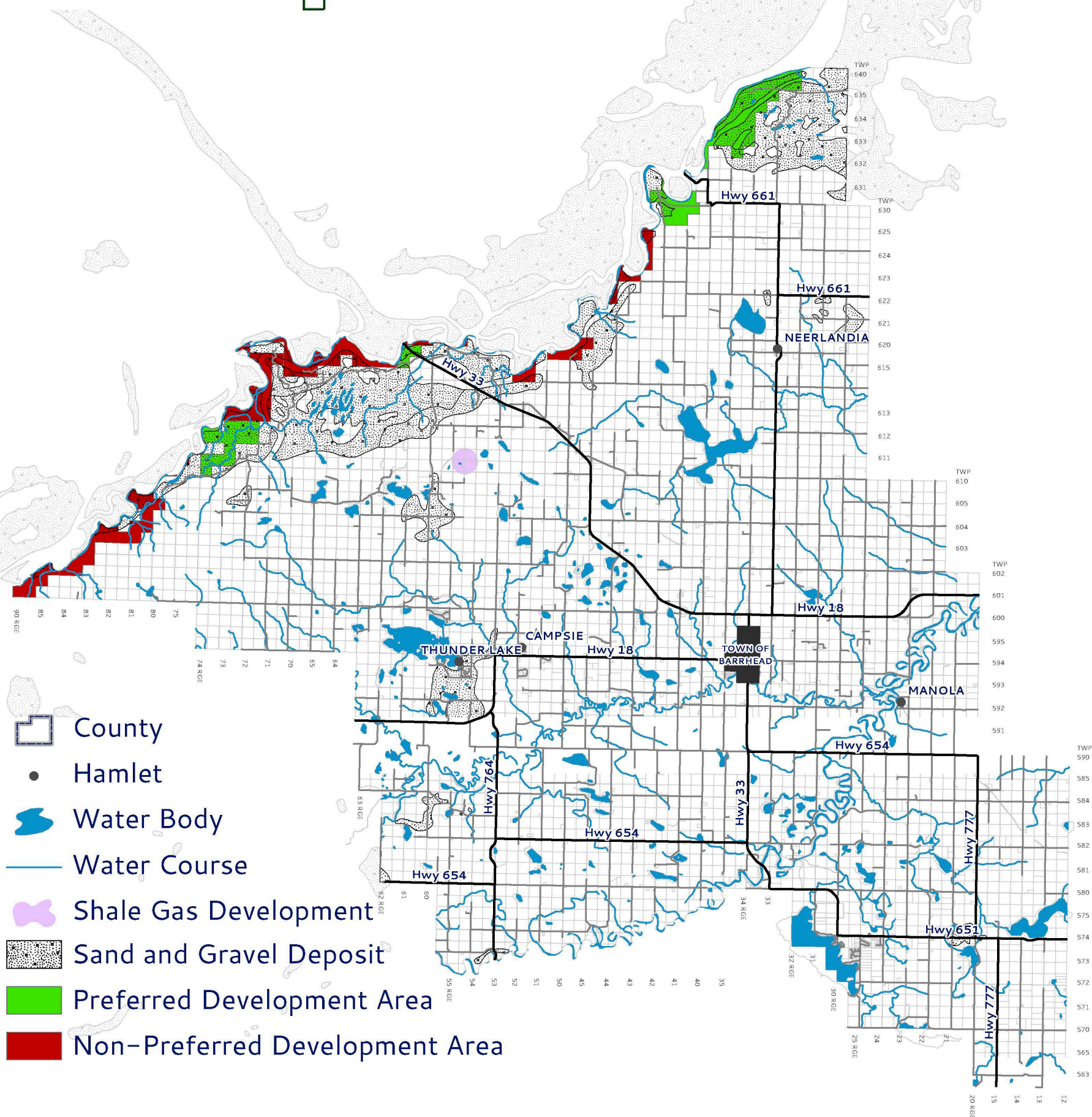


Monday, February 27, 2023



Map 1 - Non-Preferred Development Areas

COUNTY OF BARRHEAD
Resource Extraction Strategy



As illustrated in: Government of Alberta Supplemental Guidelines
for Aggregate Operations Woodland Area - Athabasca River
Valley (2012)



FOR MORE INFORMATION: www.munplan.ab.ca
#208 17511-107 Avenue NW Edmonton AB | T5S 1E5 | 780.486.1991





REQUEST FOR DECISION

AUGUST 15, 2023



TO: COUNCIL

RE: MEADOWVIEW COMMUNITY CENTRE - COMMUNITY GRANT FINAL REPORT

ISSUE:

Meadowview Community Centre provided their final report as required under the Community Grant Policy AD-002.

BACKGROUND:

- February 2, 2021 – Council approved the Community Grants Policy setting a maximum of \$2,500 per applicant pending availability of funds.
- October 18, 2022 – Council approved the Meadowview Community Centre for a \$2,500 grant to assist with the repair of the roof.

ANALYSIS:

- Meadowview Community Centre has complied with the recipient's responsibilities as stated in Section 3 of the Community Grants Policy.
 - Completed their project within 1 year of receipt of the funds.
 - Project was delayed as contractor had to wait until 2023 due to equipment issues, however project was still completed within required timeline.
 - Provided a final report form no more than 90 days after completion.
 - Used the funds in the manner set forth in the application.
 - There were no unused funds to return to the County
- Meadowview Community Centre provided a financial statement of completed project (attached).
 - Volunteers spent many hours cleaning up the building due to water damage before the roof could be repaired.
 - Use of their own funds plus the value of their volunteer hours for the project met the minimum required 50:50 cost share

ADMINISTRATION RECOMMENDS THAT:

Council receive for information the final report from Meadowview Community Centre as a grant recipient of \$2,500 under the Community Grants Policy.



Grant Application #: MEAD 002

Resolution #: _____

Community Grant Final Report

Report Information:

This report must be submitted no more than 90 days after completion of project or event and prior to any new application.

Please submit completed reports to: County of Barrhead
5306-49 Street
Barrhead, AB T7N 1N5

or email: info@countybarrhead.ab.ca

For assistance completing your application, contact 780-674-3331 or info@countybarrhead.ab.ca

Project Report:

Name of Project or Event: Repair Damage Roof

Number of Participants: 1

Has the project or event met the goals set out in the Community Grant Application? Please comment.

Yes. So far no leaks.

Were there any complications in the execution of the project or event?

Yes. When Coziform tried to do this repair in the fall of 2022 his equipment had issues so the job had to wait until Spring 2023.

Describe the benefits seen in the community as a result of the completion of the project or event.

Without any leaks the gym floor is good. which means we can host functions

Financial Report:

Funding:

Total Grant Amount: \$ 2500.00

Total Own Funding: \$ 1595.00

Total Funding: \$ 4095.00

(Grant + Own Funding)

Cozifoam Roof Armor Systems Corp.

Box 427

Evansburg AB T0E0T0

(844) 783-2767

info@cozifoam.ca

www.cozifoam.ca

Business Number 831064340



INVOICE

BILL TO

Meadowview Community
Association
Cherhill AB T0E0J0

SHIP TO

Meadowview Community
Association
Cherhill AB T0E0J0

INVOICE # 2555**DATE** 03/07/2023**DUE DATE** 08/07/2023**TERMS** 50% deposit, balance
on completion

QTY	ACTIVITY	DESCRIPTION	RATE	AMOUNT
1	Roof Refurbishing - Geotextile/Polyurea Coating	Refurbish North section of gymnasium roof. Clean and prepare substrate to ensure good adhesion. Supply and install geotextile underlayment and 60 mils polyurea coating. Cozifoam's Exclusive No-Nonsense-If-It-Leaks-We'll-Fix- It 15 Year Written Warranty Included	3,900.00	3,900.00

SUBTOTAL	3,900.00
GST @ 5%	195.00
TOTAL	4,095.00
BALANCE DUE	CAD 4,095.00

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		195.00	3,900.00



REQUEST FOR DECISION

AUGUST 15, 2023

I

TO: COUNCIL

RE: COMMUNITY GRANTS POLICY

ISSUE:

AD-002 Community Grants Policy has been in effect for 2 years and requires Council direction for revision.

BACKGROUND:

- February 2, 2021 – Council approved Community Grants Policy AD-002 to provide a transparent and fiscally responsible framework for the evaluation of requests and allocation of Council approved grant funds.
- July 14, 2023 – Policy Committee met and discussed changes to the Community Grants Policy
- For simplicity and consistency, the process is supported by templates or forms as follows:
 - Community Grant Application Form
 - Declaration (section at the end of the Application Form that will be used by Administration and successful Grant Recipients)
 - Final Report (mirrors the Application Form)
- Budget available for Community Grants in the County of Barrhead is limited and therefore the intent of this policy was to establish guidelines and procedures that were streamlined for both the applicant and the County yet ensure fiscal responsibility and accountability.
- The following table outlines grant allocations since February 2, 2023 (full listing is attached):

Year	Applied	Approved	Denied	Total Dollars Allocated	Budget Remaining / YR
2021	2	2	0	\$4,250	\$10,750
2022	9	7	2	\$13,550	\$1,450
2023 (to July 4/23)	7	5	2	\$9,750	\$5,250
Totals to date	18	14	4	\$27,550	-

ANALYSIS:

- Currently the \$15,000 annual budget to fund the Community Grant Policy AD-002 appears adequate with all qualified applications receiving funds each year.

Proposed Changes

- AD-002 Community Grants Policy is attached with proposed changes in red and summarized in the table below:

Section	Current	Recommended	Comments
Guidelines 3. Grant Recipient's Responsibilities S.3(b)		INSERT: "If a final report is not submitted as outlined in the Community Grant Policy, it may affect eligibility for future funding."	Currently no consequence for not filing a final report.
Guidelines 4. Applicant Eligibility S.4.1(d)	"Demonstrate need by the organization for support"	REMOVE: "Demonstrate need by the organization for support"	Too ambiguous
Guidelines 5. Project or Event Eligibility S.5.2	"Financial viability"	REMOVE: "Financial viability"	Discussed meaning of "financial viability" and determined it was not a criteria that aligned with policy statements.
Guidelines 5. Project or Event Eligibility S.5.5		INSERT: "To fund gifts or presentations to attendees"	Discussed adding further guidance on what is NOT eligible.
Review Cycle	"Policy to be reviewed within one (1) year following a municipal election"	REPLACE WITH: "Policy to be reviewed every 4 years"	Discussed timing, opportunity for new elected officials to experience the process.

STRATEGIC ALIGNMENT:

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

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 1 County improves risk management

Strategy 3 – Create, review and update County policies

GOAL 2 County demonstrates an open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

Council approve AD-002 Community Grants Policy with the changes recommended by the Policy Committee.

Community Grant Requests – 2021-2023 (February 2, 2021 - July 4, 2023)

APPROVED

Applicant	Type	Comments	Requested/ Received
Glenreagh/Bloomsbury Community Church	Project	Roof Repair	\$2,500
Barrhead Exhibition & Ag Society	Event	Blue Heron Fair	\$1,750
Misty Ridge Ski Club	Event	50 th Anniversary	\$2,500
Barrhead Golf & Recreation Area Society	Project	Washroom Upgrade	\$2,500
Barrhead Exhibition & Ag Society	Event	Blue Heron Fair	\$2,500
Barrhead Street Festival	Event	Street Festival	\$1,500
Pumpkin Walk	Event	Halloween	\$1,500
Meadowview Community Center	Project	Roof Repair	\$2,500
MTM Ag Society	Project	Skating Rink Upgrade	\$550
Volunteer Appreciation Committee	Event	Luncheon & Awards	\$1,250
Community Garden Society	Project	In kind labour, equipment	\$2,500
Barrhead Street Festival	Event	Street Festival	\$2,500
Barrhead Indigenous Day Committee	Event	Indigenous Day Celebration	\$1,000
Barrhead Exhibition & Ag Society	Event	Blue Heron Fair	\$2,500
		Total	\$27,550

(14 applications approved – 5 projects & 9 events)

DENIED

Applicant	Type	Comments	Requested/ Received
Meadowview Multi 4H Club	Event	65 th Anniversary Banquet	\$2,500/ \$0
Shepherd's Care Foundation	Event	Alberta Culture Days	\$2,500/ \$0
Barrhead Golf & Recreation Area	Project	Parking Lot Line Painting	\$2,500/ \$0
MTM Ag Society	Project	Shale (project done)	\$2,500/ \$0
		Total	\$10,000

(4 applications denied – 2 projects & 2 events)

Policy Title: Community Grants

Policy Number: AD-002 Functional Area: Administration

PURPOSE

To provide a transparent and fiscally responsible framework for the evaluation of requests and the allocation of Council approved community grant funds.

To establish guidelines and procedures for those requesting support.

POLICY STATEMENTS

County of Barrhead No. 11 (County) recognizes the contribution (value) local groups make in supporting the culture, diversity, social well-being and growth of the community.

County may provide limited financial support in the form of a grant, user fee reduction or in-kind service to increase the capacity of local groups in completing projects and initiatives and delivering programs, services and events that benefit the community.

County will focus on attaining positive outcomes for the community by supporting capacity building and innovation to address community needs which are in line with Council's vision, goals, and strategic priorities.

County will provide a fair and equitable process for the support of community initiatives.

County Community Grants are subject to funding availability and conditional on approval of the annual operating budget by Council.

County Community Grants shall not be regarded as a commitment or guarantee for future contributions by the County and should not be the primary source of funding.

SCOPE

Community Grants Policy applies to Council and Administration of the County of Barrhead, applicants and grant recipients.

DEFINITIONS

- a) '*Administration*' means the County Manager and staff of the County of Barrhead.
- b) '*Applicant*' means not-for-profit community groups, organizations, associations, volunteer-based groups supporting an eligible project or event within the County (or accessible by County residents) that is applying for a grant.
- c) '*Application*' means the authorized form used in applying for grant funding under the Community Grants Policy.
- d) '*Community Organization*' means any association, organization, community group, volunteer group, service club, or any other group of individuals who provide a service, project, or event within the County.
- e) '*Days*' means calendar days.
- f) '*Grant*' means any donation by direct monetary contribution, any in-kind provision of County services, facilities, or equipment.

- g) *'In-Kind'* means those services or materials provided by the County or access to County facilities or equipment at a reduced or waived cost.
- h) *'Not-for-Profit Organization'* (non-profit) means a registered organization that exists for providing community or charitable services, from which its members, shareholders or trustees do not benefit financially.
- i) *'Recurring Grant'* means a grant issued to an organization specifically identified in the County annual operating budget. Requirements for reporting, accountability and availability of funds still apply.

GUIDELINES

1. Council's Responsibilities

- a) Approve a Community Grants Policy, and any amendments, for the purpose of setting the framework for the evaluation of requests and the allocation of Council approved community grant funds.
- b) During the annual budget process, establish a budget for distribution under the Community Grant Policy.
- c) During the annual budget process, approve a list of organizations and associated funding for Recurring Grants in the upcoming year.
- d) Permit the unused allocation of Community Grant funding to be carried forward to the next year or instead, transferred to reserve by resolution of Council.
- e) By resolution of Council, issue a decision to accept or reject Administrations recommendation regarding applications submitted under the Community Grant Policy.

2. Administration's Responsibilities

- a) Ensure the policy and associated documents are available to the public by posting on County website and being available to support potential applicants in the process.
- b) Administer and process grant applications in accordance with Council approved policy.
- c) Submit a "Request For Decision" (RFD) to Council at an upcoming regular meeting of Council with a recommendation to support or reject an application.
- d) Provide a summary report to Council detailing the allocation of grants to support budget discussions.
- e) Provide to Council, for information, Final Reports (in a format required by the County) from grant recipients.
- f) Ensure grants are being used according to policy.

3. Grant Recipient's Responsibilities

- a) Accept the terms and conditions of the grant by signing a Declaration in the form provided by the County.
- b) Submit a written report using the Final Report Form no more than 90 days after completion of project or event and prior to any new application.
 - i. Final Reports – will explain all costs and revenues related to the project and outcomes of the project/event which clearly outlines how County funds were spent

ii. If a Final Report is not submitted as outlined in the Community Grant Policy, it may affect eligibility for future funding

- c) Utilize the funds received in the manner set forth in the application and in accordance with the terms and conditions of the grant or the total funds shall be returned to the County.
- d) Spend the funding within one calendar year of receipt of grant unless Administration grants an extension or requests submission of a new application.
- e) Return any unused funds to the County within 90 days of determining that the funds will not be used or no later than 90 days after the planned completion date of the project or event.
- f) All grant recipients are required to provide proof of adequate levels of property and general liability insurance as appropriate and naming the County as an additional insured.
- g) Acknowledge that receipt of grant funding from the County does not reflect a commitment by the County to continue to provide grants in the future.
- h) Successful applicants are required to acknowledge the County in promotional material or signage. Grant recipient must contact the County prior to using the County logo to ensure compliance with corporate identity.

4. Applicant Eligibility

4.1 Eligible groups - to be considered as eligible for a Community Grant the applicant must meet the following criteria:

- a) A registered non-profit society or charitable organization that provides services within the County or provides services readily available to the general public of the County, or
- b) A volunteer group, service club or community group that provides services within the County or provides services readily available to the general public of the County.
- c) Be in good standing with the County
- ~~d) Demonstrate need by the organization for support~~
- e) Demonstrate value or benefit to the community
- f) Agree to reasonably acknowledge/recognize the County's contribution through signage or other form of publicity
- g) Joint applications are acceptable and encouraged, however responsibility for the finances and accountability must be clearly identified

4.2 Ineligible groups

- a) Individuals
- b) Political parties, registered constituency association, registered candidate or organizations with political affiliations
- c) Government agency
- d) For profit organization
- e) Provincial or federal government funded initiative
- f) Organizations that provide services or programs that are the responsibility of another level of government including Health, Education, Libraries, Social Services
- g) Organizations that have closed membership or closed access to the general public

h) Organized sport teams

4.3 Recurring Grants

- iii. During the annual budget process, Council may approve a list of organizations and associated funding for Recurring Grants in the upcoming year.
- iv. Recurring Grants are not required to submit an application under Policy AD-002: Community Grants; however, reporting, accountability and availability of funds will apply

5. Project or Event Eligibility:

5.1 Grant funding may be considered for two (2) main categories:

- 1) Events & Sponsorship, and
- 2) Projects (programs, services, structures)

5.2 Preference may be given to new projects/events or 1st time applicants. All applications will be assessed in terms of the following:

- Benefits to the community,
- Other sources of funding,
- ~~Financial viability, and~~
- Community involvement.

5.3 Grant funding is approved on a matching basis up to a maximum of \$2,500 and availability of funds. Applicant must contribute an amount at least equal to the Community Grant requested.

- Matching requirement may be met in the form of any combination of money, volunteer labor, services, donated materials or equipment, or other funding sources; all which are specifically related to the project/event.

5.4 Applications for grant funding will be considered for the following:

- a) Project or event is completed within one (1) year of funding approval
- b) To support the launch of new events, programs, projects or initiatives in the community that increases community access
- c) To create a community awareness campaign in support of an informed and educated community
- d) To initiate a new community project aimed at increasing community connectedness
- e) To support events that create economic development or tourism opportunities
- f) To support events that promote and/or celebrate the community

5.5 Applications for grant funding to support the following will NOT be considered:

- a) To fund private or commercial sector events or facilities
- b) ~~To fund gifts or presentations to attendees~~
- c) To attend or participate in social events outside of the community
- d) Day-to-day operating costs including staff wages and honorariums
- e) Flow through funding where the intent is to re-distribute the funds to others
- f) Donations to charitable causes
- g) Activities, events or projects that are discriminatory in any way

- h) Requesting retroactive funding for projects that were completed prior to application will not be considered. Applicants assume the financial risk as there is no guarantee the project will be funded by the County.
- i) Project or event cannot be completed within one (1) year of funding approval

6. Application Process:

- a) Applications must be submitted to the County on the prescribed County Grant Application Form outlining:
 - i. purpose of the request,
 - ii. how the project or initiative will support, enhance, or provide improved quality of life or safety for the community members,
 - iii. how the project or initiative will promote the community, and
 - iv. project budget (proposed expenses and other revenues including in-kind contributions)
- b) Applications are accepted throughout the year and considered on a 1st come, 1st served basis as long as funds remain available within the budget year.
- c) Applications must be submitted a minimum of 30 days before the funds are needed to ensure time for processing and issuing a decision to the applicant.
- d) Incomplete applications will not be considered.
- e) Administration may request additional information or documentation to assist in the evaluation of any application. All information and documentation collected from applicants is collected under the authority of the *FOI/PP Act* and will be used only for the purpose of determining qualification for the Community Grant Program.
- f) Administration shall review applications to assess whether they meet the eligibility criteria outlined in the policy and that sufficient funds remain in the fiscal year under consideration.
 - i. If the application does not meet the eligibility criteria or insufficient funds remain in the budget, Administration shall inform the applicant stating the reasons for ineligibility or of the funding shortfall.
 - ii. If the application meets the eligibility criteria, Administration will submit an RFD to Council with a recommendation supported by a copy of the application form for their consideration at an upcoming regular meeting of Council.
- g) Council shall exercise its absolute discretion (non-appealable) whether to support or reject the application and recommendations from Administration. Decisions require a resolution of Council.
- h) Administration shall authorize payment of the designated funds to successful applicants.
- i) Administration shall notify unsuccessful applicants stating the reason for rejection.
- j) County has the right to refuse any application.
- k) Funding is subject to the total amount of funds approved by Council as per the approved annual budget.
- l) Due to limited funds, not all applications may receive full funding, partial funding may be considered appropriate based on assessment of the criteria and a grant amount less than that requested may be awarded.

7. Reporting

- 7.1 Successful Grant Applicant shall submit a Final Report as outlined in Section 3 to ensure appropriate transparency and accountability for the grant funds received.
- 7.2 Administration will provide financial information to Council with respect to the actual amounts disbursed and a variance report on an annual basis in conjunction with the annual budget and preparation of the financial statements.

REVIEW CYCLE

Policy to be reviewed ~~within one (1) year following a municipal election every 4 years.~~

CROSS-REFERENCE

Annual Operating Budget

Effective:	February 2, 2021		
Approved by:	Council	Resolution No:	2020-033
Supersedes:	N/A		
Last Reviewed:	August 15, 2023		

ATTACHMENTS

- Community Grant Application Form
- Community Grant Declaration
- Community Grant Final Report



Community Grant Application Form

Application Information

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

For assistance completing your application, contact 780-674-3331 or info@countybarrhead.ab.ca

Incomplete applications will not be accepted.

Applicant Information

Name of Organization: _____

Mailing Address: _____
Street Address

City Province Postal Code

Phone Number: _____ Email: _____

Contact Name: _____

Position or Title: _____

Phone Number: _____ Email: _____

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

If yes: Alberta Registry Number: _____

Date of Incorporation: _____

Project Information

Name of Project or Event: _____

Start Date: _____ Completion Date: _____

Location of Project or Event: _____



Community Grant Application Form

Describe Your Project or Event:

Goals:

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

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

Describe how this project will benefit the community:

Financial Information

Project Funding:

Funds Requested from the County of Barrhead:

Cash: _____ \$ _____

In-Kind: _____ \$ _____

Total Requested: _____ **\$** _____

(Maximum \$2,500)

Funds from Other Sources:

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

Own Funds: _____ \$ _____

Fundraising: _____ \$ _____

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

Other: _____ \$ _____

Other: Please Specify _____ \$ _____

Other: Please Specify _____ \$ _____

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

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

Total Project Funding:

(Total Requested Funding + Total from Other Sources)

\$



Community Grant Application Form

Project Costs:

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

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

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

Total Project Costs: \$

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

Signature of Applicant or Authorized Representative

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

Signature

Date

Print Name and Title

Signature

Date

Print Name and Title



Community Grant Application Form

For Office Use Only

☐ Application Reviewed and Approved Grant Number: _____

☐ 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):

Signature of Authorized County Representative

Date

Print Name and Title of Authorized County Representative



Grant Application #: _____

Resolution #: _____

Community Grant Declaration

Name of Organization: _____ ("the Organization")

The Organization declares that:

The information contained in its application is complete and accurate.

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

The Organization agrees to the following terms and conditions:

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

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

Signature

Print Name

Date

Signature

Print Name

Date



Grant Application #: _____

Resolution #: _____

Community Grant Final Report

Report Information:

This report must be submitted no more than 90 days after completion of project or event and prior to any new application.

Please submit completed reports to: County of Barrhead
5306-49 Street
Barrhead, AB T7N 1N5

or email: info@countybarrhead.ab.ca

For assistance completing your application, contact 780-674-3331 or info@countybarrhead.ab.ca

Project Report:

Name of Project or Event: _____

Number of Participants: _____

Has the project or event met the goals set out in the Community Grant Application? Please comment.

Were there any complications in the execution of the project or event?

Describe the benefits seen in the community as a result of the completion of the project or event.

Financial Report:

Funding:

Total Grant Amount: \$ _____

Total Own Funding: \$ _____

Total Funding: \$ _____

(Grant + Own Funding)



Grant Application #: _____

Resolution #: _____

Community Grant Final Report

Project Costs:

(When available, please attach item receipts or other supporting documents)

Materials / Items: _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

In-Kind (please specify): _____

\$ _____

\$ _____

Volunteer Hours: \$20 / Hr x _____

Hours =

\$ _____

Total Project Costs:

\$ _____

Signature of Applicant or Authorized Representative

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

Signature

Date

Print Name and Title

Signature

Date

Print Name and Title



REQUEST FOR DECISION

AUGUST 15, 2023

J

TO: COUNCIL

RE: RESCIND POLICIES

ISSUE:

Policy Committee recommends that Council rescind 5 outdated policies.

BACKGROUND:

- July 14, 2023 – Policy Committee met and reviewed the following policies (attached) and recommended that Council rescind all of them:
 - Policy 71.01 Recreation Policies & Guidelines
 - Policy 71.02 Community Use of Facilities
 - Policy 71.03 Master Plan for the Town and County Area
 - Policy 71.04 Establishment of a County Recreation Board
 - Policy 71.05 Town & County Joint Recreation Agreement

ANALYSIS:

- Policies are guidelines that:
 - provide direction to employees
 - ensure situations are handled consistently
 - guide decision-making and promotes the delegation of decision making to the level that deals with the situation or provides the service
 - reduce misunderstandings and uncertainties
 - address processes, problems or situations that are repetitive or recurring.
- 5 policies listed above no longer serve any purpose for the County. Following table outlines specific issues for each of the 5 policies:

Policy	Title	Issue
71.01	Recreation Policies & Guidelines	September 20, 1994 – Council dissolved the County Recreation Board; however the policy was not rescinded at that time
71.02	Community Use of Facilities	Process has changed - School facilities are booked through PHSD and not the County
71.03	Master Plan for the Town and County Area	Not updated after 1992. Expired end of each year. Bylaw 2-2020 IDP between County & Town is now the current practice and is required under the MGA.
71.04	Establishment of a County Recreation Board	Only refers to bylaws that are scheduled to be rescinded
71.05	Town & County Joint Recreation Agreement	Refers to bylaws that have been rescinded or are scheduled to be rescinded

STRATEGIC ALIGNMENT:

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

PILLAR 4: GOVERNANCE & LEADERSHIP

OUTCOME – Council is Transparent & Accountable

GOAL 1 County improves risk management

Strategy 3 Create, review & update County policies

ADMINISTRATION RECOMMENDS THAT:

Council rescind:

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

COUNTY OF BARRHEAD NO.11SECTION: RECREATIONEFFECTIVE DATE:SUBJECT: RECREATION POLICIES & GUIDELINESREVISION DATE:PAGE NO. 1 of 46 PAGES

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County of Barrhead Recreation Board

	<u>Recreation Board Members</u>	<u>Committee Duties</u>
Division 1	Ervine Wimmer	Policy
Division 2	Walter Boss	Policy
Division 3	Harold Beck	Chairman
Division 4	Leo Schulz	-
Division 5	Edie Strawson	Vice Chairman
Division 6	Wilbert Meunier	Finance
Division 7	Albert Mast	Finance

POLICY DEVELOPMENT COMMITTEE

Both Gloria Paquette and Al McCaider informed the Board of the importance of establishing a Policy Development Committee for the Recreation Board. It was suggested that the Policy Development Committee consist of the Chairman, the Recreation Director and another Recreation Board Member. Discussion on this led to the following motion:

MOTION 79:66

Dave Macintosh/Leo Schulz that a policy development committee be struck consisting of Chairman Lawrence Miller, Al McCaider, and Gloria Paquette.

POLICY DEVELOPMENT

The primary function of the County of Barrhead Recreation Board is to establish policy and fix responsibility for the execution and implementation of policy as long as such policies are consistent with the Recreation By-law (22A-75). Written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the system. Policy Development is a continuous neverending process.

Board policies shall be developed within the following framework:

- 1) The development and adoption of new policies and the revision of existing policies are the responsibilities of the Board.
- 2) The Board shall appoint a "Policy Committee" which shall be composed of the Chairman of the Board, the Recreation Director, and one or more members of the Board.
- 3) The Board delegates to the Recreation Director the responsibility for drafting all new and revised policy statements which shall be submitted to the Board for approval.
- 4) All policy statements, new or revised, may be referred to the "Policy Committee" for study at the discretion of the Board.
- 5) All policies shall be written, clearly defined, and based on the Board's philosophy and thorough understanding and appreciation of local needs.
- 6) Board members may initiate suggestions for policy development which shall be referred to a "Policy Committee" for study and recommendation to the Board.
- 7) The formal adoption of policies shall be recorded in the minutes of the Regular and Special meetings of the Board, and copies of all policies shall be maintained in the form of a manual. Such a "Policy Manual" shall be kept on file in the office of the Recreation Director, the office of the County Manager, as well as a copy for each member of the Board. Only such written statements shall constitute the policy of the Board.
- 8) All Board policies shall be coded and in each case, the exact date of the Board approval will be shown.
- 9) Board policies will be reviewed periodically and revised, as deemed necessary, to meet changing needs and funding priorities.

DATE OF ADOPTION: October 1, 1979 (Motion 79:118)

COUNTY OF BARRHEAD
RECREATION BOARD
- Policy statements-

Policy Development Committee (Motion 79:66)

1. Refund of Registration Fees Policy (adopted: July, 1979) Motion 79:88
(ammended: Sept. 10, 1979)
Motion 79:97
2. County Recreation Board Meetings: Board Member Meeting
Honorarium and Mileage Allowance policy (adopted: September 10,
1979)
(Motion 79:106)
3. Policy Development (adopted: September 10, 1979)
(Motion 79:118)
4. County of Barrhead Recreation Board Meeting (Time Limit)
(adopted: September 10, 1979)
(Motion: 79:119)
5. Facility & Equipment Grant Policy (adopted Dec. 3 1979)
Motion: 79:147
(Ammended March 3, 1980
(Motion 80:32)
(Ammended February 13, 1984)
(Ammended January, 1987)
6. Policy Re: Allowance for County (adopted February 4, 1980)
Rec. Board Members & Staff (Motion: 80:20)
Attending Conferences & Seminars
7. Policy on Volunteerism and (adopted February 4, 1980)
Volunteer Development (Motion: 80:21)
(Ammended January, 1987)
8. Equipment Rental Policy (Policy adopted: June 1, 1981)
(Motion: 81:072)
(Fee schedule adopted: July 6/81
(Motion: 81:077)

- | | |
|---|---|
| 9. Rink Grant | Policy adopted
Ammended May 11, 1987 |
| 10. Special Rink Grant Assistance | (Policy adopted April, 1986)
(Ammended January, 1987) |
| 11. Policy on Park Maintenance &
Development | (Policy adopted January, 1987) |
| 12. Facility Use Policy | Policy adopted re: Item #6 page J6
of Community Use of School Facility
Policy
Adopted Sept. 14, 1987 |
| All Local Grant Applications | Ammended re: signing authority
Jan. 12, 1987 |

**COUNTY RECREATION BOARD MEETINGS: BOARD MEMBER MEETING
HONORARIUM AND MILEAGE ALLOWANCE POLICY**

The following policy shall apply to only those County of Barrhead Recreation Board Members other than the representative of the Town of Barrhead Recreation Board.

County of Barrhead Recreation Board Members shall be paid attending authorized County Recreation Board meetings. The fee structure shall be as follows:

- | | |
|-----------------------------------|---|
| (County Board Regular meetings) | 1. \$51.50 per Board Member for attending regular monthly meetings of the County of Barrhead Recreation Board. |
| (Regional Board Regular Meetings) | 2. \$51.50 per delegated Board member for attending regular monthly meeting of the Barrhead Regional Recreation & Parks Board. |
| (Town Board Regular Meetings) | 3. \$51.50 per delegated Board member for attending regular monthly meetings of the Town of Barrhead Recreation Board. |
| (Special Meetings) | 4. Board members shall be paid for attending "special meetings"; these shall be only those meetings sanctioned by the board, and may involve Committee meetings, policy development meetings, program planning meetings, or other business of the Board. Board members shall be paid for attending "special" meetings according to the following schedule of payment: |

As of January, 1988

1/4 day - 0-2 hours	=	26.75
1/2 day - 2+-4 hours	=	53.50
1 day - 6 + hours or more	=	107.00

* Please note that this schedule includes members travel time.

(Mileage Allowance)

5. Each Board member shall also be paid a mileage allowance at the Current County rate of ~~.40~~^{27¢} per mile for travelling to and from attendance to all of the above meetings. 28 Km.

(Pay Periods)

6. Board members will be paid honorarium and mileage allowance monthly, after the end of each month

(Review of Policy)

7. The honorarium and mileage allowance fee structure shall be reviewed annually by the Board after the County Council review of meeting honorarium and mileage allowance.

(No Quorum Meetings)

8. This policy also applies to "no quorum" meetings only for those County of Barrhead Recreation Board members that do attend.

9. This policy shall be retroactive to January 1, 1981.

DATE OF ADOPTION: September 10, 1979 (Motion 79:106)

AMENDED: August 3, 1981 (motion: 81:101)

(rates change as per County of Barrhead Council Policy)

REGULAR AND SPECIAL MEETINGS OF THE COUNTY OF BARRHEAD RECREATION BOARD

In order to prevent late night travel on rural roads, and to insure that individuals remain alert and attentive at meetings:

1. All "REGULAR" meetings of the County of Barrhead Recreation Board shall begin at 8:00 p.m. and shall end by 10:30 p.m.
2. If the Board deems it necessary to extend this time limit for a meeting, a majority vote shall be required from the Board Members present.
3. "SPECIAL" meetings may be called for a time and place convenient to those authorized attending Board Members.
4. This policy shall be open for review upon request by any member of the Board.

DATE OF ADOPTION: October 1, 1979 (Motion 79:119)

**POLICY RE: ALLOWANCE FOR COUNTY OF BARRHEAD RECREATION BOARD
MEMBERS AND STAFF ATTENDING CONFERENCES & SEMINARS**

This shall apply to Recreation Board Members and Recreation Department Staff who have received prior Board approval to attend conferences and seminars.

1. Registration fees shall be paid.
2. Mileage shall be paid as per the County Policy for attending Conferences and Seminar 27¢/km: bus rate for 4 or more travelling.
3. Current County rate re: overnight expense fee to be paid to cover extra meals and accommodations, excluding meals included in the registration fee.
4. Current County rate re: per diem to be paid to Recreation Board members only (not staff, as staff members will receive their daily working wages while attending such conferences and seminars).

DATE OF ADOPTION: July 6, 1981 (Motion 81:079)

As per, County of Barrhead Policy - Section 5A-3

Professional Improvement-Conference and Seminars

- i) Registration Fee
- ii) Travel-Mileage will be paid when three or less employees are sponsored to an individual function and when four or more are sponsored, then return bus fare shall be paid to each.
- iii) Lodging -Lodging will be paid at the rate of the Hotel sponsoring the conference, otherwise if no hotel is available then the rate shall be based on those rates in reputable hotels in the vicinity.
- iv) Meals-Meals will be paid as follows:
 - Breakfast - \$ 6.00
 - Dinner - \$ 9.00
 - Supper - \$15.00

- v) Other Fees-Actual cost of parking, taxi or other related expenses will be paid providing a receipt is filed.

In general the associated cost will be paid prior to the conference if all of the said fees are known, otherwise an advance may be awarded based on a maximum of 90% of the estimated cost. The balance will be paid on return.

- vi) For the support staff on the secretarial grid, the following shall apply unless further authorized by County Council:

1. The choice of course will be job related and have educational nature.
2. The In-service must be approved by the Dept. Head & Central Office Admin.
3. Each employee may attend In-service activities up to a maximum of 5 working days per year.

COUNTY OF BARRHEAD RECREATION BOARD
CULTURAL GRANT

EXPLANATION: This grant is made available on a 50-50 matching basis (50% County - 50% group or organization) generally to a maximum of \$250.00 with the provision that some activities or facility developments could be given special consideration for cultural activities and/or facilities. This grant could be used to purchase such things as musical instruments, costumes, pottery kiln, etc. or for special workshops or projects sponsored in the cultural area. Complete and mail this form to the following address prior to December 31 of the grant year.

COUNTY OF BARRHEAD RECREATION BOARD
BOX 820
BARRHEAD, ALBERTA T0G 0E0

NAME OF ORGANIZATION SUBMITTING GRANT _____

CHEQUE TO BE ISSUED TO _____

(name)

(address)

(town)

Project Office

Telephone

TITLE OF PROJECT _____

DESCRIPTION OF PROJECT _____

TOTAL COST OF PROJECT (attach all receipts)

COUNTY SHARE (50% of the cost. If over \$500.00 enter \$250.00)

Special consideration may be given on some projects.

GRANTS WILL NOT BE PAID UNLESS RECEIPTS ARE ATTACHED.

Date Submitted

Signature of President or Secretary of
Organization

**COUNTY OF BARRHEAD RECREATION BOARD
LEADERSHIP ASSISTANCE**

EXPLANATION: Leadership grants may be made available to individuals or groups if applied through the Recreation Board prior to the leadership training session. The grants may be made to pay the expenses of individuals attending leadership courses or the cost of bringing persons in to conduct leadership courses. All grants submitted will be reviewed and the applicant will be notified prior to the training session. No application will be accepted after December 31 of the grant year.

NAME OF APPLICANT _____ TELEPHONE _____
ADDRESS _____
TITLE OF SEMINAR OR WORKSHOP _____
DATES TO BE HELD _____
LOCATION _____
REGISTRATION FEE _____
ACCOMMODATION COST _____
MEALS _____
MILEAGE (As per County Policy) _____
(Please specify if these are included in registration)
TOTAL _____
AMOUNT OF SUPPORT REQUESTED FROM COUNTY _____

Please list anyone else who is helping to pay for the training session and the amount of support.

The Recreation Board may approve any or all of the amount requested. Those accepting grants should expect to be called upon by the County to help with programs should the need arise.

Date Submitted_____
Signature

Amended: May 8, 1989

COUNTY OF BARRHEAD RECREATION BOARD RINK GRANT

Explanation: The purpose of this \$400.00 grant is to provide rink assistance to community groups within the County of Barrhead that are registered under the Alberta Societies Act. (This does not include rinks within the Town of Barrhead Boundaries).

These rinks must be:

- minimum 50' x 100' in size
- flooded and operational by December 31 of the grant year.

Mail the completed form to the following address:

County of Barrhead Recreation Board
Box 820
Barrhead, Alberta
T0G 0E0

No application will be accepted after December 31 of the grant year.

Name of Community Submitting Application:

Alberta Registered Society Number: _____

Location of Rink: _____

Date of First Flooding: _____

Cheque to be issued to: _____

(Name)

(Address)

Project Officer

Telephone

Date Submitted: _____

Signature of President or Secretary of Organization

Amended: May 11, 1987

Amended: December 12, 1988

Amended: May 8, 1989

1972 SURVEY - S/SW 9-62-4-1/5TH.

The Secretary reported that the road running S/SW 9 would have to be surveyed for the full $\frac{1}{2}$ mile as the old survey was all located on the N.W. 4 and the road was built with 33 feet off the N.W. 4 and 33 feet off the S.W. 9.

Moved by Olthuis that easements be obtained from the two landowners and the survey completed for the full $\frac{1}{2}$ mile, rather than west $\frac{1}{2}$ mile as originally planned.

Motion carried

WILBERT MEUNIER ROAD - N.E. & W $\frac{1}{2}$ 30, S.E. 31, E $\frac{1}{2}$ & S.W. 32, N $\frac{1}{2}$ 33, N.W. 34-60-7-1/5TH.
E $\frac{1}{2}$ 23, N.W. 24 & S.E. 25-60-8-1/5TH.

Moved by Smith that Councillor Kuhn attempt to obtain easements on the present road running through the above quarters, for a possible legal survey of the existing road.

Motion carried

DEC EARTHMOVERS LTD. - ROAD DIVERSION - PLAN #6161 B.M. - S.E. 25-56-2-1/5TH.

Moved by Wimmer that a request be made to the Director of Surveys to cancel the above road diversion, as the new road has been constructed on the original road allowance.

Motion carried

RECREATION BOARD MINUTES - SEPT. 6, 1972

The Recreation Board Minutes were read and a lengthy discussion took place regarding the proposed rink grants and flooding policy as recommended by the recreation board.

The Secretary informed Council that the grants through the Recreation Dept. did not cover all expenditures within this section, as under Section C in the 1971 Grant, a total claim had been over \$2,000.00 and the grant amounted to \$1,028.19.

In view of the possible misunderstanding on behalf of the recreation board as outlined above, it was moved by Olthuis that the recreation board member, Mr. Fluet, request the recreation board to consider a policy providing for a \$100.00 grant to the various community rinks, and that the County would then provide water truck at the regular \$5.50 rate, along with the other regulations as spelled out in the recommended new policy by the Recreation Board.

Motion carried

COMPLAINTS - MRS. HELEN RICHERT AND MR. GORDON DEWALD (ACCOUNT \$80.00)

Correspondence was read from Mrs. Helen Richert, along with an account from Mr. Gordon Dewald who rents the S.E. 12-60-3-1/5th., from Mrs. Richert, regarding the 1967 Water Resource ditch.

Moved by Rossman that a committee of Smith, O'Brien and Kuhn be approved to investigate the complaint, along with the owner and a representative from the Dept. of Water Resources, and report to the October meeting.

Motion carried

COMPLAINT - TOM CORBETT - PETE PORTER

The Secretary reported that Mr. Corbett had phoned complaining about the condition of the school bus route West of sections 30 & 31-58-5-1/5th. The Secretary also reported that Mr. Pete Porter had also phoned regarding the same road, recommending a possible solution to the problem.

Moved by O'Brien that the above two reports be accepted as information.

Motion carried


REEVE

SEPTEMBER 20, 1972


SECRETARY-TREASURER

Con't Request for Cancellation of Road Diversion

diversion since this road was not necessary at the present time.

Moved by Kuhn that an application be made to the Director of Surveys for the cancellation of the above Plan.

Motion Carried

COUNTY RECREATION BOARD

Mrs. Phil Hobbs, Chairman, Mrs. Thelma Farrante, Secretary, and Mr. E. Kelm, met with the Council going over the proposed skating rink policy. The minutes of the Recreation Board Meetings of September 6th and November 7th were reviewed and the following policy was recommended:

Skating Rink Policy

1. All constructed Skating Rinks will be eligible for a \$100.00 grant with the stipulation that the rink be in operation by January 1st of each and every year.
2. Water Truck Policy. The Water Truck may be hired from the County at the regular going rate; presently \$5.50 per hour subject to the following regulations:
 - a) Community shall have an active organization looking after the skating rink and shall prepare the rink as soon as possible in the fall.
 - b) Each Community Organization will be required to have a person on hand to assist with the flooding or as a notification contact.
 - c) Community shall be required to provide a source of water and an access road to it.
3. RE: Truck Driver
 - a) The truck driver shall use only spray equipment for the initial flooding if there is no prepared base.
 - b) The truck driver use his discretion if the rink is obviously not ready and other regulations are not fulfilled.
 - c) It is the truck driver's responsibility to notify the contact about the estimated time of the arrival.
4. Grants must be applied for on or before December 31 in each and every year.

MR. AND MRS. BERT THOMPSON

Mr. and Mrs. Bert Thompson met with the Council to discuss the drainage problem in the SW of 9-59-2-W5th created by the installation of a Government pipe West of the above quarter. A letter was also read from Mr. and Mrs. Thompson. Mr. Thompson indicated that he would like to see a dike built for about a distance of 50 rods on the one side of the creek channel and also the channel cleaned out to alleviate future flooding.

O'Brien also indicated that a ditch block would be installed on the road allowance.

In the absence of Mr. and Mrs. Thompson, it was moved by Smith that the problem be referred to the Bridge Branch and also that a request be made to the Department of Water Resources to consider a dike and the cleaning of the channel as requested with a copy of Mr. Thompson's letter going to both the Bridge Branch and the Department of Water Resources and further that Mr. and Mrs. Thompson be notified accordingly. It was further moved that the Council place a ditch block as agreed on the road allowance.

Motion Carried

R. E. C. Brown
REEVE

DECEMBER 1, 1972

[Signature]
SECRETARY-TREASURER

FACILITY AND EQUIPMENT GRANT POLICY

1. The County of Barrhead Recreation Board "Facility and Equipment Grant" shall be up to a maximum of \$450.00 per County community organization per year on a 50-50 matching dollar basis, for recreation facilities and/or equipment, or as approved by the County of Barrhead Recreation Board after special appeal.
2. County community organizations requesting more than \$450.00 maximum per year shall have their request tabled until the December meeting of the County Recreation Board, in order to give the Board the opportunity to assess its financial status.
3. This grant is available for the purchase of equipment with a minimum 5 year life span for community use, provided it falls within the guidelines of the "Facility & Equipment Grant", and pending approval of the County Recreation Board. (Examples of such equipment include: snowblowers, stoves, skate sharpeners, hockey goalie equipment, baseball equipment, curtains and rugs, tables, refrigerators, flooring, potters wheels, and metric scale.)
4. Applications for grant monies must be accompanied by current paid bills ** and receipts for costs incurred and must include an itemized account of all expenditures, including labour. Labour costs are not included in the matching grant calculations.
5. Applications shall be submitted to the Recreation Director who will notify the Board Member respective to the area concerned, prior to presentation to the Board.
6. To receive a grant, County Community organizations must be registered under the Alberta Society's Act and in good standing with Corporate Affairs.
7. All grant applications must be channelled through the parent County community organization.
8. The Board shall give priority to County communities that jointly share in the operation of facilities.
9. Multi- interest groups shall be given priority over single/special interest adult groups (i.e.) golf, curling, ski clubs, etc.

FACILITY AND EQUIPMENT GRANT POLICY

10. Single/special interest adult group application application will be tabled until after June 30th.

11. No application will be accepted after December 31 of the grant year.

Date of Adoption December 3, 1979 (Motion 79:147)

Amended: March 3, 1980 (Motion 80:32)

Amended: February 13, 1984

Amended: May 8, 1989

*** Current meaning within 12 months.

**COUNTY OF BARRHEAD RECREATION BOARD
FACILITY & EQUIPMENT GRANT**

EXPLANATION:

This grant is available to County Community Organizations on a 50-50 matching basis for facilities and/or equipment of a capital nature. Generally speaking, the maximum County share will not exceed \$450.00. Equipment of a capital nature is that which has a usage expectancy of at least five years. Complete and mail this form to the following address

County of Barrhead Recreation Board
Box 820
Barrhead, Alberta
T0G 0E0

No application will be accepted after December 31 of the grant year.

Name of Organization submitting grant: _____

Registered Alberta Society Number _____

Cheque to be issued to: _____

Name

Address

Project Officer: _____ Telephone: _____

Title of Project: _____

Description of Project: _____

Total Cost of Project: _____

(attach all receipts)

County Share (50% of above - If over \$900.00 enter \$450.00)

GRANTS WILL NOT BE PAID UNLESS RECEIPTS ARE ATTACHED

Date Submitted Signature of President or Secretary of Organization

Amended: May 8, 1989

COUNTY OF BARRHEAD RECREATION BOARD SPECIAL RINK GRANT

Explanation: The purpose of this grant is to provide operational assistance to ice rinks in the County of Barrhead that are incurring operational expenses above the basic rink grant of \$400.00 *(This does not include rinks within the Town of Barrhead boundaries)*

Each ice rink experiences different costs due to:

- 1) standard of facility and
- 2) months the facility is operated

Therefore, to provide a fair level of assistance the following grant is available:

- \$ 100.00** - for each month or part of, that the ice rink is in operation. This means the ice must be useable, snow cleared, warm up shelter available and lighting in place for night use. Maximum of \$400.00 per rink. This covers the months of November to February.
- \$ 200.00** - to ice rinks where organized games are played. This means the boards, screening, goal nets, lines and ice surface must be to a high standard.

Applications must be submitted by March 1st of the grant year.

Name of Community Organization _____

Location of Rink _____

Grant Request _____ months x \$100 = _____

(An additional \$200 may be claimed if rink is used for organized play) \$200 = _____

Total Request = \$ _____

Project Officer _____ Telephone _____

Cheque to be issued to: Name: _____

Address: _____

Telephone: _____

Date Submitted _____

Signature of President or Secretary of the Organization _____

Amended: December 12, 1988

Amended: May 8, 1989

POLICY ON PARK MAINTENANCE & DEVELOPMENT

Established public park areas in the County of Barrhead are:

- a) (2 parks) Lac La Lonne Parks
- b) Peanut Lake Park
- c) Klondyke Ferry and
- d) Clear Lake Park

A. PARK MAINTENANCE

The Board will provide maintenance services in the area of grass cutting, garbage removal and minor improvements for the four month period of May to August.

The remaining eight months of park maintenance are the responsibility of the local community organizations who are:

- a) Lac La Nonne Recreation Society
- b) Barrhead Fish and Game Association
- c) Vega Community Association and
- d) Tiger Lily Community Association

B. PARK DEVELOPMENT

Capital projects should be joint ventures between the Board and the local community organization.

Date of adoption: January, 1987

POLICY ON VOLUNTEERISM & VOLUNTEER DEVELOPMENT

The County of Barrhead Recreation Board is aware of the valuable contribution made by community volunteers in the field of Recreation. It is our desire that a concerted effort be made to attract volunteers, to offer training opportunities to volunteers, and to see that they are appropriately recognized for their contributions.

1. The Recreation Director shall organize volunteer training workshops to be held at least once annually.
2. The Recreation Director shall notify all community clubs of such workshops, advising of the time, place and content of the workshops.
3. The Board may approve mileage allowances to volunteers in such cases as they deem necessary.
4. Policy on Volunteerism and Volunteer Development Page 17 Point 4 in the policy be expanded to read:

"Volunteers shall be officially recognized annually by the Board at a volunteer appreciation event. The Board shall advertise for nominations from the Community-at-Large, County Council, and Board members. The Board will then select a maximum of 15 individuals or couples, who are longtime, outstanding volunteers deserving recognition.

Generally speaking (guideline) this would mean:

- a) two individuals or couples from each of the seven electoral divisions
- b) one individual or couple from the community at large

5. The expanded role of the volunteer shall be encouraged through the "Leadership Assistance Grant". Members of the community will be sponsored under this grant program to attend leadership related workshops, with the understanding that they will be asked to contribute their newly acquired skills to the community.

DATE OF ADOPTION: February 4, 1980 (Motion 80:21)
(Ammended January, 1987)

COUNTY OF BARRHEAD RECREATION BOARD

REFUND OF REGISTRATION FEES POLICY

Refund of registration fees for any Recreation Board programs shall be paid on the following basis:

- 1) Automatic 100% refund if the program is cancelled by the Recreation Department.
- 2) Automatic 100% refund if the program instructor is unable to attend program and an alternative instructor cannot be secured in time for the program.
- 3) Applicants may file a claim in writing for a 100% refund when reasons of illness or accident prohibit their attending.
- 4) 100% refund will be paid to applicants who cannot be accommodated into programs that are oversubscribed.
- 5) Any other requests for refunds must be made in writing and submitted to the Recreation Director for submission to the County of Barrhead Recreation Board not less than one week prior to commencement of the program.

Refunds shall NOT be paid under any other circumstances.

DATE OF ADOPTION: July, 1979 (Motion 79:88)

AMENDED: September 10, 1979 (Motion 79:97)

EQUIPMENT RENTAL POLICY

The County of Barrhead Recreation Board has developed the following Equipment Rental Policy to enable the Staff to properly regulate useage of Recreation Board Equipment. This policy will apply to all equipment as inventoried by the Department.

1. Requests for loan or Rental of equipment shall be directed to the Recreation Director.
2. Only recognized groups in Barrhead County are eligible to rent County Recreation Board equipment. Approval to any other groups will be at the discretion of the Recreation Director.
3. Signing equipment out and back in must be done by the Recreation Director or authorized staff in conjunction with the borrower, in order to ascertain the state of repair of equipment prior to rental and upon its return.
4. The rental fees will be based on the attached fee schedule. Rentals may be made on a daily basis up to a maximum on one week.
5. A damage deposit will be charged to the user as per the attached schedule, and will be refunded if the equipment is returned in a satisfactory condition and on schedule. Any lost equipment must be replaced by equipment of similar kind and quality. Cost of repairs not covered by the damage deposit will be the responsibility of the borrower.
6. Programs sponsored by the Barrhead County Recreation Board will be given priority over other group programs for the use of Board equipment.
7. All equipment may be loaned to schools at no charge provided that a sign out form has been properly filled out. In the event of loss or damage to any equipment, the following policy shall take effect:
 - a) Equipment replacement - Cost \$10.00 and under, school will be responsible for 100% of cost.
 - b) Equipment replacement - Cost \$10.00 and over, school will be responsible for up to 100% of cost.

DATE OF ADOPTION: June 1, 1981 (Motion 81:072)

COUNTY OF BARRHEAD RECREATION BOARD
EQUIPMENT RENTAL
FEE SCHEDULE

Equipment Item's	Accessories	Rental Fee	Damage Deposit	Rental Period
Canoe	3 paddles 2 Life jackets	\$10 , B. 5. 1. canoe/day \$35. /per week	\$50.00	- any day - max. one week
Tent & Fly	Poles, pegs, etc.	\$3/tent/day	\$25.00	- any day - max one week
Backpack		\$2/pack/day	\$25.00	- any day - max one week

* RENTAL FEES ARE CHARGED TO THE USER ON THE BASIS OF A CHARGE PER DAY FOR EACH DAY THE EQUIPMENT IS ACTUALLY OUT.

Date of Adoption: July 6, 1981

(Motion: 81:077)

County of Bar... Recreation Board
Equipment/ Materials
Sign Out Form

NAME _____ Date when request made _____
 ADDRESS _____ Sign out date _____
 PHONE (HOME) _____ Expected return date _____
 SPONSORING ORGANIZATION _____ Actual returned date _____
 Program description _____
 Item(s) requested (please list) _____

POSTAL CODE _____
 (BUS.) _____

Equipment/ Materials	NUMBER ON ITEM					Outgoing Equipment Condition	Incoming Equipment Condition
Canoes							
Paddles							
Life jackets							
Tents							
Backpacks							

AGREEMENT

AUTHORIZED STAFF SIGNATURE _____ Date _____

Rental Fee Received _____ Receipt No. _____ Damage Deposit Received _____

I understand that damage deposits are refundable if all items loaned or rented are returned and if no damage was incurred to any of the equipment. I am accepting total responsibility and liability for all damages and/or losses incurred during the rental period. It is also assured that the equipment will be operated by a competent person.

Signature _____ Date _____

PROCEDURES FOR COMPLAINTS

It is important that staff adopt a positive outlook with respect to complaints. At all times, the citizens of the Community should be encouraged to bring their concerns and queries to the attention of the Recreation Board and its staff.

It is equally important that the concerns be investigated thoroughly, objectively and without necessary delay. The Recreation Director should be made aware of all such concerns.

After consultation with the Recreation Director, appropriate action should be taken and the complainant informed of that action.

To assist with this process and ensure that a record of complaints is maintained, staff shall utilize the attached "Complaint Form".

COUNTY OF BARRHEAD RECREATION DEPARTMENT

Box 820,
Barrhead, Alberta
T0G 0E0

Telephone: 674-3331
Ext. 146

COMPLAINT FORM

Name of Complainant: _____ Date: _____ Year: _____

Address: _____ Phone: _____

Nature of Complaint: _____

Reported to: _____ By: _____

Action Taken: _____

Phone Call: _____
(Date(s))

Response to staff follow up by person making complaint: _____

Received by Director: _____
Date Signature

Supervisor: _____

ACCIDENT/INJURY PROCEDURES

The County of Barrhead Recreation Board believes that safety and welfare of the public involved in its programs is a necessary component of proper program planning and implementation. To this end, all staff shall ensure that all necessary safety precautions are taken.

All staff persons shall be informed of the required safety emergency procedures by the Recreation Director.

In the event of an accident and/or injury to a participant(s) enrolled in a County of Barrhead Recreation Board program, the following procedures should be followed by all staff concerned:

1. Personal Responsibility

It is important that each person associated with the County of Barrhead Recreation Board recognize the necessity for providing and ensuring a safe environment. Everyone must be conscious of avoiding and/or correcting unsafe practices and conditions. To this end, the Recreation Board attempts to incorporate an element of "education for safety" into all of its programs.

2. General Safety Rules

Much of what constitutes "safety practices" is common sense. In this regard the Recreation Board places its emphasis at three levels:

- a) young children who have not fully established an ability to distinguish between what is safe and unsafe.
- b) other people who are expected to know what is safe but who, for whatever reason, fail to observe safe practices, and
- c) the elements of safety which are unique to a particular leisure pursuit, e.g. backpacking.

3. Emergency information:

- a) phone numbers all staff must know. Dial "9" to get an outside line.

Fire alarm (Town of Barrhead)	674-2311
County of Barrhead	673-3331
After hours Phone:	
Public Works Shop	674-2619
Larry Adams	674-5777
Emmanuel Knapp	674-2055
Hubert Schwab	674-5433
Jean Simoneau	674-3914
Allan Charles	674-3216
Rick Neumann	674-5102
Leagh Randle	963-3951
Ambulance (Inhalator)	674-3140
Barrhead R.C.M.P.	674-2696
Hospital/Doctor	674-2221
R.C.M.P. (Westlock)	349-4491
R.C.M.P. (Sangudo/Mayerthorpe)	786-2121
	786-2360

Dial "9", then "0" for the operator, give your exact location, the type of emergency assistance required, your name, position at the site and the following address.

- b) Address: location where accident/injury is located.

General Procedures in an Emergency:

- a) Stop and think - rash actions are not appropriate.
- b) If first aid is required, proceed to perform as seems appropriate.
- c) Summon assistance. If necessary call the ambulance.
- d) Transportation to hospital must be by ambulance unless the injured person accepts full responsibility for the trip.
- e) Parents or relatives should be contacted.
- f) If an ambulance has been requested, notify the hospital.
- g) Inform a supervisor as soon as possible.
- h) When telephoning an emergency number always state:
 - Where you are
 - Who you are
 - What is wrong

- i) Avoid discussing the emergency with persons other than the supervisor or police.
- j) Always make a complete written report as soon as possible after the accident.

PLEASE NOTE: If you are in doubt, always choose the course of action which is safest and most cautious.

4. Accident Procedures:

For emergency type accidents involving program participants and/or staff please see "Emergency Procedures" (above).

For all other accidents involving Recreation Board property, programs, or personnel:

- a) notify the appropriate supervisor immediately
- b) complete an "Accident Report Form" as soon as possible

5. Insurance/Liability

All persons involved in the provision of the Recreation Board's services (employees and volunteers) shall be covered by insurance.

It can be expected that Recreation Board employees and volunteers will, at all times, pursue a responsible course of action in the execution of their duties and obligations. This is the most desirable and best form of insurance.

NOTE: Staff accidents/injuries must be reported to PAYROLL CLERK for Workmens Compensation.

COUNTY OF BARRHEAD RECREATION BOARD

ACCIDENT REPORT FORM

DATE _____ TIME _____ LOCATION _____

Name of Injured Person _____

Address _____ Phone _____ Age _____

Nature of Injury _____

Description of the Accident _____

Where did the accident occur? _____

Witness to the accident: _____ Phone _____

Supervisor staff on duty at the time of the accident _____

Describe first aid treatment administered _____

Was it necessary to call an ambulance? _____

Was the child's parents contacted? _____

Was a doctor's services required? _____

How could such an accident be avoided in the future? _____

Please refer all accident reports to the
Recreation Director

Signature

NOTE: THIS REPORT MUST BE FILLED ACCURATELY BY ALL STAFF. A FOLLOW
UP PHONE ENQUIRY MUST BE MADE OF ALL SERIOUS ACCIDENTS.

FOLLOW-UP: _____

PURCHASING OF GOODS AND PURCHASE ORDERS

All staff, full-time and part-time, employed by the County of Barrhead Recreation Board, shall adhere to the following procedures as they relate to the purchase of goods, materials and supplies for the Recreation Department.

1. Staff shall consult with the Recreation Director and request her verbal approval concerning the purchases of any goods, materials and supplies. Staff should have an approximate cost of each item, plus justification for its need.
2. Once verbal approval from the Recreation Director has been received, obtain from the Secretary a "Purchase Order" form and have the following information typed on the form:
 - a) the name and address of the store, business, etc, where goods, materials, or supplies will be purchased; and
 - b) an itemized list of what exactly will be purchased.
3. Return "Purchase Order" form to the Recreation Director and obtain her signature on all copies before goods are purchased.
4. While purchasing the goods, have the sales clerk write in the prices of each item plus the total cost. Then leave one copy of the "Purchase Order" with the sales clerk and return the other copies, along with any bills and receipts, to the secretary.

COUNTY RECREATION BY-LAW NO. 22-75
THIS BY-LAW RESCINDS BY-LAW # 11-68, 24-68, 9-70, 14-74 and 11-75.

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

COMPOSITION OF BOARD

1 COMPOSITION OF BOARD

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

2. TERMS OF OFFICE AND REGULATIONS

- a) All persons appointed as members of such a Board shall be residents of the County of Barrhead or the Town of Barrhead and shall remain members only during such time as they continue to be residents of the County or Town.
- b) Any member of the Board who shall be absent from three (3) consecutive meetings of the Board shall (unless their absence be caused through illness or he/she be authorized by resolution of the Board entered upon into minutes) forfeit his office and another member appointed in his place, provided that the member so forfeiting his office shall be eligible for re-appointment.
- c) Council may, with reason, request the resignation of any member of the Board at any time prior to the expiry date of member's term of office, and any member of the Board may resign therefrom at any time upon sending a written notice to the Secretary of the Board to that effect.
- d) The County Council may approve regulations setting out rate of pay, mileage payments, or any other regulations as it relates to the Board.

**BARRHEAD REGIONAL RECREATION AND PARKS BOARD
AGREEMENT**

*Covered under
Bylaw 54-91
Rescinded
by #3-93*

This indenture made this _____ day of _____ 198__ A.D. Between:
County of Barrhead No. 11

and

Town of Barrhead

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

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

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

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

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

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

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

SIGNED, SEALED, and DELIVERED
on behalf of the County of
Barrhead No. 11 this _____
day of _____ A.D. 19____

The County of Barrhead No. 11

REEVE

COUNTY MANAGER

Seal

SIGNED, SEALED and DELIVERED
on behalf of the Town of
Barrhead this _____
Day of _____ A.D. _____

The Town of Barrhead

MAYOR

Seal

REGULATIONS

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

"A" - MEMBERSHIP

1. membership of the Board will be composed of eight people holding the following positions:
 - (a) Mayor - Town of Barrhead
 - (b) Reeve - County of Barrhead
 - (c) Councillor sitting on Town Recreation Board
 - (d) Councillor sitting on County Recreation Board
 - (e) member at large from the Town Recreation Board
 - (f) member at large from the County Recreation Board
 - (g) member from County Recreation Board appointed by the County Council.
 - (h) member from Town Recreation Board appointed by the Town Council.
- (1.1) Each one of the above eight (8) positions may have an alternate member appointed by the respective jurisdiction to attend meetings where the regular member cannot attend.

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

2. Should the Town and County Boards disband, the "Board" would be restructured to include four additional members, two living within the Town and two living within the County to comprise a twelve (12) member board. Representatives of the recreation boards on the "Board" would be selected from the respective municipalities and appointed by the Councils.
3. The members on the "Board" shall represent the total region to the best of their ability and not just concern themselves with either of the municipalities.

4. Members of the "Board" holding specific positions as spelled out under Membership #1 (a), (b), and (c), shall remain on the board so long as they remain in their respective positions. All other members shall be appointed for a two year period. Should clause two (2) take effect those members representing the general public would be appointed for two year terms excepting for the first appointment where three would serve one year terms and three would serve two year terms.
5. All members will remain in office until notification of his/her successor is made in writing from the "Co-operating Authorities" excepting provisions of subsections 6 and 7.
6. Any member or alternate combination of the "Board" who shall be absent from three consecutive regular meetings (unless such absence be authorized by Resolution of the Board entered upon its minutes) shall be required to forfeit his/her office, and another shall be appointed to fill the remainder of his/her term of office.
7. Any member may resign from the "Board" at any time upon sending a written notice to the secretary of the "Board" to that effect. The person appointed to fill the position shall be appointed for the remainder of the term.

JG

Community Use of School Facilities

The Barrhead Board of Education wishes to make available to the public, school facilities whenever and wherever possible. It is understood, however, that school sponsored activities and events must take precedence over all other organizations. School facilities will be made available to the following:

1. Home and School Associations.
2. Education classes such as music lessons, music recitals, dancing lessons, high school classes, university extension classes, craft instruction, badminton club.
The use of school equipment in any case cannot be assured.
3. Teacher in-service education.
4. School sponsored activities such as plays, graduation, dances, band concerts, concerts, athletic events.
5. Organizations associated with children such as Scouts, Cubs, Guides, Brownies, Cadets, 4-H Groups, church youth groups, Barrhead Community Theatre, Community Clubs.
6. The Choral Society and other non-profit activities sponsored by recreation boards or Family Community Support Services.
7. All Other non-profit organizations, such as the Fish and Game Association, farmers' organizations, political parties, and religious groups.

Date: (December, 1983)

County of Barrhead #11

JG-R

Community Use of School Facilities

The following regulations shall apply to all gymnasiums and classrooms in the County of Barrhead with the exception of the Barrhead Elementary Gymnasium and banquet room facilities.

A. BOOKINGS

1. All bookings must be made at least three days in advance through the Principal of the school who shall determine the eligibility of the applicant and the availability of the facility for the time requested.
2. The application should be made in writing to the principal by the representative of the organization making the request. This representative shall be held responsible for fulfilling any conditions set out regarding care and supervision of the school facilities.
3. The principal shall designate the form of supervision required by all applicants using the facilities. All organizations involving non-profit groups must have responsible adult supervision.
4. The principal shall designate any special footwear if needed and considered necessary.
5. The principal shall determine the amount of janitorial service required beyond the janitor's normal working hours. Where such service is required, the applicant will reimburse the janitor, through the principal, at the current rate paid to janitors.
6. If conditions of use are not carried out, the applicant may be denied further use of the facilities and same shall be reported to the Superintendent.
7. All events require a local sponsor.
8. An appeal from a principal's decision may be made to the Superintendent first, then the Board of Education.
9. Chairs and tables under 6C shall be booked through the principal.

B. RENTAL FEES - EFFECTIVE APRIL 1, 1986, FOR ALL SCHOOLS

1. No fees will be charged for the first six groups listed under the policy outline with exception of janitorial fees (see A5)
2. The use of any classroom for five hours or less, plus janitorial service if required \$21.00
For more than five hours, plus janitorial service if required .. 27.50
3. The use of any gymnasium, for non-profit purposes (where no admission charged) for five hours or less plus janitorial services if required 51.50
For more than five hours 100.00
4. The use of gymnasiums for profit-making activities (where admission is charged) for five hours or less plus janitorial service 81.00
For more than five hours 120.00
5. The use of gymnasiums for dances plus janitorial services ... 146.00
6. Principals are responsible for submitting monthly accounts for school rentals to the County Office.
7. Home Ec. rooms may be available upon approval by the Principal. Preference will be given to Further Ed. and 4-H. An approved instructor or supervisor must be with the group at all times.
8. Vocational facilities will be available for Further Ed. only and must be booked through the Principal. An approved instructor must conduct the program.
9. The Music Theatre will be available only for musical events of a practice nature or recitals. No equipment except piano will be available. An adult supervisor must be present.
For five hours or less 21.00
For more than five hours per day 27.50
Janitor services, if required, are additional

C. OTHER REGULATIONS

1. It is understood that school equipment is not to be used without the principal's permission in writing. Should equipment be damaged, the organization booking the facilities shall be held responsible and will be required to reimburse the County for replacement or repair of said equipment.
2. The pianos shall not be moved without special permission of the principal of the school.
3. The Drama theatre of the J.R. Harris Junior High School shall annually be reserved for Fine Arts presentations, the fees will be \$28.50 for five hours or less, and for more than five hours \$59.00 per day. Church services and other activities not already covered in these regulations will be charged \$51.50 for five hours or less, and for more than five hours \$102.00 per day.
4. The penalty for late cancellation (24 hours) shall be 50% of the rate.
5. Whenever possible, bookings for Barrhead Schools by non-County applicants will be accommodated in the Barrhead Elementary School Gymnasium.
6. School equipment shall not be moved from school premises for other than school use with the exception of chairs and tables.
7. The use of school premises shall be confined as nearly as possible to the particular facility rented.
8. Liquor is prohibited on all school premises with the exception of the Barrhead Elementary School Gymnasium, and in special cases where written application is made to the Board of Education, permits may be issued.

SPECIAL REGULATIONS

1. Remembrance Day memorial services exempted from fees.
2. Red Cross and Blood Donor's Clinic exempted.
3. Exhibition Board Fair Days - exempted for sleeping quarters only.
4. Public Health Clinics exempted.
5. Town Annual Meeting exempted.

Community Use of School Facilities

D. BARRHEAD ELEMENTARY SCHOOL GYM

1. All bookings shall be made in writing to the Accountant at the County Office at least four (4) days in advance, who shall notify the School Administration promptly.
2. All events will require a local sponsor.
3. The Barrhead Elementary School gym may be booked as a licensed premises for events requiring a hall of large capacity, defined as more than 200 people. Board of Education reserves the right to require that approved security guards be provided at the renter's expense.
4. The gym will be available on a sectional basis only Sunday through Thursday.
5. The fees will be as follows:

- | | |
|---|---------------------|
| a) School sponsored functions | No Charge |
| b) Concerts, Plays, Films, Church Meetings,
Sports Events: | |
| For five hours or less | \$37.00 per section |
| For more than five hours | 53.00 per section |
| c) Public Meetings, Political Meetings | |
| For five hours or less | \$37.00 per section |
| For more than five hours | 53.00 per section |
| d) Banquets and Dances (locally sponsored) | 221.00 |
| For banquets only | 74.00 per section |
| A damage deposit of \$100 will be required for the use of the gym or portion thereof. | |
| e) Kitchen and/or dishes rented with gym | \$44.00 |
| f) The stage (or any portion thereof) must be requested at the time of booking. County personnel will be responsible for erecting and removing the stage. | |

One - five sections	\$10.50
Six - ten sections	16.00
Eleven - eighteen sections	26.50

DATE: March 5, 1986

Community Use of School Facilities

- g) Gymnasium bleachers will not be used unless requested at the time of booking.
 - h) Caterers and/or organizers must wash and put away dishes.
 - i) Chairs at 76¢ each and tables at \$1.46 each, money to be deposited when taken from school, (for each 24 hours away from the school) one half of which will be returned when the chairs and/or tables are returned in good conditions.
 - j) Any dishes, silverware or equipment lost or broken shall be replaced by the organization using the facilities.
 - k) Per approval by the proper authority, a piano from the Barrhead Elementary Music Room or any other school in the County will only be supplied and transferred to the Barrhead Elementary School Gym for special musical events.
 - l) High school dances booked by the Student Council are exempt from payment of the regular rental fees, nevertheless, they are responsible for the clean-up of the facility after the function or payment of the County approved janitors at the current rates.
6. The use of staples, nails or tape to secure decorations to upper gym walls is prohibited. Only tape approved by the Board is allowed on lower gym walls. It is preferred that all decorations be free standing with appropriate protection bases to prevent floor damage. All decorations must be removed by parties renting the gym immediately after the event. Any damages will be repaired by County personnel and assessed against the sponsor/renting group.
7. No regular school classes will be interrupted for the purposes of decorating the gym, setting up of tables, or placing of chairs.

DATE: March 5, 1986

Page 5 of 6

COUNTY OF BARRHEAD #11

Community Use of School Facilities

E. DUNSTABLE SCHOOL

Effective April 1, 1986, the rental rate for bridal showers at the Dunstable School will be \$19.00.

F. COUNTY OFFICE

The rental for non-County/School related activities:

From one to four hours	\$18.00
From four to eight hours	36.00
Over eight hours	54.00

G. SCHOOL PLAYGROUNDS

All snowmobiles, motor bikes and motor vehicles are prohibited from operating on the playgrounds on school property within the County. Signs will be put up accordingly.

DATE: March 5, 1986

Page 6 of 6

COUNTY OF BARRHEAD #11

**DUTIES OF RECREATION DIRECTOR
JOB DESCRIPTION**

The DIRECTOR OF RECREATION for the County of Barrhead #11, Barrhead, Alberta shall be the senior employed person responsible for the development and continuance of a comprehensive service of recreation for all the residents of the community. Her/his duties shall include:

- 1. to administer, develop and implement a broad range of recreation services for all ages and interests in the area under her/his jurisdiction.**
- 2. to keep files, records, statistics, manage and administer the affairs of the Recreation Board.**
- 3. to interpret and implement policies determined by the Recreation Board**
- 4. to act as advisor to the Recreation Board, Municipal Council, and any organizations requesting help, on any matters pertaining to recreation such as surveys, facility and program planning, equipment, program resources, budgets and general interest development.**
- 5. to continually evaluate the program of activities sponsored by the Recreation Board and initiate new activities and special services as they are required.**
- 6. to study the needs of the community, as required, and formulate plans for future development of areas and facilities to meet those needs.**
- 7. to meet with heads of private and voluntary organizations offering recreation programs with a view to furthering co-operation and co-ordination of programs.**
- 8. to carry out other duties as assigned by the Recreation Board or County Manager.**

SPECIFIC DUTIES

The Recreation Administrator shall organize and supervise an efficient administrative organization. She/he shall:

1. prepare *bi-annual reports of the recreation activities for submission to the Board.
* every six months
2. prepare the annual report for Council and such other reports as may be required.
3. prepare an annual budget for submission to the Recreation Board and County Council
4. exercise control over the normal business and correspondence of the Department.
5. maintain systematic, complete, and accurate records of Department activities and services.
6. exercise control over Department expenditures as authorized by the budget, and over other monies appropriated to the Department from time to time.
7. act as recording secretary for the Board at all meetings, prepare the agenda for meetings and forward it to all Board members in advance of each meeting.
8. report to the regular meetings of the Recreation Board regarding Department business and activities of the past month, and plans for future operations, and shall attend the Board's special meetings.

STAFF

1. to recruit voluntary leadership as required to conduct specific recreation activities.
2. to develop training courses for volunteers as often as it is necessary.
3. to keep volunteers, part-time staff and persons offering leadership in other organizations informed of leadership development opportunities offered by the Government, private agencies and institutions.
4. within the terms of the budget to develop job descriptions, employ, dismiss and give general supervision for all full or part-time staff, as per County policy.
5. Maintain an up-to-date list of possible resource people in the area.

PUBLICITY

1. to promote good public relations at all times.
2. to be responsible for publicity of all services of the Recreation Board (through bulletins, press-column, radio, television and other means), rec week, mascot.
3. to actively promote recreation by informing the community of services and by educating people in concepts and philosophy of recreation-column.

FACILITIES

1. to act as advisor to the Recreation Board or staff responsible for the purchasing of supplies, maintenance, janitorial and administrative items.
2. to advise, interpret and implement policies regarding recreation services, and the use of park areas and facilities developed by the Recreation Board.

- 3. to have complete authority over staff, patrons and any group using the facility operated by the Recreation Board.**
- 4. to have the right to call for police assistance in solving any altercations in a facility while such facility is being used for programs under direct supervision of the Recreation Board personnel, and has the authority to cause charges to be laid against persons causing such altercations.**
- 5. to be responsible for supervising of activities in any facility under the jurisdiction of the County Recreation Board.**

COUNTY OF BARRHEAD NO.11SECTION: RECREATIONEFFECTIVE DATE:SUBJECT: COMMUNITY USE OF FACILITIESREVISION DATE:PAGE NO. 1 of 2 PAGESBARRHEAD ELEMENTARY SCHOOL GYM

1. All bookings shall be made in writing to the Administrative Assistant at the County Office at least four (4) days in advance, who shall notify the School Administration promptly.
2. All events will require a local sponsor.
3. The Barrhead Elementary School gym may be booked as a licenced premises for events requiring a hall of large capacity, defined as more than 200 people. Board of Education reserves the right to require that approved security guards be provided at the renter's expense.
4. The fees will be as follows:

(a) School Functions	No Charge
(b) Concerts, Plays, Films, Church Meetings, Sports Events	
for 5 hrs. or less	\$35.00 per section
for more than 5 hrs.	50.00 per section
(c) Public Meetings, Political Meetings	
for 5 hrs. or less	\$35.00 per section
for more than 5 hrs.	50.00 per section
(d) Banquets and Dances (locally sponsored)	\$210.00
For Banquets only	70.00 per section
A damage deposit of \$100.00 will be required for the use of the gym or portion thereof.	
(f) Caterers and/or organizers must wash and put away dishes.	
(g) Chairs at 74¢ each and tables at \$1.42 each, money to be deposited when taken from school, (for each 24 hours away from the school) one-half of which will be returned when the chairs and/or tables are returned in good condition.	

- (h) Any dishes, silverware or equipment lost or broken shall be replaced by the organization using the facilities.

COUNTY OFFICE

The rental for non-County/School related activities:

From one to four hours	\$17.00
From four to eight hours	34.00
Over eight hours	50.00

Refer to Education Policy Manual - Policy JG-R for further information regarding Rental of other school facilities.

COUNTY OF BARRHEAD NO.11

SECTION: RECREATION

EFFECTIVE DATE: SEPT 17, 1984

SUBJECT: MASTER PLAN FOR THE TOWN AND
COUNTY AREA

REVISION DATE:

PAGE NO. 1 of 1 PAGE

As per the attached as approved by resolution by County Council September 17th, 1984.

COUNTY OF BARRHEAD NO.11

SECTION: RECREATION

EFFECTIVE DATE:

SUBJECT: ESTABLISHMENT OF A COUNTY
RECREATION BOARD

REVISION DATE:

PAGE NO. 1 of 1 PAGE

-
1. As per the attached By-Law No. 22A-75 and By-Law No. 2-82

COUNTY OF BARRHEAD NO.11

SECTION: RECREATION

EFFECTIVE DATE:

SUBJECT: TOWN/COUNTY JOINT RECREATION
AGREEMENT

REVISION DATE:

PAGE NO. 1 of 1 PAGE

See attached documentation.

1. By-Law No. ~~37-77~~ - Establishment of a Joint Recreation Board
By-Law No. 54-81 - Amending By-Law No. 37-77
2. By-Law No. ~~36-80~~ - Joint Recreation Board Membership

Bylaw 54-81 was rescinded by Bylaw 3-93 as the Recreation Development Act and related funding have been discontinued



REQUEST FOR DECISION

AUGUST 15, 2023



TO: COUNCIL

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

ISSUE:

Government of Alberta (GOA) is paying 50% of property taxes as grants in place of taxes (GIPOT).

BACKGROUND:

- GOA does not pay property taxes as the property is exempt.
- A municipality may apply for GIPOT funding if there is property in the municipality that the Crown has an interest in to assist with the cost of providing municipal services.
 - GIPOT grants are based on the property taxes the Crown would pay if the property were not exempt from taxation.
 - To receive GIPOT funding, applications (tax notices) for eligible property must be submitted during the tax year the municipality is applying for funding.
- For many years, grants in place of taxes were paid at 100% of property taxes, however the GOA now pays:
 - 2019 – GOA paid at 75% of submitted application
 - 2020, 2021, 2022 & 2023 – GOA will pay at 50% of submitted application

ANALYSIS:

- County of Barrhead has 91 properties that the GOA has paid GIPOT.
- Even though the GOA is only paying property taxes at 50%, the GOA requires the levy be submitted at 100% (to match the Property Tax Bylaw).
- Total 2023 property tax levy submitted was \$29,159.91
- All property taxes submitted were existing accounts which the GOA has paid GIPOT to the County of Barrhead.
- A payment of \$14,579.95 is expected with write-off of \$14,579.96 required.
- Payment is expected sometime before March 31, 2024.

STRATEGIC ALIGNMENT:

Ensuring the process of taxation is transparent aligns with the 2022 – 2026 Strategic Plan as follows:

PILLAR 4 Governance & Leadership

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

Strategy 4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

ADMINISTRATION RECOMMENDS THAT:

Council cancel property taxes in the amount of \$14,579.96, owed by Government of Alberta, in the name of Alberta Municipal Affairs and Alberta Environment and Parks.



REQUEST FOR DECISION

AUGUST 15, 2023



TO: COUNCIL

RE: PROPERTY TAX PENALTY EXEMPT LIST

ISSUE:

Council is required to review and approve the list of properties within the County of Barrhead that would be exempt from paying penalties on property taxes.

BACKGROUND:

- Certain properties within the County of Barrhead are exempt from property tax penalties:
 - Government of Alberta (GOA) does not pay penalties on grants in place of taxes (GIPOT) owing to municipalities.
 - Bylaw 3-2019, Property Tax Instalment Payment Plan (TIPP) states:
 - 5.4: No penalties shall be imposed with respect to the outstanding balance of the taxes for the current year as long as the Tax Instalment Plan remains in good standing.
 - 5.5: Penalties shall be imposed on the outstanding balance of tax arrears as per the current Tax Penalty Bylaw.
 - County of Barrhead properties would also be considered exempt from property tax penalties.

ANALYSIS:

- Property Tax Penalty Exempt List – includes tax rolls owned by the County, the Province or the Federal Government, and those property owners on TIPP and in good standing.

Name	# of Rolls
Alberta Municipal Affairs	84
Alberta Environment and Parks	7
His Majesty the King	1
Moved to Forfeited Land (County of Barrhead)	2
County of Barrhead	2
Property Tax Owners on TIPP – see below	267
2023 Total # Tax Rolls	363

- Administration reviewed and confirmed all property tax accounts that are on TIPP are in good standing (as of August 2, 2023).
 - Of the 267 properties that are on TIPP, there are 16 accounts (prior year – 18 accounts) that are paying prior year taxes along with current year taxes. Penalties will apply to tax arrears but not to current year taxes.
 - If any property tax accounts on TIPP are not in good standing at penalty dates, penalties will apply.
- There are other tax rolls belonging to municipal, provincial and federal governments that are not included in the penalty exempt list as the assessment is exempt from taxation.

STRATEGIC ALIGNMENT:

Continual monitoring and review of property taxes and the application of penalties were appropriate align with the County 2022 – 2026 Strategic Plan as follows:

PILLAR 4 Governance & Leadership

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

Strategy 4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

ADMINISTRATION RECOMMENDS THAT:

Council approves the Property Tax Penalty Exempt List for the 363 tax rolls as identified.



REQUEST FOR DECISION

AUGUST 15, 2023

M

TO: COUNCIL

RE: 2024 BUDGET SCHEDULE

ISSUE:

2024 Budget Schedule requires approval by Council.

BACKGROUND:

- Council must adopt an operating budget for each calendar year. (*MGA s 242(1)*)
- Council may adopt an interim operating budget for part of a calendar year. (*MGA s 242(2)*)
- County must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years and a capital plan for at least the next 5 years and update those plans annually (*MGA s. 283.1(2), (3), & (6)*).
- Government Finance Officers Association (GFOA) best practice for budgets include a statement of organization-wide, strategic goals and strategies that address long term concerns and issues.
- Public engagement has occurred through online survey for the past 3 years.

ANALYSIS:

- Current Strategic Plan covers years 2022 – 2026
 - Budget Priorities workshop links to Strategic Plan
- Proposed schedule includes online survey as well as an Open House in Council Chambers during regular office hours from August 28 – 31, 2023.
- 2024 Budget Schedule timelines should allow Council and Administration adequate time to:
 - thoroughly review and analyze all the necessary information (including public input),
 - develop the 2024 budget,
 - develop 3-year financial plan (2025-2027) and
 - develop Multi-Year Capital Plan
- There are many steps that are involved in the development of a budget.
 - Yellow highlights in the attached schedule are for the purpose of flagging days on which Council's participation is required.
 - "Hold the Date" meeting requests have been sent out to Council and Administration which will be confirmed once Council has reviewed and approved the 2024 Budget Schedule
- 2024 Budget Schedule provides clear direction, transparency and accountability and also facilitates the scheduling of meetings and opportunities for public engagement.

STRATEGIC ALIGNMENT:

Council's adoption of the 2024 Budget Schedule aligns with the 2022 – 2026 Strategic Plan as follows:

PILLAR **4 Governance & Leadership**

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

Strategy 4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

ADMINISTRATION RECOMMENDS THAT:

Council approves the 2024 Budget Schedule as presented.

2024 BUDGET CYCLE - COUNTY OF BARRHEAD

[illegible]



REQUEST FOR DECISION

AUGUST 15, 2023

N

TO: COUNCIL

RE: COMMUNITY PEACE OFFICER (CPO) – NEW POLICIES

ISSUE:

To apply to Alberta Justice & Solicitor General to become an authorized employer of a Community Peace Officer (CPO), the County is required to develop and maintain several policies.

BACKGROUND:

- 2023 Operating & Capital budgets include the transition to a full-time in-house CPO program with 1 full-time officer.
- Administration is working on the “Authorized Employer” application package to be submitted to Alberta Justice & Solicitor General.
- February 23, 2023 – Committee of the Whole had the opportunity to review the requirements of the CPO Program and several of the required CPO Policies.

ANALYSIS:

- Attached policies have been drafted in accordance with the following as appropriate:
 1. Alberta Justice & Solicitor General - Public Security Peace Officer Program Policy & Procedures Manual, March 2022
 2. *Peace Officer Act, 2006*
 3. *Peace Officer (Ministerial) Regulation, 263/2021*
 4. *Peace Officer Regulation, 291/2006*
 5. *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*
 6. County Records Management Bylaw 2-2023
 7. Alberta Association of Community Peace Officers – Dress Uniform Bylaw; Use of Badges Bylaw
 8. *Criminal Code of Canada*
- Attached policies require Council approval:
 - PS-007 CPO Evidence Collection & Management
 - PS-008 CPO Weapons & Use of Force
 - PS-011 CPO Communications System
 - PS-012 CPO Uniform & Equipment Standards
 - PS-013 CPO Duties & Responsibilities

STRATEGIC ALIGNMENT:

Council approval of the attached CPO policies aligns with the County 2022-2026 Strategic Plan in the following areas:

PILLAR 3: RURAL LIFESTYLE

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

GOAL 3 - Rural character and community safety is preserved by providing protective & enforcement services

PILLAR 4: GOVERNANCE & LEADERSHIP

Outcome – *Council is transparent & accountable*

GOAL 1 – Create, review & update County policies

ADMINISTRATION RECOMMENDS THAT:

Council approve the following policies for the CPO Program:

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



Policy Title: CPO – Evidence Collection & Management

Policy Number: PS-007

Functional Area: Protective Services

PURPOSE

To establish proper procedures for the collection, handling, storage and disposal of evidence.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to provide a policy with instructions for CPOs on evidence collection, handling, storage and disposal.

During the course of their duties a CPO may be required to seize evidence and therefore, when any type of evidence comes into the possession of a CPO, care must be taken to preserve the evidence in its original form.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “County” means County of Barrhead No. 11
- c) “CPO” means a Community Peace Officer employed by the County of Barrhead
- d) “Digital Multimedia Evidence or DME” means all digital recording, to include, but not limited to audio, video, photographs and the associated metadata.
- e) “Evidence” means any item gained, recovered or seized during an investigation; also includes but not limited to DME, notebooks, and files.
- f) “FOIPP” means *Freedom of Information & Protection of Privacy Act*, as amended from time to time.
- g) “Metadata” means any digital identifiers that are captured as part of the actual recording such as date, time, GPS coordinates, labeling, etc.

GUIDELINES

1. Handling Evidence

- 1.1 If an item is seized or recovered, CPOs will safeguard and store evidence by taking at a minimum the following steps:
 - a) Create an Evidence Report documenting all actions of the CPO
 - b) Enter item in evidence log with associated file number
 - c) Place evidence in evidence bag and ensure the following is included on the evidence bag/tag:
 - i. File number
 - ii. Name of owner(s) if known
 - iii. Name of suspect or accused, if applicable

- d) Maintain continuity of evidence or chain of custody
- e) Safeguard of evidence from theft or loss by
 - i. Placing evidence in a secure location such as a locked cabinet or room
 - ii. Evidence in the form of DME, notebooks and files may be maintained electronically
 - iii. Access to evidence is limited to CPOs and the CAO or their designate
 - iv. Any access to evidence shall be documented
- f) Complete all requirements in the evidence log for recording the seizure, movement and disposition of seized items

1.2 Licenses & License Plates

- a) All licenses and license plates seized in relation to any offence are to be properly marked for identification
- b) These items are to be returned to Alberta Registries and the file closed

1.3 Controlled Drugs & Substances

- a) All incidents where controlled drugs and substances are located, observed or suspected will be referred to RCMP for investigation and/or follow up

2. Handling of DME

- 2.1 All files from body-worn and in-car cameras may be considered as evidence and shall be securely downloaded and stored in accordance with CPO Policy – Record Management System as soon as reasonably possible.
- 2.2 Each file shall contain information related to the date, time and CPO who wore or used the camera

3. Confidentiality & Release of Information

- 3.1 All information contained in CPO files both electronic and print, is considered to be the property of the County and will be used and disclosed by the County in accordance with *Freedom of Information & Protection of Privacy Act*.
- 3.2 Authorization for release of information to the public or outside agencies, excluding other enforcement agencies, ultimately rests with the CAO as the FOIPP Coordinator and may require legal consultation.
- 3.3 Any evidence to be used in a *Criminal Code* proceeding shall be turned over to the RCMP immediately, after pertinent information such as date, name, and rank of the RCMP member to whom the evidence was released is recorded.

4. Disposal of Evidence

- 4.1 Upon conclusion of the file or any court proceedings, proper disposal of evidence is required:
 - c) Ensure signature is obtained on Evidence Report form when disposing of evidence
 - d) Return property to rightful owner
 - e) Comply with the direction of the courts
 - f) Comply with the County Records Management Bylaw
- 4.2 Unclaimed Evidence / Property
 - a) All unclaimed property must be held by the County for a period of no less than 30 days from when it was obtained, or 30 days following the conclusion of a court proceeding.

b) At the end of 30 days the property can be disposed of or destroyed

4.3 CPO shall document disposal or destruction of evidence in evidence log and associated file

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy& Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*
- 4) *Freedom of Information & Protection of Privacy Act, RSA 2000 Chapter F-25*
- 5) County Records Management Bylaw 2-2023
- 6) CPO Policy – Records Management System

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026

Policy Title: CPO – Weapons & Use of Force

Policy Number: PS-008

Functional Area: Protective Services

PURPOSE

To implement a process for the proper use of force to protect a CPO against a threat to their safety and to ensure a CPO is properly trained and responsible for the use, storage, and maintenance of weapons that they are authorized to carry.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to:

- Operate a CPO Program that is consistent with the direction of the Public Security Peace Officer Program Policy & Procedures Manual and compliant with the *Peace Officer Act, 2006*, *Peace Officer (Ministerial) Regulation 263/2021* and *Peace Officer Regulation 291/2006* as amended from time to time.
- Provide a policy and process to ensure CPOs work in a manner that uses the minimum amount of force reasonably necessary to safely control a situation.
- Maintain policies and procedures to ensure appropriate CPO training for the use, storage, and maintenance of weapons.

By virtue of their appointment and in accordance with the *Criminal Code of Canada*, a CPO is permitted to carry personal protective equipment and exercise a reasonable use of force to protect themselves against a threat to their safety in carrying out their duties and responsibilities.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead

DEFINITIONS

- a) “*Authorized Employer*” means the County of Barrhead No. 11 as represented by the CAO
- b) “*Authorized Weapons*” means weapons listed in the terms and conditions on the employer’s authorization as imposed by the Minister; these weapons include extendible baton, OC Spray and shotgun
- c) “*CAO*” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate
- d) “*County*” means County of Barrhead No. 11
- e) “*CPO*” means a Community Peace Officer employed by the County of Barrhead
- f) “*Director of Law Enforcement*” means the Assistant Deputy Minister (ADM) of Public Security Division of Alberta Justice & Solicitor General
- g) “*Minister*” means the Minister responsible for the *Peace Officer Act*
- h) “*OC Spray*” means an aerosol defensive device designed to incapacitate a subject by the discharge of Oleoresin Capsicum Spray using a concentration that does not exceed 1.33% major capsaicinoids; inflammatory agent that occurs naturally in cayenne pepper

- i) “Shotgun” means a firearm that is a 12-gauge caliber and not a semi-automatic
- j) “Use of Force” means exercising any actions above empty hand control (physical control) that results in physical strikes or the deployment of CPO authorized weapons (extendible baton, OC spray and shotgun).
- k) “Weapon” means a weapon listed in the *Peace Officer Regulation, s. 4* that a CPO in the County of Barrhead may be authorized to carry and use and includes an Extendible Baton, OC Spray, and Shotgun

GUIDELINES

1. Issuance & Use of Authorized Weapons

1.1 County may issue authorized weapons to CPOs conditional upon:

- a) Compliance with the County’s Authorized Employer terms and conditions
- b) Compliance with the terms and condition of the CPO’s appointment as authorized by Alberta Justice & Solicitor General
- c) Successful completion of use of force training, certification and recertification as required
- d) Successful completion of authorized weapons specific training, certification and recertification as required

1.2 Authorized weapons shall only be utilized in the execution of the CPOs duties as follows:

CPO Duty	Authorized Weapon		
	Extendible Baton	OC Spray	Shotgun
As an aid to arrest a resisting person when lesser means are not likely to succeed or have failed	Permitted	Permitted	X
As an aid to control a person or crowd when lesser means are not likely to succeed or have failed	Permitted	Permitted	X
To control an attack or threat of an attack from animals	Permitted	Permitted	Permitted
To humanely dispose of an animal with the approval of a Wildlife Officer under the <i>Wildlife Act</i> .	N/A	N/A	Permitted
Duties related to <i>Animal Protection Act, Dangerous Dog Act, Stray Animals Act</i>	N/A	N/A	Permitted
During the course of training	Permitted	Permitted	Permitted

1.3 CPOs shall only carry and use the authorized weapons and ammunition issued by the County

1.4 CPOs shall at no time use authorized weapons for the purpose of a demonstration

1.5 Authorized weapons and ammunition issued to a CPO remain the property of the County

2. Extendible Baton

2.1 Batons shall only be used when other forms of force have not been effective and only sufficient force to obtain control is permitted

- a) Reasonable care must be taken to avoid striking a person on the head, neck or spine

- b) Baton is used to disable a person temporarily without causing permanent damage

2.2 CPOs carrying batons are required to:

- a) Immediately report the incident when a use of force has occurred with a baton as outlined in section 5.1 of this policy
- b) Ensure that when off-duty, the baton is secured in a locked cabinet in the office
 - i. In the event that the baton remains in the possession of a CPO at their residence, the CPO shall ensure that the baton is secured in a locked drawer or cabinet
- c) Perform weekly inspections of the baton, report any defective baton and replace immediately

3. OC Spray

3.1 CPOs carrying OC Spray are required to:

- a) Ensure that when off-duty, OC Spray and replacement canisters are secured in a locked cabinet in the office.
 - i. In the event that the OC Spray remains in the possession of a CPO at their residence, the CPO shall ensure that the OC Spray is secured in a locked drawer or cabinet
- b) Inspect all issued OC Spray canisters at least once every 3 months to ensure they function properly

3.2 A CPO involved in an occurrence where OC Spray was utilized as a means of force shall:

- a) Ensure that the OC Spray has diminished before approaching the subject to avoid personal contamination
- b) Make every effort to offer verbal reassurance and relieve the discomfort once the subject is placed under control.
- c) Decontaminate the subject at the 1st reasonable opportunity if the subject allows by exposing the affected area to fresh air and flushing with cool water if available
- d) Contact RCMP as soon as possible to take custody of the individual
- e) Monitor subject's condition and provide or seek medical assistance if required
- f) Immediately report the incident when a use of force has occurred with OC Spray as outlined in section 5.1 of this policy

4. Shotgun

4.1 Use of a shotgun shall be in accordance with Provincial and Federal statutes and carried out in the course of the CPOs duties pursuant to the CPO enforcing any of the following Acts or regulations

- a) *Animal Protection Act*
- b) *Dangerous Dogs Act*
- c) *Stray Animals Act*

4.2 Whenever a CPO discharges a shotgun that is not in the course of duties to enforce legislation outlined in section 4.1, or not in the course of training,

- a) the action shall be reported as outlined in section 5.1 and 5.2 of this policy
- b) the action may result in criminal charges and/or constitute a contravention of the CPOs appointment

4.3 CPOs are fully responsible for the care, service, storage and handling of the shotgun in their care

4.4 A shotgun shall remain unloaded until such time that a CPO requires it for an approved use

- 4.5 A shotgun shall not be taken out in the presence of civilians for the purpose of display, or allowed to enter into the control of unauthorized individuals at any time
- 4.6 Shotguns carried in a patrol vehicle shall:
- a) Not have a shell in the breach
 - b) Be secured in an approved locking device mounted to floorboards in rear storage area of CPO vehicle, or if not feasible, ceiling mounted in rear compartment; quick release locking systems are prohibited
 - c) Additional ammunition shall be carried in a locked case or in the trunk of the patrol vehicle
- 4.7 Shotguns stored in the office shall be secured in accordance with the *Firearms Act* as follows:
- a) Not have a shell in the breach
 - b) Be stored in a locked cabinet or room with a trigger lock
 - c) Ammunition shall be stored in a locked cabinet separate from the shotgun
- 4.8 Shotgun shall not be altered and shall be kept in working order at all times

5. Reporting Use of Force & Discharge of Shotgun

- 5.1 Whenever a CPO takes action that includes but is not limited to the use of an extendable baton, OC spray or a shotgun that results in or is alleged to have resulted in the use of force, injuries, or causes the death of another person the CPO shall:
- a) Immediately report the use of force to the CAO
 - b) Make detailed notes of the incident and complete an Incident Report
 - c) In the case of grievous bodily harm or lethal force the CPO shall immediately notify the RCMP.
 - i. As applicable, the RCMP shall conduct a thorough investigation into the incident
- 5.2 CAO shall, upon notification of any use of force, and in accordance with this policy and policy PS-010 CPO – Reporting Requirements:
- a) Immediately and no later than 24 hours after incident, notify the Director of Law Enforcement of the incident
 - b) Consult with investigating RCMP if applicable
 - c) Consult with certified training instructors if applicable
 - d) Review the requirements of the use of force as they relate to the incident
 - e) Evaluate procedures and training related to use of authorized weapons
 - f) Determine whether
 - i. Any training issues are apparent
 - ii. Directives and procedures were adequate and effective
 - iii. Directives and procedures were followed in the circumstances
 - g) Ensure that the internal review is independent of, and does not interfere with any criminal investigation by the RCMP
- 5.3 For further clarity, whenever a shotgun is discharged or used by a CPO during the course of the CPOs duties pursuant to the CPO enforcing the *Acts* or regulations listed in s. 4.1 of this Policy or in the course of training, CPOs shall:
- a) Immediately advise the CAO

- b) Complete an Incident Report

6. Loss or Theft of Authorized Weapons

6.1 If a CPOs weapon is lost or stolen a CPO shall:

- a) Immediately report the loss or theft to the RCMP and the CAO as the authorized employer

7. Use of Physical Force

7.1 CPOs will only be justified in using force when:

- a) they are in lawful execution of their duties
- b) circumstances lead them to believe that the use of force is necessary
- c) their belief is based on reasonable grounds
- d) only as much force as necessary is employed

7.2 CPOs will only use the minimum amount of force reasonably necessary to safely control the situation

7.3 Use of any carotoid control (sleeper hold) or any other form of neck restraint is prohibited

7.4 CPOs in control of a subject is not relieved of their responsibilities regarding force until custody is transferred to the RCMP or the subject is released from custody

7.5 Under the Criminal Code of Canada, a CPO is criminally responsible for any excessive use of force

8. Training & Requalification

8.1 Physical Force

- a) CPOs shall be trained in the use of force and control techniques such as but not limited to PPCT (Pressure Point Control Tactics) or CTSS (Control Tactics & Survival Skills)

8.2 Extendible Batons

- a) CPOs shall be trained in the use, care, handling and storage of extendible batons and shall satisfactorily complete their training before being issued a baton.
- b) CAO or designate is responsible for maintaining a record of all batons issue to County CPOs.
 - i. Records shall include the CPOs name, officer number, make and model of baton

8.3 OC SPRAY

- a) CPOs shall be trained in the use, care, handling and storage of OC Spray and shall satisfactorily complete their training before being issued OC Spray and replacement canisters.
- b) CAO or designate is responsible for maintaining a record of all OC Spray and OC canisters issued to County CPOs.
 - i. Records shall include the CPOs name, officer number, make and model of OC canister, serial number, size or volume of canister and expiry date.

8.4 Shotgun

- a) CPOs shall be trained in the use, care, handling, and storage of shotguns and shall satisfactorily complete their training before being issued a shotgun and ammunition

8.5 Requalification

- a) CPOs shall at a minimum, be recertified every 3 years for use of force, and the use, care, handling and storage of extendible batons and OC spray

- b) CPOs shall at a minimum be recertified annually for use, care, handling and storage of shotguns and ammunition

9. Rendering Medical Aid

- 9.1 Medical aid must be a primary consideration after a use of force incident
- 9.2 Once the potential threat is controlled and the CPOs safety considerations are satisfied, every effort must be made to attend to the medical needs of the subject. This may include calling for emergency medical services.
- 9.3 Prior to arrival of such services, 1st aid treatment should be initiated by the CPO at the scene, as appropriate or as soon as possible thereafter when circumstances permit

10. Disciplinary Action

- 10.1 An authorized weapon issued to a CPO may be removed from a CPOs possession when the CPO is found to have used the authorized weapon in a manner that contravenes this policy
- 10.2 When an authorized weapon has been removed from a CPOs possession, the authorized weapon will not be returned to the CPO until the circumstances resulting in such action being taken have been reviewed by the CAO and Alberta Solicitor General as required
- 10.3 Upon reviewing the circumstances resulting in the removal of an authorized weapon from the possession of a CPO, the CAO may recommend conditions which shall be met by the CPO before an authorized weapon is re-issued

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy& Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*
- 4) *Criminal Code of Canada*
- 5) *Firearms Act*
- 6) *Animal Protection Act*
- 7) *Dangerous Dogs Act*
- 8) *Stray Animals Act*
- 9) CPO – Reporting Requirements (PS-010)

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026



6Policy Title: CPO – Communication System

Policy Number: PS-011

Functional Area: Protective Services

PURPOSE

To implement a communications system to ensure prompt and efficient communications which is vital to the security, safety, and well-being of County CPOs.

POLICY STATEMENTS

While on duty, CPOs are required to have a method of communication on their person that permits 2-way communication with a control center, other Law Enforcements Officers, Emergency Services, and the County.

County is committed to working with the Employee Safety Office (ESO) formerly the Provincial Radio Control Center (PRCC) to provide reliable and consistent tracking, monitoring, and communications with CPOs.

SCOPE

This policy applies to all Community Peace Officers employed by the County of Barrhead

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “Control” means a service provided by Employee Safety Office (ESO), formerly the Provincial Radio Control Center (PRCC).
- c) “County” means County of Barrhead No. 11
- d) “CPO” means a Community Peace Officer employed by the County of Barrhead

GUIDELINES

1. Communication Equipment

1.1 CPOs shall be issued / equipped with:

- a) Portable 2-way radio and accessories
- b) Cell phone and accessories
- c) GPS tracking technology
- d) Laptop

1.2 CPO is responsible for ensuring that portable radios and cell phones are charged and turned on throughout their shift.

- a) Vehicle charger for cell phones must be carried in the patrol vehicle

2. Control Center Monitoring Service

2.1 CPO shall use Employee Safety Office (ESO; also known as the “Control”) as the monitoring service for the County

- a) Control will provide 24/7/365 two-way communications for CPO
 - b) Control will use a mixture of 10 codes and procedural words to cover most everyday situations (see Appendix)
- 2.2 CPO contact information list, patrol vehicle and portable radios used by a CPO shall be forwarded to Control
- a) Information to be reviewed and updated annually or when staffing or equipment changes

3. Use of Radio Communication

- 1.3 Radio communication is the primary means of communication as this will assist in communicating the CPOs location and incident type
- 1.4 Radio communication should only be used when necessary, otherwise radio silence should be maintained.
- 3.1 Following circumstances require the use of communication:
- a) Logging on and off duty at a specific location
 - b) Significant location changes
 - c) Emergency or other calls for assistance (if authorized to provide service)
 - d) Receiving orders or instructions as relayed by Control staff
 - e) Requesting and receiving essential law enforcement information such as 10-27 or 10-28
 - f) Exchanging information with other Peace Officers, Police services or the County
 - g) Radio checks
 - h) Change of CPO status (e.g., lunch, office, court, etc.)
 - i) Hazardous situations (e.g., roadside checks, serving orders); use of 10 codes is required
 - j) Trouble reporting (e.g., poor cell service, unserviceable radio towers)

4. Types of Communication

4.1 Booking on Shift (10-36)

- a) At the start of every shift, a CPO shall book on with Control (10-36)
- b) CPO may be exempted from 10-36 when not performing regular duties
- c) CPO shall utilize the radio to book on with Control; cell phone may be used only if radio is not operating
- d) When going 10-36 CPO shall provide:
 - i. Call sign with badge and patrol vehicle number
 - ii. An end time of shift
 - iii. Current location

4.2 Vehicle / Traffic Stops (10-11)

- a) When conducting traffic stops, CPO shall contact Control via radio and advise that they are going 10-11
- b) When Control responds and clears CPO to go ahead, CPO shall provide

- i. Call sign
 - ii. Exact location
 - iii. Vehicle license plate # and province
 - iv. Estimated duration of traffic stop (request timer)
- c) Control will record all information provided and put CPO on the requested timer
 - i. At end of timer, Control will do a 10-70 check on the CPO
 - ii. CPO may cancel the timer if they have completed the 10-11 by advising Control they are back in service (10-8), or if not finished with the 10-11, they shall request an additional timer
- d) Once 10-11 is completed, CPO shall notify Control and go back in service (10-8)

4.3 Residential Visit / Site Inspection (10-77)

- a) When attending a residential or commercial property, CPO shall contact Control via radio and advise they are going 10-77
- b) When Control responds and clears the CPO to go ahead, CPO shall provide
 - i. Call sign
 - ii. Exact location
 - iii. Any special or identifying marks or description of the property
 - iv. Advise Control that CPO is on portable (10-76)
 - v. Advise Control with the length of time they require for 10-70 checks (e.g., 5 minutes, 10 minutes, etc.)
- c) Control will record all information provided and put CPO on a timer for the specified time required
 - i. At the end of timer, Control will do a 10-70 check on the CPO
 - ii. CPO may cancel the timer if they have completed the 10-77 by advising Control they are back in service (10-8)
 - iii. If CPO is not finished with the 10-77, they shall request an additional timer
- d) Once 10-11 is completed, CPO shall notify Control and go back in service (10-8)

4.4 Out of Vehicle (10-76)

- a) Other than a Vehicle / Traffic Stop (10-11), if a CPO is going to be out of the patrol vehicle, and only has access to a portable radio, the CPO shall notify Control by going 10-76
 - i. CPO shall provide Control with a plain language description of what they are doing and an estimated time for their duties
 - ii. CPO shall ask for a timer for that period; timer may be extended if duties last longer
- b) Once 10-76 is complete and CPO is back in their patrol vehicle, CPO shall notify Control they are back in service (10-8)

4.5 Out of Service (10-7) / Back in Service (10-8)

- a) If a CPO is going to be out of service for an extended period of time (i.e., meetings, training, office, etc.) they shall contact Control to advise of location and reason for the 10-7 status.
 - i. Control will suspend hourly 10-70 welfare checks while CPO is out of service (10-7)
- b) When CPO is ready to return to service, they shall contact Control to advise that they are now back in service (10-8)

4.6 Occupants in Patrol Vehicle

- a) CPO shall advise Control of the identity of other occupants in the patrol vehicle

4.7 Booking Off Shift (10-35)

- a) CPO shall book off (10-35) with Control at the end of the shift

5. Emergency Button Activation (10-33)

5.1 Portable radios issued to CPO shall have an emergency button function programmed that will be monitored by Control

5.2 If a CPO initiates an emergency call, the CPO should convey the following information to Control:

- a) CPO call sign
- b) 10-33 status code
- c) Location of emergency
- d) Nature of emergency
- e) Type of assistance required (e.g., police, fire, ambulance)
- f) If there are any injuries
- g) If any weapons are involved
- h) Any other relevant information

5.3 If Control does not receive a response from a CPO that has declared an emergency, Control will contact the RCMP to attend the last known location of the CPO requesting 10-33

6. Unable to Contact Process

6.1 When CPO has not called Control prior to end of safety timer, Control shall take the following steps in the order presented below:

- a) Call CPO using primary radio system, if unable to contact CPO proceed to next step
- b) Control shall immediately attempt to contact CPO via radio, cell phone or land lines and repeat for 2 minutes; if this fails proceed to next step
- c) Contact a known nearby Officer; if another officer cannot be reached
- d) Contact CPOs immediate supervisor or designate by phone; if supervisor cannot be reached
- e) Contact RCMP requesting attendance at the CPOs last known location

6.2 CPO shall not allow any other Officer answer a 10-70 check for them without the other Officer providing their own call sign to Control

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy & Procedures Manual, 2022
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026

APPENDIX A

10-CODES (CONFIDENTIAL)

Code	Description	Code	Description
10-1	Signal Weak	10-22	Disregard
10-2	Signal Good	10-23	Arrived on Scene
10-3	Stop Transmitting	10-24	Assignment Completed
10-4	Affirmative (ok)	10-25	Report to (meet)
10-5	Relay (To)	10-26	Estimated Time of Arrival (ETA)
10-6	Busy	10-27	Licence – normally a drivers licence
10-7	Temporarily Out of Service	10-28	Ownership Information (vehicle plate)
		10-28P	Vehicle Permit Information
10-8	Back in Service from 10-7	10-29	Records Check Persons/Vehicle/Property/Boats & Motors/CNI-CRS File
10-9	Say Again	10-30	USED AS WARNINGS TO OFFICERS Danger/Caution Code “Victor” (Violence) “Ecko” (Escapee) “Mike” (Mental) “Sierra” (Suicide) “Foxtrot” (Firearms)
10-10	Negative	10-31	Pick-up
10-11	Potentially Hazardous Situation Requiring a safety time. Such as, a roadside or other stop, transporting prisoners or serving summons	10-32	Unit Needed (Specify)
10-12	Stand By (stop)	10-33	HELP ME QUICK
10-13	Existing Conditions	10-34	Time
10-14	Message/Information	10-35	Off Duty at location ...
10-15	Message Delivered	10-36	On Duty at location ...
10-16	Reply to Message	10-37	Vehicle Returning to Office
10-17	Enroute	10-38	Fatality
10-18	Urgent	10-39	Hostage
10-19	(in) Contact	10-40	Possible Hit on Persons/Vehicle/Property
10-20	Location – “my location is” or “what is your location”	10-41	Possible Hit Confirmed with Originator
10-21	Call (by phone) or “telephone #”	10-42	Person/Vehicle in Surveillance Category

10-43	Person in Parole Category	10-64	Dispatch Ambulance
10-44	Person in Charged Custody	10-65	Escort (prisoner/mental)
10-52	Stolen Vehicle CPIC Entry	10-66	Remain in Service
10-60	Dangers/Police Hater - Extreme Caution	10-67	Anything for me?
10-61	Station Calling-Identify Yourself	10-68	Breathalyzer Operator Required
10-62	Unauthorized Listeners – Guard Conversation	10-72	Armed Robbery
10-63	Dispatch Tow Truck	10-74	False Alarm

APPENDIX B

PHONETIC ALPHABET

International Telecommunication Union (ITU) phonetic alphabet:

Letter	Word
A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo
L	Lima
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Unicorn
V	Victor
W	Whiskey
X	Xray
Y	Yankee
Z	Zulu

Policy Title: CPO – Uniform & Equipment Standards

Policy Number: PS-012

Functional Area: Protective Services

PURPOSE

To ensure standardization of uniforms and equipment used by CPOs in the County of Barrhead.

POLICY STATEMENTS

CPOs should be properly attired in professional, safe, and functional uniforms and provided with the necessary tools and equipment to perform their duties.

As an authorized employer, the County of Barrhead is required to ensure uniforms, insignia, and badges worn by a CPO are compliant with the *Peace Officer Act, 2006*, *Peace Officer (Ministerial) Regulation 261/2021* and *Peace Officer Regulation 244/2021* as amended from time to time.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead

DEFINITIONS

- a) “CAO” means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) “County” means County of Barrhead No. 11
- c) “CPO” means a Community Peace Officer appointed by Alberta Justice & Solicitor General, Director of Law Enforcement and employed by the County of Barrhead
- d) “Director of Law Enforcement” means the Assistant Deputy Minister (ADM) of Public Security Division of Alberta Justice & Solicitor General
- e) “Shoulder Flash” means a crest affixed to the uppermost portion of any sleeve of any outerwear garment that is approved by the Director of Law Enforcement and is for the purpose of identifying Enforcement Services of the County.

GUIDELINES

1. Uniforms

- 1.1 While on duty, CPOs shall wear a complete uniform issued to them by the County unless otherwise approved by the CAO
 - a) When a CPO has been approved to not wear their working uniform (i.e., training, light duty), they must comply with the County Dress Code.
- 1.2 County will issue and maintain the following standard and dress uniforms to the CPO:
 - a) 3 pairs of blue pants with a vertical grey stripe
 - b) 1 pair of blue dress pants with a vertical grey stripe
 - c) 1 blue dress tunic

- d) 3 long-sleeved gray shirts– with shoulder flash
 - e) 3 short-sleeved gray shirts – with shoulder flash
 - f) 2 sweaters navy blue
 - g) 1 pair of black boots
 - h) 2 patrol jackets navy blue (winter & summer)
 - i) 1 raincoat
 - j) 1 set of coveralls
 - k) 4 pairs of gloves (winter, summer, work/leather, slash-resistant)
 - l) Hats - 1 summer hat, 1 winter toque, 1 approved ball cap when performing specialized duties
 - m) 1 belt
- 1.3 Dress uniform must comply with Alberta Association of Community Peace Officers (AACPO) – Dress Uniform Bylaw
 - 1.4 CPO shall not wear any part of the uniform when off-duty.
 - 1.5 CPO are required to keep their uniform kit in good, clean condition and are required to report any damaged article of the uniform to the CAO as soon as possible.
 - 1.6 Appearance in Court – when testifying in Court or at any proceeding or hearing, CPO shall appear in Court in the working dress of the day

2. Identification

- 2.1 CPO may be issued 1 wallet badge (County specific or AACPO)
 - a) If CPO is issued a AACPO badge they must comply with AACPO – Use of Badges Bylaw
- 2.2 CPO shall immediately report a lost or stolen badge to the CAO and RCMP
- 2.3 CPO shall wear a name tag at all times when in uniform
 - a) Name tag shall show the 1st initial and last name of the CPO
 - b) Name tag must appear at all times on the outer most garment of uniform being worn
- 2.4 Any article of uniform that can be worn in an exterior fashion shall have the official crest of the County of Barrhead Enforcement Services (same as the shoulder flash).

3. Equipment

- 3.1 CPO shall only carry equipment issued to them by the County
- 3.2 CPO shall not carry any equipment issued by the County when off-duty
- 3.3 CPO shall maintain issued equipment in good order
- 3.4 CPO shall handle all equipment in a responsible manner
- 3.5 CPO shall report damage to equipment or faulty equipment to the CAO immediately
- 3.6 County will issue the following standard equipment to CPO:
 - a) Motor vehicle marked in accordance with provincial legislation and equipped with approved lights and siren, prisoner security shield, RADAR, GPS, in-car video system
 - b) Laptop with in-car mount and in-office docking station

- c) Portable 2-way (encrypted) radio (with extra battery and/or charging cable); pre-programmed emergency help button
- d) Cell phone with charger
- e) Personal protection items:
 - i. 1 - body armor vest (replaced as needed or when the body armor expires) visibly marked with "Peace Officer"
 - ii. Defensive extendible baton with holder
 - iii. OC Spray
 - iv. 1 - high visibility vest
 - v. Latex gloves
- f) 1 - Flashlight (and batteries) with holder
- g) Fire extinguisher
- h) Service belt with required equipment
- i) 2 - sets of hand cuffs as restraining devices with keys
- j) 1st aid kit
- k) 6 - orange/red pylons (at minimum)
- l) 6 - electronic road flares (at minimum)
- m) 1 - Dog snare control pole
- n) 1 - Dog pole, snaring non-control
- o) 2 - Leashes (6')
- p) Cat control bite gloves
- q) Any other equipment as deemed necessary by the CAO

3.7 CPO shall wear their County issued body armor at all times while in uniform and on active duty outside of the office

3.8 CPO are required to keep their uniform kit in good, clean condition and are required to report any damaged article of the uniform to the CAO as soon as possible.

3.9 CPO are required to inspect and maintain their equipment and vehicle to ensure cleanliness and proper working order; any faulty equipment or damage to their is to be reported immediately to the CAO

4. Use of Patrol Vehicle

4.1 CPO shall operate patrol vehicles in a responsible manner and only for a purpose related to their duties and position.

4.2 No other individual may operate a patrol vehicle with the exception of servicing or to facilitate the repair or exchange of the vehicle

4.3 CPO will not operate a patrol vehicle if tired from lack of sleep, sickness or taking medication that could impair their ability to perform their duties.

4.4 Patrol vehicles will be kept clean, maintained and in a state of "operational readiness"

4.5 CPO duty bags shall not be placed in the back seat of patrol cars.

4.6 CPO may take a patrol vehicle home only when on call or when approved by the CAO.

4.7 Patrol vehicles will not be driven outside the County boundaries without permission from the CAO

5. Jewelry & Body Art

5.1 Medic alert necklaces/bracelets may be worn

5.2 Wearing of visible jewelry while on duty in uniform may present a health and safety hazard and shall not be worn with the exception of stud earrings.

5.3 Body art on the hands, face or visible above the collar is not permitted.

6. Termination of Employment

6.1 When a CPO leaves employment with the County for any reason, they shall turn in their badge, notebook and all issued clothing and equipment to the CAO

6.2 Replacement costs may be assessed against any CPO who fails to return items belonging to the County upon their leave.

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

1) Alberta Solicitor General – Public Security Peace Officer Program Policy& Procedures Manual, 2022

2) *Peace Officer Act, 2006*

3) *Peace Officer (Ministerial) Regulation, 263/2021*

4) Alberta Association of Community Peace Officers – Dress Uniform Bylaw; Use of Badges Bylaw

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026

Policy Title: CPO – Duties & Responsibilities

Policy Number: PS-013

Functional Area: Protective Services

PURPOSE

To provide clear direction on the duties, responsibilities and authority of CPOs employed by the County of Barrhead.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead will employ Level 1 CPOs and is therefore required to provide a policy that outlines the duties and responsibilities of a CPO.

CPOs are empowered through Alberta Justice pursuant to the *Peace Officer Act* and by the County pursuant to the *Municipal Government Act*.

- By virtue of their position, CPOs are authorized to enforce certain provincial legislation and municipal bylaws and will do so in accordance with the terms and conditions of the County's Authorization under the Public Security Peace Officer Program and the terms of the CPOs appointment.
- At times, their duties will place them in situations where they will encounter other breaches of the law which will require a response.

CPOs shall embrace the rule of law and will apply all laws, policies, and directives in a manner in keeping with the principles of fairness and equity while exercising reasonable discretion.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead.

DEFINITIONS

- a) "CAO" means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative
- b) "County" means County of Barrhead No. 11
- c) "CPO" means a Community Peace Officer appointed by Alberta Justice & Solicitor General, Director of Law Enforcement and employed by the County of Barrhead
- d) "Evidence" means any item gained, recovered or seized during an investigation; also includes but not limited to DME, notebooks, and files.

GUIDELINES

1. Criminal Code & Federal Statute Enforcement

1.1 There will be no active enforcement of the *Criminal Code of Canada* or other federal statutes by CPOs.

1.2 Encountering a person found committing a criminal offence:

- a) CPO has a statutory authority under the Criminal Code of Canada s. 494 to arrest the person. If the CPO arrests an individual the CPO is required to:
 - i. Secure and safeguard the individual under arrest
 - ii. Maintain and secure the scene

iii. Request RCMP presence immediately

- 1.3 Encountering a person for whom a warrant exists under a law for which CPO has no authority to enforce
 - a) CPO will immediately request RCMP presence
- 1.4 Encountering a person for whom a warrant exists under a law for which CPO has authority to enforce
 - a) CPO will arrest and transport the person to RCMP, or
 - b) CPO may request RCMP presence

2. Provincial Enforcement

- 2.1 CPOs are empowered through Alberta Justice, to enforce provincial acts and their associated regulations requiring a variety of responses and actions.
- 2.2 Responses and actions taken by a CPO shall be in accordance with the various provincial acts that they are authorized to enforce.
- 2.3 Seizure of items as evidence shall be in accordance with CPO Policy – Evidence Collection & Management
- 2.4 Offences and penalties shall be in accordance with the specific Act and Regulations and *Provincial Offences Procedure Act*

3. Bylaw Enforcement

- 3.1 CPO will enforce all County of Barrhead bylaws for which they are designated
- 3.2 CPO will enforce bylaws by issuing warnings, orders and violations tickets as required
- 3.3 Remedy problems when orders are not obeyed by arranging for required work to be completed
- 3.4 CPO will thoroughly investigate complaints and take appropriate action which includes exercising reasonable discretion when determining compliance or enforcement action.

4. General Duties

- 4.1 CPO will report directly to the to the CAO
- 4.2 CPO will promote public safety and community standards through education and enforcement of authorized provincial statutes and County bylaws
- 4.3 CPO will provide effective patrol coverage and presence in the County
- 4.4 CPO will assist with Emergency Response agencies, County departments, and outside agencies as required.
- 4.5 CPO will act on behalf of the County before any courts in the prosecution of charges laid
- 4.6 CPO will participate in training or re-certification when required
- 4.7 CPO will be compliant with County policies and procedures, Health & Safety Program, and Human Resources guidelines.
- 4.8 CPO will perform other duties as requested by the CAO as their direct supervisor
- 4.9 CPO shall document disposal or destruction of evidence in evidence log and associated file

REVIEW CYCLE

This policy shall be reviewed every 3 years or when Administration becomes aware of legislation changes that would affect this policy.

CROSS-REFERENCE

- 1) Alberta Solicitor General – Public Security Peace Officer Program Policy& Procedures Manual, 2022
 - 2) *Peace Officer Act, 2006*
 - 3) *Peace Officer (Ministerial) Regulation, 263/2021*
 - 4) *Provincial Offences Procedure Act*
 - 5) *Municipal Government Act*
 - 6) *Criminal Code of Canada*
 - 7) CPO Policy – Code of Conduct
 - 8) CPO Policy - Evidence Collection & Management
-

Effective: **Upon Receiving Authorized Employer Status**

Approved by: Council Resolution No:

Replaces: N/A

Last Review: N/A

Next Review: 2026



REQUEST FOR DECISION

AUGUST 15, 2023



TO: COUNCIL

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

ISSUE:

A Memorandum of Understanding (MOU) with the RCMP is a mandatory requirement to support the County's application as an Authorized Employer under the Alberta Peace Officer Program. CAO is requesting authorization to sign the MOU.

BACKGROUND:

- October 5, 2021 – Council directed Administration to investigate cost implications of the CPO Service Agreement with LSA County.
- General budget discussions in 2022 and 2023 supported the transition to an inhouse CPO program in 2023 for the purpose of increasing the hours of service available to the County.
 - Intent was to transition from a part-time contracted position to a full-time County position.
 - During this transition, part-time services are being provided by the Town of Morinville.
- 2023 Capital & Operating budgets include transition to an in-house CPO program for the County.
- Final version of the MOU was developed by the RCMP and received August 1, 2023 (attached).

ANALYSIS:

- MOU developed by the RCMP meets the requirements of the *Peace Officer Ministerial Regulation* (POMR) of the *Peace Officer Act* as follows:

Requirement	Comment /Location in MOU
Term of MOU must be 5 years	MOU s. 14.1 August1, 2023 to July 31, 2026
Provision for termination of MOU during term by either party giving written notice to other party and to Peace Officer Program (SOLGEN)	MOU s. 14.2
Communications Protocol: <ul style="list-style-type: none">• Identification of liaisons & contact persons• Information exchange between CPOs & RCMP• Radio communication between CPOs & RCMP	MOU s. 5.1, 5.2, 5.3 & 11 MOU s. 3.2 & 6 MOU s. 3.1, 4.5 & 5.4
Training of CPOs – responsibility	MOU s. 4.3
Respective roles, responsibilities, cooperation & coordination	Throughout MOU
Requirement for annual meeting	MOU s. 13
Amendments require approval by both parties and Minister	MOU s. 15

- This is the final item required to complete the application package for submission to Alberta Justice & Solicitor General.

STRATEGIC ALIGNMENT:

Entering into an MOU with the RCMP for a CPO program addresses the legislative requirement of Alberta Justice & Solicitor General and aligns with the 2022 – 2026 Strategic Plan in the following areas:

PILLAR 2: RURAL LIFESTYLE

OUTCOME - *County maintains its rural character and is recognized as a desirable location to invest, work live & play*

- GOAL 3 – Rural character and community safety is preserved by providing protective & enforcement services

ADMINISTRATION RECOMMENDS THAT:

Council authorizes the CAO to sign the CPO Program MOU with the RCMP as presented.

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE

Recognized as the Provincial Police Service of Alberta,
(Hereinafter called the "**RCMP**")

AND

THE COUNTY OF BARRHEAD

A municipal corporation or governing entity in the Province of Alberta
(Hereinafter called the "**County**")

Hereinafter collectively referred to as "the Participants"

Concerning the County's desire to enter into the Community Peace Officer Program.

BACKGROUND

In accordance with Section 17(1) of the *Peace Officer (Ministerial) Regulation*, employers of Peace Officers in the Province of Alberta must enter into a Memorandum of Understanding (MOU) with the police service of jurisdiction in order for the services of a Peace Officer to be carried out in accordance with the said Regulation;

The County is an employer of Peace Officers and as such is required to enter into a MOU with the police of jurisdiction as approved by the Minister; and,

The RCMP acknowledges the requirements as stated in the *Peace Officer (Ministerial) Regulation*, the RCMP is the police service of jurisdiction for the County, and the Commanding Officer of the Alberta RCMP is the person with such authority to sign such an MOU.

THEREFORE, be it resolved that the Participants intend as follows:

1. DEFINITIONS

- a) **"Act"** means the *Peace Officer Act* of Alberta (proclaimed May 1, 2007, and includes its regulations).
- b) **"Liaison Officer"** means the RCMP representative and the County Peace Officer representative designated under Section 17(2)(c)(i) of the Regulation.
- c) **"Minister"** or "Responsible Minister" means the Alberta Minister determined under Section 16 of the *Government Organization Act* as the Minister responsible for this Act.
- d) **"MOU"** means this Memorandum of Understanding.
- e) **"Peace Officer"** means a person employed or engaged by the County and referred to in Section 7(1) of the *Act*, or any other person appointed as a Peace Officer under another enactment who is designated by the Regulations as a Peace Officer to whom all or part of this Act and the regulations apply.
- f) **"Police Service"** means a police service as defined in the *Police Act*.
- g) **"PROS"** means Police Reporting and Occurrence System, the RCMP's electronic file management system.
- h) **"Regulation"** means the Alberta Peace Officer (Ministerial) Regulation, Alta Reg 312/2006.

2. PURPOSE AND SCOPE

- 2.1. The purpose of this MOU is to satisfy the requirements set out in Section 17(1) of Regulation.
- 2.2. The scope of this MOU is to establish the terms of the arrangement between the Participants and pertaining to Community Peace Officer(s).
- 2.3. It is the intention of the Participants to operate in a cooperative environment while providing services to the community. It is acknowledged that effective and interoperable communication between Participants is an important part of service delivery.

- 2.4. Nothing contained in this MOU implies or suggests a relationship of employment exists between the RCMP and the County's Peace Officer(s). The Peace Officer(s) are completely independent from the RCMP and its operations.
- 2.5. This MOU does not form a contractually binding agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in accordance with Paragraph 12 of this MOU.

3. THE RCMP INTENDS TO

- 3.1. Upon the County or their Peace Officer(s) requesting radio interoperability with the local RCMP, the local RCMP intends to meet with the County or their Peace Officer(s) to discuss opportunities that will allow communication between the RCMP and the Peace Officer(s).
- 3.2. In the event that the County or their Peace Officer(s) come to the RCMP with information on a case where it is suspected that officer safety is a concern, the RCMP will share information where it is verified that officer's safety is in jeopardy. The release of this information will be consistent with RCMP Policy, Treasury Board Guidelines, the Province of Alberta and Government of Canada privacy laws, as well as in accordance with existing PROS Policy.

4. THE COUNTY INTENDS TO

- 4.1. In accordance with Section 17 of the Regulation, the County is responsible for providing any written notice to the Minister as set out in the Regulation and for ensuring a copy of this MOU is provided to the Minister.
- 4.2. In accordance with Section 5 (3) of the Act, the County is an authorized employer with authority to engage services of Peace Officer(s).
- 4.3. The County is solely responsible for ensuring that adequate training, direct administrative supervision, and operational supervision are provided for their Peace Officer(s).
- 4.4. The County is responsible for the purchase, maintenance and replacement of authorized equipment, vehicles, uniforms and any other items issued to a Peace Officer and required under the Act or necessary for that Peace Officer to carry out the full scope of their authority, as well as ensuring it conforms to the standards as set forth in the Act or its Regulations.
- 4.5. Where the County elects to maintain their own radio communication frequencies and desires interoperable radio communications with the RCMP, the County intends to support the RCMP application to Innovation, Science and Economic Development Canada to obtain a license to permit access to Peace officer(s) designated radio frequency(ies).
- 4.6. The County is solely responsible for its responsibilities under Section 15.1 of the Act as it relates to the investigation of complaints against Peace Officers under the County's employment.

- 4.7. On request from the RCMP, within fourteen (14) days, the County intends to provide the RCMP with a written copy of the appointment, alteration, or enhancement to any existing appointment of any Peace Officer in their employ. Should a Peace Officer in the County's employ cease to be employed or engaged by the County in the role of a Peace Officer or have their Peace Officer appointment cancelled or suspended, without the request of the RCMP, the County intends to provide written notice of such change to the RCMP immediately and not later than twenty-four (24) hours after the change in status has occurred.

5. COMMUNICATION

- 5.1. Each Participant has designated a representative who is tasked with being the local Liaison Officer and responsible for facilitating the delivery of effective communication between the Participants.
- 5.2. The local Liaison Officers are as follows:

For the RCMP:	For the County:
Detachment Commander Barrhead Detachment 4729 61 st Avenue; Box 4436 Barrhead, AB, T7N 1A3 Phone : (780) 674-4848	Chief Administrative Officer The County of Barrhead 5306 49 Street Barrhead, AB, T7N 1N4 Phone : (780) 674-3331

- 5.3. The local Liaison Officers will meet not less than quarterly and at a mutually acceptable time and location. The purpose of the Liaison Officers' meetings is to discuss any points of coordinated efforts, common service delivery and to ensure open communication channels are present amongst Participants.
- 5.4. Where the County desires interoperable radio communications with the RCMP, the Participants will establish and maintain a means of radio communication between the Peace Officer(s) and the RCMP jurisdiction in which the Peace Officer(s) serve, in a mutually acceptable manner that ensures adequate communication exists, in regards to the authorized scope and duties of the Peace Officer(s) and Peace Officer radio system.

6. INFORMATION SHARING

- 6.1. It is the intention of the Participants to share or disclose only that information which is necessary for court disclosure, or administrative penalties and enforcement orders and in the interests of providing for a coordinated and effective level of service to the community for the purposes of the authorities, duties and responsibilities set forth in the Act.
- 6.2. Secondary non-police or dissemination of any information initially lawfully disclosed to a Peace Officer, contrary to provincial or federal privacy act legislation or regulations is strictly prohibited.
- 6.3. The RCMP, through any Detachment Commander, may provide information from PROS to the County's Peace Officer(s) where it is consistent with RCMP policy, any Memoranda of Understanding currently in existence or which may be mutually accepted in future, Treasury Board guidelines, the Province of Alberta and Government of Canada Privacy laws, and the duties and authorization of the Peace Officer.

- 6.4. Notwithstanding Paragraph 6.3, any information that is placed into a Special Project PROS file or identified with a higher restriction level will not be shared or disseminated without the express consent of the originating investigator/unit and/ or agency.
- 6.5. Neither Participant will retain any PROS information, other than their own, in any other automated or manual information storage system without the prior knowledge and consent of the originating agency.
- 6.6. The information disclosed under this MOU will be administered, maintained, and disposed of in accordance with the law that applies to record retention and personal information and all applicable policies and guidelines. In the case of the RCMP, this includes the *Privacy Act*, the *National Archives of Canada Act* and Government Security Policy. In the case of the County's Peace Officer(s), it means all the applicable laws regarding the administration, maintenance, and disposal of information within the Province of Alberta and policies applicable to the Peace Officer(s).
- 6.7. Each Participant intends to:
 - a) Treat information received from the other Participant in confidence and take all reasonable measures to preserve its confidentiality and integrity and to safeguard the information against accidental or unauthorized access, use or disclosure;
 - b) Mark the information provided with the appropriate security classification. In the case of the RCMP, this means (Protected A, Protected B, Protected C) or classified (Unclassified, Confidential, Secret, Top Secret); In the case of the County's Peace Officer(s), this means an equivalent security classification mutually accepted and understood by the Participants to this MOU;
 - c) Treat information received from the other Participant in accordance with the security markings on it and decide to provide equivalent protection to it while it is in the receiving Participant's possession;
 - d) Attach terms, conditions, or caveats to the information supplied, as the supplying party deems appropriate;
 - e) Abide by all caveats, conditions or terms attached to the information;
 - f) Maintain appropriate records concerning the transmission and receipt of information exchanged;
 - g) Not disseminate the information to any third party without the prior written consent of the supplying Participant except as required by law;
 - h) Limit access to the information to those of its employees whose duties require such access, who are legally bound to keep confidences and who have the appropriate security clearance; and,
 - i) Comply with the provisions governing the use, disclosure, and retention of records in the *Youth Criminal Justice Act* S.C. 2002.

7. INFORMATION MANAGEMENT

7.1. Each Participant intends to:

- a) Promptly notify the other Participant of any unauthorized use or disclosure of the information exchanged under this MOU and will furnish the other Participant with details of such unauthorized use or disclosure. In the event of such an occurrence the Participant responsible for the safeguarding of the information will take all reasonably necessary steps to prevent a re-occurrence;
- b) Immediately notify the other Participant if either receives a request under the *Privacy Act*, the *Access to Information Act* or other lawful authority, for information provided under this MOU. If requested, the Participant will endeavor to protect the information from disclosure to the extent permitted by law; and,
- c) Return any information that should not have been provided to it by the other Participant.

8. ACCURACY OF INFORMATION

8.1. Each Participant intends to:

- a) Use its best efforts to verify the accuracy and completeness of the information provided to the other Participant; and,
- b) Promptly notify the other Participant if it learns that inaccurate or potentially unreliable information may have been provided or received and take all reasonable remedial steps.

9. FINANCIAL ARRANGEMENTS

No financial responsibilities on behalf of one Participant toward the other are intended to arise from this MOU.

10. LIABILITY

Each Participant will be responsible for the actions, omissions or damages caused by the conduct of their employees or agents, carrying out their duties and acting within the scope of their authority.

11. DEPARTMENTAL REPRESENTATIVES

The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:

For the RCMP:	For the County:
District Commander Eastern Alberta District 4806 55 th Street St. Paul, AB, T0A 3A1 Phone : (780) 645-8840	Chief Administrative Officer The County of Barrhead 5306 49 Street Barrhead, AB, T7N 1N4 Phone : (780) 674-3331

12. DISPUTE RESOLUTION

In the event of a dispute arising from the interpretation or operation of this MOU, it will be referred to the Liaison Officers set out in Paragraph 5.2 of this MOU, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the departmental representatives in Paragraph 11 as noted above for final resolution.

13. MONITORING

The department representatives in Paragraph 11 will meet annually and as required to review and assess the operation and effectiveness of this MOU and any one of the Participants may call such a meeting to be held no later than seven (7) days after the date upon which either of the Participants makes this desire known.

14. TERMINATION AND TERM

- 14.1. This MOU will commence on the 1st day of August, 2023, and will expire on the 31st day of July, 2026.
- 14.2. This MOU may be terminated by either Participant upon ninety (90) days written notice to each Participant and notice to the responsible Minister for the Province of Alberta. Termination does not release a Participant from any responsibilities which accrued while the MOU was in effect.
- 14.3. Prior to its expiry and unless it has been terminated pursuant to Paragraph 14.2, this Arrangement will be automatically extended by one (1) additional year under the same terms and conditions in effect up to a maximum of three (3) years.
- 14.4. This Arrangement remains in effect for the term set out in subparagraph 14.1 and by extension under subparagraph 14.3 provided that the Arrangement is still in effect.

15. AMENDMENT TO THE MOU

This MOU may only be amended by the written consent of the Participants to the MOU and where so amended, notification specifying what has been altered to the content of this MOU will be forwarded immediately to the Provincial Peace Officer Program by the County.

SIGNED BY the authorized officers of the Participants:

For the County:

Debbie Oyarzun
Chief Administrative Officer
The County of Barrhead

Date: _____

For the RCMP:

C. M. (Curtis) Zablocki, M.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

Date: _____



REQUEST FOR DECISION

AUGUST 15, 2023

P

TO: COUNCIL

RE: APPLICATION FOR AUTHORIZATION TO EMPLOYEE PEACE OFFICERS - AB SOLICITOR GENERAL

ISSUE:

To apply to Alberta Justice & Solicitor General to become an authorized employer of a Community Peace Officer (CPO) requires Council's approval.

BACKGROUND:

- Council approved the 2023 Operating and Capital Budgets which include the transition to a full-time in-house CPO Program with 1 officer.
- CPO Program and application for authorization to employee peace officers is governed by the Alberta Justice & Solicitor General – Public Security Peace Officer Program Policy & Procedures Manual, March 2022, and the following provincial legislation:
 - *Peace Officer Act, 2006*
 - *Peace Officer (Ministerial) Regulation, 263/2021*
 - *Peace Officer Regulation, 291/2006*

ANALYSIS:

- Other federal and provincial legislation is applicable to the operation of a CPO program, but not specific to the application to become an authorized employer.
- Following table outlines the extensive requirements for the application package and their status:

Items Required	Status
MOU with RCMP	To Council Aug 15, 2023
Liability Insurance	Confirmed
Operational Record System	Confirmed
Policy PS-001 Code of Conduct	Council approved
Policy PS-002 Public Complaint Process & Disciplinary Action	Council approved
Policy PS-003 Traffic, Pursuit & Emergency Response	Council approved
Policy PS-004 Body Worn & In Car Cameras	Council approved
Policy PS-005 Notebook	Council approved
Policy PS-006 Records Management System	Council approved
Policy PS-007 Evidence Collection & Management	To Council Aug 15, 2023
Policy PS-008 Weapons & Use of Force	To Council Aug 15, 2023
Policy PS-009 Known Risk	Council approved
Policy PS-010 Employer Reporting Requirements	Council approved

Policy PS-011 Communications System	To Council Aug 15, 2023
Policy PS-012 Uniform & Equipment Standards	To Council Aug 15, 2023
Policy PS-013 Duties & Responsibilities	To Council Aug 15, 2023
Traffic Safety Plan	Approved by RCMP Council approved
Letter from Manager of JOIN Operations at Alberta Justice	Confirmed
CPO Mock-Up – Should flash & vehicle markings	Complete

- Application also requires payment of \$1,000 made payable to Government of Alberta
 - This amount is included in the 2023 Operating Budget
- It is anticipated that all requirements to apply for authorization to employee peace officers will be completed at the August 15, 2023, Council meeting.

STRATEGIC ALIGNMENT:

Council's direction to submit an application to Alberta Justice & Solicitor General for authorization to employee peace officers aligns with the County 2022-2026 Strategic Plan as follows:

PILLAR 3 Rural Lifestyle

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

Goal 3.3 Rural character and community safety is preserved by providing protective & enforcement services.

PILLAR 4 Governance & Leadership

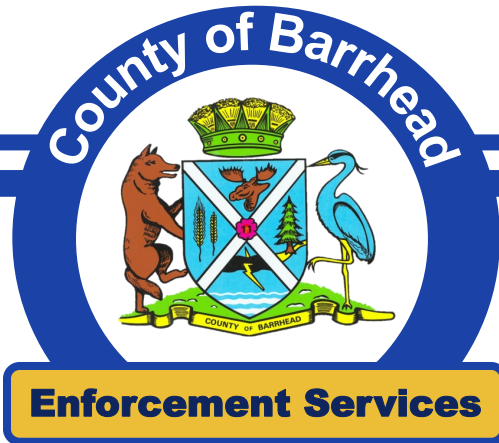
Outcome *4 Council is transparent & accountable.*

Goal 4.1 County improves risk management.

Goal 4.2 County demonstrates open & accountable government

ADMINISTRATION RECOMMENDS THAT:

Council authorizes the CAO to submit the Application for Authorization to Employe Peace Officers – *Peace Officer Act* to the Public Security Peace Officer Program, Alberta Justice & Solicitor General.



**PEACE
OFFICER**

24"

4"
10"

10"



presented to Council on August 15, 2023
(items shaded have changed since last meeting)

2023 COUNCIL RESOLUTION TRACKING LIST

Q1

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2023-241	Awarded the construction contract for BF 78033 to Terrapro Inc. for \$266,842	PW/CAO	Contract is with PW	Underway
2023-238	Contact "Alberta Carbon Grid" to present at a future Council meeting.	CAO/EA		Not Started
2023-236	Approved community grant of \$2,500 to Barrhead Ag Society for Blue Heron Fair	CAO/EA	Approval Letter sent to recipient	Complete Jul 19/23
2023-228	Cancelled the appointment of Bert Dening as a Fire Guardian for the County of Barrhead.	CAO/EA	Letter sent to Fire Guardian	Complete Jul 10/23
2023-223	Denied the request to cancel or reduce fire services invoice #IVC00003177.	CAO/EA	Letter send to landowner	Complete Jul 7/23
2023-221	Community Hall Strategy approved with changes	CAO/COMM	Document updated and posted to website and sent to stakeholders	Complete Jul 6/23
2023-219,220	Office Christmas Closures for 2023 & 2024	FIN/CAO	Staff notified	Underway
2023-218,243	Denied as project already completed; Clarify information on MTM Agricultural Society application for grant of \$2,500 under Community Grants Policy; bring back to Council.	CAO/EA	Applicant informed of decision; Bring back to Council in CAO Report at Jul 18/23 mtg; Request for info sent to MTM	Complete Jul 20/23
2023-210	Authorized to negotiate and refine the scope of the project with Next Architecture Inc., up to a maximum of \$146,570 + GST.	CAO	Discussed w NEXT to confirm capacity	Underway
2023-209	Award the tender to conduct a Feasibility Study for repurposing the ADLC to Next Architecture Inc. for \$106,960 + GST.	CAO	Agreement fully executed; Agreement being drafted, awaiting Towns endorsement	Complete Jul 10/23
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Gravel pit owner was notified verbally of County's intent; letter to follow	Underway

2023-205	Award Contract for gravel crush at Vega Pit to Surmont Sand & Gravel Ltd. up to a max of 200,000 tonnes; report to Council any volumes > 200,000 tonnes for consideration of further increasing the volumes to be crushed	PW/CAO	Contract finalized; Contract sent to Surmont for signature June 29	Complete Jul 6/23
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	Awaiting arrival date of new grader	Underway
2023-203	Purchase 2024 Caterpillar 150 AWD motor grader from Finning Canada for the price of \$577,250 and agree to the future guaranteed buy-back of \$231,000, and that the purchase be incorporated into the 2024 Capital Budget.	PW/FIN	Letter sent to Finning June 29 confirming purchase	Underway
2023-201	Research (AEP) what is needed to use County land next to Neerlandia Lagoon as a potential site for a community baseball diamond and report back to Council.	CAO/DEV	Tentatively scheduled for Sep 5 Council mtg; Contact for AEP identified; legislation reviewed	Underway
2023-200	Proclaimed July 16-22, 2023 as National Drowning Prevention Week in the County of Barrhead.	EA/COMM	Posting in County office and on website	Complete Jun 26/23
2023-193	Approve CPO policies (PS-001, 002, 003, 004, 005, 006, 009, 010)	CAO/EA	Awaiting Authorized Employer Status	Underway
2023-190	Provide a letter of support to Camp Nakamun for their CFEP grant application.	CAO/EA	Included in June 20 agenda package	Complete Jun 13/23
2023-189	Approve purchase of 2023 Chevrolet Tahoe SSV to Wolfe Chevrolet Edmonton at a purchase price of \$66,874.25 plus GST.	CAO	Letter sent to vendor June 8	Complete Jun 8/23
2023-187-188	Award 2023 Road Reconditioning Program to B & B Wilson Oilfield Service Ltd.; increase scope of work to \$195,000 by adding 1.5 miles.	FIN/CAO	Contract Signed; Discussion with B&B Wilson re increase scope	Complete Jun 21/23
2023-184	Public Auction be held Wed, Dec 6, 2023 at 2:00 p.m. in Council Chambers; CAO to act as auctioneer.	CAO	Tax clerk will follow up with advertising and process as per MGA	Underway
2023-173	Directed CAO to work with RCMP to finalize Traffic Safety Plan & submit to Alberta Justice & Solicitor General with application for Authorized Employer under Peace Officer Program.	CAO	Plan finalized & signed; Traffic Safety Plan sent to RCMP for feedback/approval	Complete Jun 12/23

2023-172	Authorized signing agreements of road reconstruction project 742	CAO/EA	Contracts signed	Complete May 17/23
2023-171	Escalate project 26-740 from 10-year capital plan to 2023 capital budget as project 23-742 at \$182,657	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-170	Cancel project 23-741 and remove from 2023 Capital budget at \$272,686	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-169	Authorized signing agreements of road reconstruction project 640	CAO/EA	Contracts signed	Complete May 17/23
2023-168	Award 2023 pavement repair contract to Central City Paving to max of \$180,000	PW	Contract signed; Contractor notified	Complete June 7/23
2023-167	Award 2023 grass cutting contract at MacGill estates to Virginia MacGillivray	CAO/PW	Contract Finalized; Contract sent to contractor for signature May 17	Complete June 6/23
2023-164	Appointed Chelsea Jaeger as Weed Inspector & Pest Inspector	CAO/AG	Inspector identification issued	Complete June 8/23
2023-163	Authorized signing agreement with Ducks Unlimited Canada	CAO/AG	Received signed agreement; Agreement sent to Ducks Unlimited May 17	Complete Jul 10/23
2023-162	Approved community grant of \$1,000 to Barrhead Indigenous Day committee	CAO/EA	Approval letter and payment sent.	Complete May19/23
2023-161	Proclaimed May 29 – June 2, 2023, as Alberta Rural Health Week.	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-160	Declared June 5-11, 2023 as Seniors' Week	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-155	Withdraw membership with GROWTH support ongoing participation of Councillor Preugschas on WILD Alberta Committee.	CAO	Letter sent to current GROWTH members, copied to CAOs of member municipalities.	Complete May 10/23
2023-151	Sign the ASB 2022-2024 Grant Amendment	CAO/AG	Agreement signed, sent to GOA	Underway
2023-150	Sign agreements for Acquisition of Land for ROW for 2023 Bridge Replacement Project BF 78033, to purchase 0.37 acre each from 2 landowners	CAO/EA	Agreements signed	Complete May 3/23
2023-143	Adopted 2023 Property Tax Bylaw 3-2023	FIN/COMM	Posted to website	Complete May 10/23
2023-138-139	Approved 3-Year Financial Plan & 10-Year Capital Plan	FIN/CAO	Posted to website May 10, 2023	Complete May 10/23

2023-137	Revised 2023 Capital Budget from \$14,775,734 to \$14,761,841	FIN/CAO	Posted Operating Budget, Capital Budget, Budget Presentation and Budget Overview to website May 10, 2023	Complete May 10/23
2023-136	Adopt 2023 Operating Budget as presented with operating expenditures & revenue of \$19,128,153	FIN/CAO		Complete May 10/23
2023-128	Approved supporting Reeve Drozd's application to the RMA Committee on Quasi-Judicial Agencies and to receive per diem's if appointed.	CAO	Reeve has submitted application (Reeve was selected by RMA)	Complete Apr 18/23
2023-126	Dispersed Unit 312 & Unit 313 to Michener Allen Auctioneering Ltd. for \$750,000 with any monies over \$820,000 received at the auction to be split 90/10 in favour of the County	PW/FIN	Units have been picked up, payment of \$750,000 received. Sale occurred May 5-6, 2023; Received additional cheque for \$36,000	Complete May 19/23
2023-125	Declared May 8-14, 2023 as National Nursing Week in the County of Barrhead.	COMM/EA	Posted in County office & on website	Complete Apr 24/23
2023-124	Denied application from Barrhead Golf & Recreation Area Society for a donation of \$2,500 under Community Grants Policy for painting of lines in the parking lot was not eligible	CAO/EA	Applicant notified of decision	Complete Apr 20/23
2023-123	Approved application from Barrhead Street Festival committee for \$2,500 under Community Grants Policy to assist with Barrhead Street Festival event.	CAO/EA	Approval letter and payment sent.	Complete Apr 20/23
2023-122	Approved encroachment agreement with Stanley & Faye Schultz for site within road allowance west of and adjacent to Plan 4589NY Lot 1	CAO/EA	Agreement finalized.	Complete Apr 19/23
2023-117	CAO to sign Conditional Grant (\$146,570) under Intermunicipal Collaboration Component of 2022-23 ACP Program in support of Feasibility Study to repurpose ADLC as a joint civic center	CAO	Fully executed May 15, 2023; Agreement signed & sent Apr 14/23, awaiting return; Waiting for agreement	Complete May 15/23
2023-116	CAO to sign Alberta Crime Prevention Grant Agreement (Minister of Public Safety & Emergency Services) to receive \$26,685 to continue with the BARCC workplan.	CAO	Finalized agreement received; Agreement signed & sent Apr 5/23, awaiting return	Complete Apr 6/23
2023-113	Approved Compassionate Gift Policy AD-004 as amended	CAO/EA	Amended, included for information in Apr 18/23 agenda pkg	Complete Apr 14/23

2023-112	Denied the request to cancel or reduce Fire Invoice IVC00002618.	CAO/EA	Letter sent	Complete Apr 20/23
2023-106-108	Approved 2022 audited Financial Statements, and FIR, and to publish to website	CAO/FIN	Published to website	Complete Apr 5/23
2023-103	Authorize Reeve Drozd to sign the Acknowledgement of Consultation for the RCMP Annual Performance Plan.	CAO/EA	Reeve has signed and returned	Complete Apr 13/23
2023-099	Disperse Unit 306 D6T Dozer to Ritchie Bros Auctioneers (Canada) Ltd. for the price of \$375,000 plus GST	FIN/PW	Unit has been picked up.	Complete Apr 13/23
2023-098	Cost share (50:50) with TOB purchase of 2023 John Deere 755K Landfill Track Loader (\$608,000 plus GST) from Brandt Tractor Ltd. as per 2023 Waste Management Capital	FIN/PW	Ordered	Underway
2023-097	Approve purchase of steamer pressure washer from Water Blast Manufacturing LP (\$18,245.81 plus GST), reflect changes in 2023 Capital budget.	FIN/PW	Received May 16; Ordered	Complete May 16/23
2023-096	Deny the request to upgrade a currently undeveloped road allowance to SE 26-59-6-W5 for recreational use only.	DEV/CAO	Landowner notified of decision	Complete Apr 12/23
2023-091	Request business documents from GROWTH/WILD for past 2 years; bring back a report for Council to assess County membership in GROWTH/WILD.	CAO	On May 2/23 Council agenda; Documents received March 23, 24, April 10-13/23; Request has been made to Chair, copied to other 3 members	Complete May 2/23
2023-087	Bring results of 2023 TL Lagoon groundwater monitoring back to Council for review to develop management and/or upgrade plan for the facility.	PW/CAO	Drilling completed, sampling done Aug 8 and report expected by end Sept; Planning to be on site July 26; Installation of wells being scheduled with contractor; testing required has been confirmed	Underway
2023-086	Add \$16,000 to 2023 budget for installation of 4 groundwater monitoring wells at TL Lagoon	FIN/CAO	Budget updated; final budget to be brought to Council for approval	Complete Mar 8/23
2023-085	Replace Lightning Bay's gate opener with access card; Lightning Bay residents informed that access to TL Lagoon cut off if volumes reach 5,821 m ³ in order to ensure compliance.	PW	Lightning Bay residents have been notified and switched to card access	Complete Mar 13/23

2023-084	Set max yearly incoming volume of TL Lagoon to 4,366 m ³ to all customers other than Lightning Bay	PW/CAO	Maximum is in place and will be monitored	Complete Mar 13/23
2023-081	Adopted Records Management Bylaw No. 2-2023	CAO/EA	Signed & filed	Complete Mar 15/23
2023-077	Renew 10 year lease with Misty Ridge for ski hill operations on 10 acre parcel in SW 16-62-4-W5	CAO/EA	Lease finalized	Complete Mar 15/23
2023-076	Appointed Fire Guardians for 2023-24	CAO/EA	Guardians and Fire Chief notified; New list available April 1 and to be posted to website	Complete Mar 13/23
2023-073	Approved application from Community Gardens for \$2,500 in-kind support under Community Grant policy	CAO/EA	Approval Letter sent to applicant	Complete Mar 8/23
2023-064	Approved Admin to enter into an agreement with Western Star North to purchase 3 Western Star 47X SB trucks for delivery in 2024 & 2025 as per 10-yr Capital Plan; bring back final pricing to Council for final order approval	PW/CAO	Western notified of intent to purchase	Underway
2023-061	Approved 2022 reserve transactions as presented in 2022 Reserve Report.	FIN/CAO	Reserve Report updated	Complete Feb 21/23
2023-060	Accept 2022 year-end financial reports; subject to audit adjustments & year end finalizations.	FIN/CAO	2022 Year-end closed	Complete Feb 21/23
2023-059	Approve ALUS PAC TOR as presented	AG/EA	TOR finalized	Complete Feb 28/23
2023-058	Rescind outdated policies	CAO/EA	Policies updated	Complete Mar 1/23
2023-055-57	Appointed ARB officials for CRASC	CAO/EA	ARB clerk notified of appointments	Complete Feb 22/23
2023-053	Approved application from Volunteer Appreciation committee for \$1,250 under Community Grants Policy	CAO/EA	Approval Letter sent to applicant.	Complete Feb 27/23
2023-039	Directed Admin to draft letter for Reeve's signature in support of Camrose Casinos' request to AGLC to relocate to Edmonton.	CAO	Attended webinar on topic; deadline to submit Mar 1/23	Complete Mar 2/23
2023-038	Provide updated letter of support to MCSnet for ISED 2021 funding allocation	CAO	Letter sent	Complete Feb 10/23
2023-037	Authorized CAO to sign temporary CPO Service Agreement with Town of Morinville.	CAO/EA	Agreement finalized.	Complete Feb 9/23

2023-036	Approved additional funding sources for 2022 capital projects (2021-140 & 2022-340)	FIN	Complete	Complete Feb 7/23
2023-033	Directed Reeve & CAO to sign Water Well Agreement with Kevin & Sherry Vangrootheest for well at Baird Lake reservoir.	PW/CAO	Agreement given to landowner for signature	Complete Feb 13/23
2023-032	Approved purchase of 1/2-ton crew cab 4x4 Truck - Stephani Motors Ltd. \$57,755 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-031	Approved purchase of tri axle equipment trailer - Hayworth Equipment Sales \$55,990 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-030	Approved purchase of post pounder - Neerlandia Co-op \$21,300 plus GST: reflect the changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-029	WSP Engineering reduced scope for engineering services - 2023 paving project of RR 22, RR 40, & TL based on updated cost of \$260,538.	PW/CAO	Revised contract received and signed	Complete Feb 13/23
2023-023	Accepted for info Div 4 adjusted training costs for 2023 and legal fees of \$36,959.67 to be recorded to General Government (11-Council & Leg) for 2022	FIN/CAO	Costs recorded as presented.	Complete Jan 16/23
2023-018	Authorized write-off of 2 outstanding AR as uncollectable in the amount of \$2,569.15	FIN	Written off as authorized.	Complete Jan 18/23
2023-017	Adopted bylaw 1-2023 Rate & Fees	CAO/EA	Bylaw updated, posted on website, staff advised	Complete Feb 1/23
2023-013	Approved policy FN-004 Collection of Accounts Receivable	CAO/FIN	Policy in place, staff advised	Complete Jan 16/23
2023-012	Postponed review of elected officials remuneration policy to align with next staff compensation review	CAO	Updated Compensation Review file with Council's direction.	Complete Jan 16/23
2023-009	Update 2023 budget with new mileage rate \$0.68	FIN/CAO	Interim 2023 budget updated, final budget to be approved in April 2023	Complete Jan 16/23
2023-008	Approve changes to HR-001 Elected Officials remuneration policy	CAO/EA	Policy updated	Complete Jan 16/23
2023-007	Approve public engagement plan for 2nd engagement session of Community Halls Strategy	CAO/COMM	Date set for Mar 16/23 from 1-4:30 pm Glenreagh Hall; Waiting for call back from 3 halls; Halls contacted to establish date	Complete Feb 28/23

2022-552	Apply for PERC/DIRC for outstanding uncollectible education and DIP for 2022 tax year	FIN/CAO	Grant application submitted	Complete Jan 9/23
2022-549	Extend term of membership for current ALUS PAC members to December 31, 2023.	AG	PAC members notified	Complete Jan 13/23
2022-544	Waive registration fees; reserve Klondyke Ferry campground for July 10, 2023 for Voyageur Canoe Brigade; provide up to 4 porta-potties	CAO/EA/PW	Applicants notified and they will contact us closer to event for final arrangements	Complete Jan 4/23
2022-538	Submit a CCBF application for RR 22 for \$614,980	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-537	Amend MSI application for RR 22 to increase funding by \$709,404	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-536	Cancel Landfill Access Road Project under MSI	CAO	Submitted request February 13, 2023	Complete Feb 13/23
2022-535	Award 2023 paving contract to Central City Paving	PW	Contract fully executed; Sent to contractor for signature.	Complete Feb 1/23
2022-474,475	Lifted restrictions on C. Lane and cost of training to be paid from Div 4 2023 training budget	FIN/CAO	Cost reconciliation to Council Jan 16/23; 2023 Div 4 training budget to be set Dec 20/22 and reconciled with 2022 costs	Complete Jan 16/23
2022-448	Draft congratulatory letter for Reeve's signature to new Min of MA and provide info on County of Barrhead strategic initiatives.	CAO/EA	New minister, revising message	Underway
2022-428	Invite MP Viersen and MLA van Dijken to future Council meeting	CAO	MP Scheduled to attend July 4/23; MLA scheduled to attend April 4/23; Admin has been in contact with both offices to check availability	Complete Jul 4/23
2022-411	Tabled appointments to Regional Admin Bldg committee pending update	CAO	Discussion with Superintendant	Underway
2023-021; 2022-368	Draft resolution on cellular coverage in the County with timeline to support advocacy efforts at RMA 2023 Spring Convention	CAO	Council approved Jan 16/23, submitted to Pembina Zone, approved at Zone mtg, to be forwarded to RMA Prov Conference; Research being conducted	Complete Jan 16/23
2022-364	Admin to provide further info on Alberta Carbon Grid - Agreement with GOA	CAO	To Council Jul 18/23; Research started	Complete Jul 18/23
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Awaiting Signatures from LSAC	Underway
2022-254	Bring back recommendations for disposing of Unit #306 2018 Caterpillar D6T XL	PW/CAO	Disposal approved Apr 4/23; Put out to tender - closes Mar 31; Not suitable for Landfill, report to Council as per policy	Complete Apr 4/23

2022-235, 484	Community Hall Strategy identified in the 2022-2026 Strategic Plan be escalated to begin in 2022.	CAO/PD	"What we heard" report to Council Dec 6/22; Oct 5/22 selected; PEP to Council Sept 20/22; Stakeholder input on selecting date almost complete; Project management sheets drafted	Complete Jan 16/23
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Consolidating all lagoon reports (T.L. received Dec/22); incorporating asset management principles and discussions with LSAC	Underway
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Met with VSU representative to better understand situation/impact; Rough draft prepared	Underway
2020-165	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	PW discussions w AT; Hwy 33; Obtained input from Council, PW.	Underway
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway
2019-009	RMA Charitable Gaming Committee - support and inform	EA/CAO	Included in Mar 2/23 response to AGLC; Research on current status & received update from RMA; GOA postponed this initiative indefinitely, tone of letter will change; Letter drafted to MLA etc.; Shared with Town & orgs; Report posted to website, compiling email distribution list	Complete Mar 2/23
2018-029	Service Contract Review	EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway



AAIP Rural Renewal Stream Monthly Status Report



Q2

July 2023

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

EMPLOYERS		
Employers that have expressed interest	1	24
Employers enrolled	1	18 (6 active employers with open vacancies)

CANDIDATES		
Candidates that have expressed interest*	47	135
Candidates endorsed	4	45
(Current temp. foreign worker in Canada)	(4)	(15)
(International applicants)	(0)	(30)

POSITIONS		
Total positions supported by RRS	1	69 (24 positions currently vacant)
Positions filled through RRS	4	45
(Started working & living in community)	(4)	(13)
(Pending nomination/arrival to Canada)	(0)	(32)

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

Overview:

County of Barrhead Riparian Education Program (Pond Days) took place over 2 days. On June 6, 2023, County of Barrhead students participated at Klondike Park, Lac La Nonne. On June 7, 2023, Town of Barrhead students joined us at Thunder Lake Provincial Park.


Program Goal:

Engage students in interactive educational activities on the importance of riparian ecosystems and conservation activities. Pond Days set 3 primary objectives:

1. Educate youth on riparian ecosystems and conservation activities
2. Promote responsible use and protection of environment and natural resources
3. Promote environmental stewardship to the next generation of Alberta's hunters, fishers, and trappers

Strategic Alignment:


County of Barrhead's strategic plan aims to promote responsible use and protection of natural resources. More specifically, Pond Days aligns with the 2022-2026 Strategic Plan as follows:



Pillar 3: Rural Lifestyle

GOAL 4: County Protects and preserves the environment

Pond Days helps the County achieve this goal by educating youth on riparian and aquatic ecosystems, and how they can protect and preserve these ecosystems.



Pillar 4: Governance and Leadership

GOAL 3: County demonstrates leadership & engages in collaborative relationships

Pond Days featured presentations and activities led by 5 external organizations, and required coordination with Pembina Hills School Division & Northern Gateway School Division to engage students from 5 schools.

Participating Schools:

June 6, 2023 Lac La Nonne, Klondike Park 66 total students	June 7, 2023 Thunder Lake Provincial Park 70 total students
<ul style="list-style-type: none"> • Covenant Canadian Reformed School <ul style="list-style-type: none"> ○ 1 class, 11 students • Dunstable Elementary School <ul style="list-style-type: none"> ○ 1 class, 17 students • Neerlandia Public Christian School <ul style="list-style-type: none"> ○ 1 class, 24 students • Rich Valley Elementary School <ul style="list-style-type: none"> ○ 1 class, 14 students 	<ul style="list-style-type: none"> • Barrhead Elementary School <ul style="list-style-type: none"> ○ 3 classes ○ 70 students total

Presenting Organizations:

Each Pond Day event consisted of 5 stations hosted by 5 different organizations, who led interactive presentations on a range of topics:

- **Alberta Trappers' Association**
 - Mammals around the lake, predator/prey relationships, responsible trapping
- **Klondike Trail Search & Rescue**
 - Wilderness safety, search & rescue techniques, "adventure smart"
- **Athabasca Watershed Council**
 - Importance of Athabasca Watershed, wetland stewardship, invasive species
- **West-Central Forage Association (Farm Forward)**
 - Sustainable agriculture, soil types, erosion management
- **County of Barrhead Agriculture Services (ONLY JUNE 6, 2023)**
 - Aquatic invertebrates, identification & classification
- **Alberta Lake Management Society (ONLY JUNE 7, 2023)**
 - Water quality, water stewardship, lake conservation, riparian vegetation



Klondike Trail Search & Rescue

Above: stretcher rescue exercise

Left: the importance of emergency blankets



Alberta Trappers' Association

The role of fishers & mink in ecosystem



West-Central Forage Association

Soil filtration & erosion experiments



County Ag Services

Left: searching for aquatic invertebrates

Above: invertebrate classification & identification



Athabasca Watershed Council

Left: Watershed diorama & activities

Above: Wetland ecosystem activity



Alberta Lake Management Society

Lake vegetation identification (left group) and water quality testing (right group)

Budget Performance:

	Budget (per ACA grant application)	Actual
County of Barrhead	\$5,520.00	\$2,973.51
Water's Edge Resource Group	(COB & WERG contribution)	\$2,700.88
Alberta Conservation Association Grant	\$3,000.00	\$1,987.67
TOTAL:	\$8,520.00	\$7,662.06

County of Barrhead would like to thank the Alberta Conservation Association for helping to fund this project through their Conservation, Community, and Education Grant. Receipt of this grant allowed the Riparian Education Program (Pond Days) to be a great success.



COUNTY OF BARRHEAD NO.11
CASH, INVESTMENTS, & TAXES RECEIVABLE
July 31, 2023

R1

	July YTD 2023	July YTD 2022
CASH:		
On Hand	\$300	\$300
Deposits	105,759	2,803,876
Disbursements	456,100	241,200
Savings	2,700,069	2,113,302
Tax Trust	22,772	21,804
Municipal Reserve	500,931	473,371
SHORT TERM DEPOSITS:		
31 day Notice	11,036	1,070,659
60 day Notice	2,830,923	1,016,648
90 day Notice	9,265,109	11,536,852
Total Cash and Temporary Investments	15,893,001	19,278,013
INVESTMENTS		
Term Deposits	2,135,376	2,025,443
Funds Held In Trust	1,543,718	-
Other Investments	10,034	6,469
Total Investments	3,689,128	2,031,912
TAXES AND GRANTS IN LIEU RECEIVABLE:		
Current	8,970,461	9,154,946
Arrears	318,250	453,473
Forfeited Land	4,719	6,856
	9,293,430	9,615,275
Allowance for Uncollectible Taxes	(100,000)	(464,531)
Total Taxes & Grants in Lieu Receivable	9,193,430	9,150,744
# of Tax Rolls on TIPP	267	200

Payments Issued
For Month Ending July 31, 2023

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided
AMSC002	AMSC (BMO PCARD)	2023-07-11	911117	7,594.85	No
ALLN002	All-North Trucking	2023-07-11	911118	12,412.84	Yes
DALE001	Dale Pederson Trucking	2023-07-11	911119	12,810.78	Yes
GROS001	Grossenbacher Trucking Ltd.	2023-07-11	911120	13,752.49	Yes
GARL001	Gar-Lyn Trucking Ltd.	2023-07-11	911121	14,240.52	Yes
SHEL001	Shelye Trucking Ltd.	2023-07-11	911122	4,233.12	No
DART001	Dartin Transport Ltd.	2023-07-11	911123	10,925.69	Yes
ALLN002	All-North Trucking	2023-07-11	911124	16,779.38	No
DALE001	Dale Pederson Trucking	2023-07-11	911125	15,895.48	No
DART001	Dartin Transport Ltd.	2023-07-11	911126	16,184.82	No
GARL001	Gar-Lyn Trucking Ltd.	2023-07-11	911127	19,499.65	No
GROS001	Grossenbacher Trucking Ltd.	2023-07-11	911128	15,215.94	No
1823001	1823625 Alberta Ltd.	2023-07-18	911129	68,250.00	No
ACKL001	Acklands Grainger	2023-07-18	911130	186.27	No
AEDS001	AED Solutions	2023-07-18	911131	106.00	No
ALBE007	Alberta Development Officers' Association	2023-07-18	911132	435.00	No
ALLA001	All Around Manufacturing & Mechanical	2023-07-18	911133	136.50	No
ALSL001	ALS Laboratory Group	2023-07-18	911134	589.06	No
ALTA003	AltaLIS Ltd.	2023-07-18	911135	1,993.95	No
ATHA004	Athabasca Multiplex	2023-07-18	911136	194.25	No
BARR016	Barrhead Community Victim Services Unit Associatio	2023-07-18	911137	1,000.00	No
BARR033	Barrhead Registries	2023-07-18	911138	84.00	No
BARR051	Barrhead Machine & Welding (2023) Ltd.	2023-07-18	911139	184.76	No
BECK001	Beck, Harold	2023-07-18	911140	21,105.00	No
CBVC001	CBV Collection Services Ltd.	2023-07-18	911141	666.03	No
CCCY001	CC Cycle (2012) Ltd.	2023-07-18	911142	67.99	No
DRIV002	Drive Products Inc.	2023-07-18	911143	476.03	No
ENER001	Enercon Water Treatment Ltd.	2023-07-18	911144	479.14	No
FORS001	Forsyth, Shauna	2023-07-18	911145	25.00	No
FORT001	Fort Garry Industries Ltd.	2023-07-18	911146	810.65	No
FRES001	Freson Bros. Barrhead	2023-07-18	911147	15.98	No
GREI003	Greilach Lussier LLP	2023-07-18	911148	1,575.00	No
JOHN001	John Deere Financial	2023-07-18	911149	11,459.98	No
MACG001	MacGillivray, Virginia	2023-07-18	911150	220.42	No
MARK001	Mark'em Line Locating Services Ltd.	2023-07-18	911151	434.70	No
MCLE001	McLean's Auto Parts LTD.	2023-07-18	911152	492.44	No
MILE002	Milestone Municipal Services - Emily House	2023-07-18	911153	1,163.68	No
SCOT002	Scot-Tel Communications	2023-07-18	911154	199.50	No
STAR001	STARS Foundation	2023-07-18	911155	7,500.00	No
THOR001	Thorhild County	2023-07-18	911156	314.98	No
VASS001	Vass IT Professional Services Inc.	2023-07-18	911157	4,738.13	No
WEAR001	WearPro Equipment & Supply Ltd.	2023-07-18	911158	60,199.86	No
WILD006	Wild Rose Audiology Clinic Ltd.	2023-07-18	911159	55.00	No

WSPE001	WSP E&I Canada Limited	2023-07-18	911160	72,070.96	No
WASY001	Wasylynuiik, Blair	2023-07-18	911161	7.86	No
VICT001	Victor Insurance Managers Inc.	2023-07-04	EFT000000001065	19,597.13	No
MYHS100	MYHSA	2023-07-05	07052023MYHSA	65.28	Yes
MYHS100	MYHSA	2023-07-05	EFT000000001025	65.28	No
DIRE001	Direct Energy Business	2023-07-06	231700050623199	1,247.19	No
LOCA001	Local Authorities Pension Plan	2023-07-06	07062023LAPP	42,850.07	No
PMEI001	PME INC.	2023-07-12	EFT000000001023	171,304.85	No
GOVE002	Government of Alberta Land Titles	2023-07-12	EFT000000001024	330.12	No
MYHS100	MYHSA	2023-07-12	EFT000000001026	14.04	No
MYHS100	MYHSA	2023-07-14	07142023MYHSA	113.66	No
NEER003	Neerlandia Co-op Association	2023-07-14	EFT000000001027	2,622.69	No
PEMB004	Pembina West Co-op	2023-07-14	EFT000000001028	1,401.37	No
RECE001	Receiver General For Canada	2023-07-15	JULY 15, 2023	120,585.94	No
1737001	1737069 Alberta Ltd.	2023-07-19	EFT000000001029	3,017.70	No
5969001	596947 Alberta Ltd.	2023-07-19	EFT000000001030	37,448.25	No
ALTO001	Altogether Shredding Services	2023-07-19	EFT000000001031	84.00	No
ARLE001	Arlen & Marian Stocking	2023-07-19	EFT000000001032	213.00	No
ATLA001	Atlantic Industries Limited	2023-07-19	EFT000000001033	1,290.71	No
BARR019	Barrhead Electric Ltd.	2023-07-19	EFT000000001034	2,785.13	No
BARR024	Barrhead Home Hardware Building Centre	2023-07-19	EFT000000001035	99.72	No
BARR030	Barrhead Public Library	2023-07-19	EFT000000001036	32,764.25	No
BRAV001	Brave Nose Septic Service Inc.	2023-07-19	EFT000000001037	787.50	No
BREA002	Breal Metal Bldgs. Ind.	2023-07-19	EFT000000001038	651.00	No
CARD001	Card, Lisa	2023-07-19	EFT000000001039	338.48	No
CERT002	Certified Tracking Solutions	2023-07-19	EFT000000001040	689.12	No
DIAM001	Diamond International Trucks	2023-07-19	EFT000000001041	1,838.91	No
EAGL001	Eagle Alloys Ltd.	2023-07-19	EFT000000001042	135.21	No
GREG001	Gregg Distributors Ltd.	2023-07-19	EFT000000001043	271.61	No
KNMSA0001	KNM Sales & Service Ltd.	2023-07-19	EFT000000001044	34.81	No
LOND001	London Life	2023-07-19	EFT000000001045	250.00	No
LUKE001	Luke's Contract Hauling	2023-07-19	EFT000000001046	6,763.87	No
MOLZ001	Molzahn, Tamara	2023-07-19	EFT000000001047	21.74	No
PEMB002	Pembina Hills School Division	2023-07-19	EFT000000001048	2,995.57	No
PETR002	Petruchik, Blair	2023-07-19	EFT000000001049	829.70	No
REDL002	Red Lion Express Inc.	2023-07-19	EFT000000001050	186.40	No
REID001	Reid's Kitchen	2023-07-19	EFT000000001051	149.73	No
ROAD001	Roadata Services Ltd.	2023-07-19	EFT000000001052	420.00	No
SCHA001	Schatz, Marvin	2023-07-19	EFT000000001053	144.16	No
SHAZ001	Shazel Cleaning	2023-07-19	EFT000000001054	504.00	Yes
STEP001	Stephani Motors Ltd.	2023-07-19	EFT000000001055	62,704.17	No
THOM003	Thomas Trenching Services Ltd.	2023-07-19	EFT000000001056	2,546.15	No
TOWN001	Town of Barrhead	2023-07-19	EFT000000001057	111,955.44	No
VECT001	Vector Electric and Controls	2023-07-19	EFT000000001058	231.00	No
WEST002	West Edmonton Radiator	2023-07-19	EFT000000001059	1,228.50	Yes
WEST007	Western Star Trucks	2023-07-19	EFT000000001060	7,499.60	No
XERO100	Xerox Canada Ltd.	2023-07-19	EFT000000001061	25.45	No
CANO001	Canoe Procurement Group of Canada	2023-07-19	EFT000000001062	16,442.35	No
CANO001	Canoe Procurement Group of Canada	2023-07-19	EFT000000001063	82.94	No
MYHS100	MYHSA	2023-07-21	MYHSA	10.53	No
PEMB004	Pembina West Co-op	2023-07-24	EFT000000001066	79,183.27	No
PREU001	Preugschas, Walter	2023-07-24	EFT000000001067	150.28	No
XERO100	Xerox Canada Ltd.	2023-07-24	EFT000000001068	218.90	No
XERO100	Xerox Canada Ltd.	2023-07-27	EFT000000166	361.27	Yes
MYHS100	MYHSA	2023-07-28	MY HSA 0282023	650.38	No
XERO100	Xerox Canada Ltd.	2023-07-31	EFT000000001071	361.21	No

CENT001	Central City Asphalt Ltd.	2023-07-31	EFT000000001072	1,922,808.81	Yes
HAYW001	Hayworth Equipment Sales	2023-07-31	EFT000000001073	58,957.50	No
SHAZ001	Shazel Cleaning	2023-07-31	EFT000000001074	504.00	No
WEST002	West Edmonton Radiator	2023-07-31	EFT000000001075	1,228.50	No
CENT001	Central City Asphalt Ltd.	2023-07-31	EFT000000001076	1,922,808.81	No
TRAN004	TransAlta Energy Marketing	2023-07-31	EFT000000001077	9,717.56	No
VOIDED Payments			-	1,989,110.18	
Payments Issued				3,082,262.31	



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Summary of All Units
For the Seven Months Ending July 31, 2023

R3

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Municipal taxes	\$12,290,533	\$12,275,694	(\$14,839)	(0.12%)	\$11,840,971	\$11,825,764
Local improvement levy	21,885	21,885	-	0.00%	21,885	21,885
Aggregate levy	30,686	100,000	69,314	69.31%	57,843	112,328
User fees and sale of goods	648,983	1,239,621	590,637	47.65%	714,785	1,238,615
Rental income	38,734	78,585	39,851	50.71%	42,953	66,726
Allocation for in-house equip Rental	366,010	792,986	426,976	53.84%	17,930	715,620
Penalties and costs on taxes	26,781	150,000	123,219	82.15%	45,445	167,712
Licenses, permits and fees	10,155	16,579	6,424	38.75%	13,342	17,371
Returns on investment	466,341	326,482	(139,859)	(42.84%)	145,166	455,914
Other governments transfer for operating	828,494	1,811,662	983,169	54.27%	359,823	1,113,484
Other revenue	59,354	1,584,490	1,525,137	96.25%	43,386	129,179
Drawn from unrestricted reserves	90,054	399,391	309,337	77.45%	80,711	162,586
Drawn from operating reserves	13,610	307,476	293,866	95.57%	100,753	634,445
Contribution from capital program	1,650	23,302	21,652	92.92%	-	98,890
TOTAL REVENUE	14,893,270	19,128,153	4,234,883	22.14%	13,484,992	16,760,518
EXPENDITURES						
Salaries and benefits	2,368,147	4,198,880	1,830,734	43.60%	2,422,246	3,875,618
Materials, goods, supplies	1,378,480	3,033,565	1,655,085	54.56%	1,657,876	2,899,317
Utilities	63,239	133,040	69,801	52.47%	63,586	125,376
Contracted and general services	895,191	2,475,115	1,579,924	63.83%	954,087	1,846,404
Purchases from other governments	228,280	300,240	71,960	23.97%	111,038	297,897
Transfer to other governments	338,171	2,816,919	2,478,749	88.00%	338,779	1,152,559
Transfer to individuals and organizations	34,819	79,881	45,061	56.41%	21,238	605,555
Transfer to local boards and agencies	127,008	165,523	38,514	23.27%	122,003	157,621
Interest on long term debt	57,934	114,671	56,737	49.48%	60,276	119,183
Principal payment for debenture	83,054	167,303	84,249	50.36%	80,711	162,586
Provision for allowances	-	40,425	40,425	100.00%	-	(334,106)
Bank charges and short term interest	770	1,970	1,200	60.93%	708	1,255
Tax cancellations	990	20,000	19,010	95.05%	578	9,890
Other expenditures	0	2,068	2,068	100.00%	0	2,226
Requisitions	1,485,096	2,774,205	1,289,109	46.47%	1,433,729	2,836,126
Transfer to operating reserves	174,848	266,747	91,899	34.45%	138,790	627,110
Transfer to capital reserves	1,561,565	1,835,438	273,873	14.92%	1,643,651	1,951,613
Transfer to capital program	280,147	702,164	422,017	60.10%	11,488	117,558
TOTAL EXPENDITURES	9,077,739	19,128,153	10,050,414	52.54%	9,060,784	16,453,788
NET COST / (REVENUE):	(5,815,531)	0	5,815,531	(165684651)	(4,424,208)	(306,730)
NET COST - OPERATING FUND	(7,726,777)	(2,074,181)	5,652,597	(272.52%)	(6,036,673)	(2,107,091)
NET COST - RESERVE FUND	1,632,749	1,395,318	(237,431)	(17.02%)	1,600,977	1,781,693
NET COST - CAPITAL FUND	278,497	678,862	400,365	58.98%	11,488	18,669



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
GENERAL GOVERNMENT
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Municipal taxes	\$12,290,533	\$12,275,694	(\$14,839)	(0.12%)	\$11,840,971	\$11,825,764
Penalties and costs on taxes	26,781	150,000	123,219	82.15%	45,445	167,712
Returns on investment	445,040	307,000	(138,040)	(44.96%)	133,028	413,547
Other governments transfer for operating	-	-	-	0.00%	31,257	4,829
Other revenue	-	283	283	100.00%	-	2,068
Drawn from unrestricted reserves	83,054	392,391	309,337	78.83%	80,711	162,586
Drawn from operating reserves	-	220,767	220,767	100.00%	-	-
TOTAL REVENUE	12,845,407	13,346,135	500,727	3.75%	12,131,412	12,576,506
EXPENDITURES						
Provision for allowances	-	10,000	10,000	100.00%	-	(364,531)
Tax cancellations	990	20,000	19,010	95.05%	578	9,890
Other expenditures	-	2,068	2,068	100.00%	-	2,226
Requisitions	1,485,096	2,774,205	1,289,109	46.47%	1,433,729	2,836,126
Transfer to operating reserves	83,054	167,303	84,250	50.36%	82,134	531,946
Transfer to capital reserves	50,000	50,000	0	0.00%	-	-
TOTAL EXPENDITURES	1,619,140	3,023,576	1,404,436	46.45%	1,516,441	3,015,657
NET COST / (REVENUE):	(11,226,267)	(10,322,559)	903,709	(8.75%)	(10,614,971)	(9,560,849)
NET COST - OPERATING FUND	(11,276,267)	(9,926,704)	1,349,563	(13.60%)	(10,616,394)	(9,930,209)
NET COST - RESERVE FUND	50,000	(395,854)	(445,854)	112.63%	1,422	369,360



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
General Municipal
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Penalties and costs on taxes	\$26,781	\$150,000	\$123,219	82.15%	\$45,445	\$167,712
Returns on investment	445,040	307,000	(138,040)	(44.96%)	133,028	413,547
Other governments transfer for operating	-	-	-	0.00%	31,257	4,829
Drawn from unrestricted reserves	83,054	392,391	309,337	78.83%	80,711	162,586
Drawn from operating reserves	-	210,767	210,767	100.00%	-	-
TOTAL REVENUE	554,874	1,060,158	505,283	47.66%	290,442	748,674
EXPENDITURES						
Transfer to operating reserves	83,054	167,303	84,250	50.36%	82,134	167,415
Transfer to capital reserves	50,000	50,000	0	0.00%	-	-
TOTAL EXPENDITURES	133,054	217,303	84,250	38.77%	82,134	167,415
NET COST / (REVENUE):	(421,821)	(842,854)	(421,034)	49.95%	(208,308)	(581,259)
NET COST - OPERATING FUND	(471,821)	(457,000)	14,821	(3.24%)	(209,730)	(586,088)
NET COST - RESERVE FUND	50,000	(385,854)	(435,854)	112.96%	1,422	4,829



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Tax & Requisitions
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Municipal taxes	\$12,290,533	\$12,275,694	(\$14,839)	(0.12%)	\$11,840,971	\$11,825,764
Other revenue	-	283	283	100.00%	-	2,068
Drawn from operating reserves	-	10,000	10,000	100.00%	-	-
TOTAL REVENUE	12,290,533	12,285,977	(4,556)	(0.04%)	11,840,971	11,827,832
EXPENDITURES						
Provision for allowances	-	10,000	10,000	100.00%	-	(364,531)
Tax cancellations	990	20,000	19,010	95.05%	578	9,890
Other expenditures	-	2,068	2,068	100.00%	-	2,226
Requisitions	1,485,096	2,774,205	1,289,109	46.47%	1,433,729	2,836,126
Transfer to operating reserves	-	-	-	0.00%	-	364,531
TOTAL EXPENDITURES	1,486,086	2,806,272	1,320,186	47.04%	1,434,307	2,848,242
NET COST / (REVENUE):	(10,804,447)	(9,479,704)	1,324,742	(13.97%)	(10,406,663)	(8,979,590)
NET COST - OPERATING FUND	(10,804,447)	(9,469,704)	1,334,742	(14.09%)	(10,406,663)	(9,344,121)
NET COST - RESERVE FUND	-	(10,000)	(10,000)	100.00%	-	364,531



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
ADMINISTRATION & LEGISLATIVE
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$6,965	\$8,929	\$1,964	21.99%	\$7,229	\$12,044
Other governments transfer for operating	109,928	146,570	36,642	25.00%	27,666	34,333
Other revenue	22,247	51,428	29,182	56.74%	4,049	46,309
Drawn from operating reserves	3,339	9,881	6,542	66.21%	476	6,604
TOTAL REVENUE	142,479	216,808	74,329	34.28%	39,420	99,290
EXPENDITURES						
Salaries and benefits	683,253	1,228,046	544,794	44.36%	702,902	1,180,836
Materials, goods, supplies	41,288	62,944	21,656	34.41%	41,600	49,910
Utilities	7,995	17,800	9,805	55.08%	8,422	16,007
Contracted and general services	215,055	612,213	397,158	64.87%	208,824	447,227
Bank charges and short term interest	770	1,970	1,200	60.93%	708	1,255
Transfer to operating reserves	3,375	4,804	1,429	29.74%	875	3,319
Transfer to capital reserves	70,000	70,000	-	0.00%	70,000	70,000
TOTAL EXPENDITURES	1,021,735	1,997,776	976,041	48.86%	1,033,332	1,768,554
NET COST / (REVENUE):	879,256	1,780,968	901,712	50.63%	993,912	1,669,265
NET COST - OPERATING FUND	809,220	1,716,046	906,825	52.84%	923,513	1,602,550
NET COST - RESERVE FUND	70,036	64,923	(5,113)	(7.88%)	70,399	66,714



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Legislative
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Other revenue	\$5,227	\$4,500	(\$727)	(16.16%)	\$2,290	\$4,313
Drawn from operating reserves	-	2,381	2,381	100.00%	476	5,082
TOTAL REVENUE	5,227	6,881	1,654	24.03%	2,766	9,396
EXPENDITURES						
Salaries and benefits	151,986	315,767	163,781	51.87%	163,519	284,240
Materials, goods, supplies	761	3,789	3,028	79.92%	5,248	5,760
Contracted and general services	15,811	44,265	28,454	64.28%	16,597	66,513
Transfer to operating reserves	875	875	-	0.00%	875	875
TOTAL EXPENDITURES	169,433	364,696	195,263	53.54%	186,239	357,388
NET COST / (REVENUE):	164,206	357,815	193,609	54.11%	183,473	347,992
NET COST - OPERATING FUND	163,331	359,321	195,990	54.54%	183,074	352,199
NET COST - RESERVE FUND	875	(1,506)	(2,381)	158.10%	399	(4,207)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Administration
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$6,965	\$8,929	\$1,964	21.99%	\$7,229	\$12,044
Other governments transfer for operating	109,928	146,570	36,642	25.00%	27,666	34,333
Other revenue	17,020	46,928	29,909	63.73%	1,759	41,996
Drawn from operating reserves	3,339	7,500	4,161	55.48%	-	1,522
TOTAL REVENUE	137,251	209,927	72,676	34.62%	36,654	89,894
EXPENDITURES						
Salaries and benefits	531,266	912,279	381,013	41.76%	539,383	896,596
Materials, goods, supplies	40,527	59,155	18,628	31.49%	36,352	44,151
Utilities	7,995	17,800	9,805	55.08%	8,422	16,007
Contracted and general services	199,243	567,947	368,704	64.92%	192,137	380,623
Bank charges and short term interest	770	1,970	1,200	60.93%	708	1,255
Transfer to operating reserves	-	1,429	1,429	100.00%	-	2,444
Transfer to capital reserves	70,000	70,000	-	0.00%	70,000	70,000
TOTAL EXPENDITURES	849,802	1,630,580	780,778	47.88%	847,002	1,411,076
NET COST / (REVENUE):	712,550	1,420,653	708,103	49.84%	810,348	1,321,182
NET COST - OPERATING FUND	645,889	1,356,724	710,835	52.39%	740,348	1,250,260
NET COST - RESERVE FUND	66,661	63,929	(2,732)	(4.27%)	70,000	70,922



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Elections & Plebiscites
For the Seven Months Ending July 31, 2023

	<u>July 2023 YTD</u>	<u>2023 Budget</u>	<u>Budget Variance</u>	<u>% Variance</u>	<u>July 2022 YTD</u>	<u>PY (2022)</u>
REVENUE						
EXPENDITURES						
Contracted and general services	-	-	-	0.00%	\$91	\$91
Transfer to operating reserves	2,500	2,500	-	0.00%	-	-
TOTAL EXPENDITURES	<u>2,500</u>	<u>2,500</u>	<u>-</u>	<u>0.00%</u>	<u>91</u>	<u>91</u>
NET COST / (REVENUE):	2,500	2,500	-	0.00%	91	91
NET COST - OPERATING FUND	-	-	-	0.00%	91	91
NET COST - RESERVE FUND	2,500	2,500	-	0.00%	-	-



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
PROTECTIVE SERVICES
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$92,101	\$60,000	(\$32,101)	(53.50%)	\$32,868	\$91,952
Licenses, permits and fees	755	4,329	3,574	82.56%	1,092	1,671
Other governments transfer for operating	234,831	237,494	2,663	1.12%	-	38,071
Other revenue	9,265	3,500	(5,765)	(164.73%)	9,127	9,127
Drawn from operating reserves	521	3,500	2,979	85.11%	85,776	85,776
TOTAL REVENUE	337,474	308,823	(28,651)	(9.28%)	128,863	226,598
EXPENDITURES						
Salaries and benefits	16,611	104,803	88,192	84.15%	25,482	48,162
Materials, goods, supplies	980	31,442	30,462	96.88%	1,042	3,908
Contracted and general services	7,901	52,763	44,862	85.02%	6,305	13,016
Purchases from other governments	147,236	175,000	27,764	15.87%	45,348	165,193
Transfer to other governments	257,901	792,779	534,879	67.47%	265,974	657,710
Transfer to individuals and organizations	8,500	8,500	-	0.00%	7,288	7,288
Transfer to operating reserves	36,265	30,500	(5,765)	(18.90%)	36,127	36,127
Transfer to capital reserves	107,000	107,000	-	0.00%	182,000	182,000
TOTAL EXPENDITURES	582,393	1,302,787	720,394	55.30%	569,566	1,113,403
NET COST / (REVENUE):	244,920	993,964	749,045	75.36%	440,704	886,805
NET COST - OPERATING FUND	102,175	859,964	757,789	88.12%	308,353	754,455
NET COST - RESERVE FUND	142,744	134,000	(8,744)	(6.53%)	132,350	132,350



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Enhanced Policing Services / Prior Year SRO
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Other governments transfer for operating	\$173,159	\$173,159	\$0	0.00%	-	-
TOTAL REVENUE	173,159	173,159	0	0.00%	-	-
EXPENDITURES						
Transfer to other governments	68,836	373,109	304,273	81.55%	50,918	251,157
Transfer to individuals and organizations	1,000	1,000	-	0.00%	1,000	1,000
TOTAL EXPENDITURES	69,836	374,109	304,273	81.33%	51,918	252,157
NET COST / (REVENUE):	(103,323)	200,950	304,273	151.42%	51,918	252,157
NET COST - OPERATING FUND	(103,323)	200,950	304,273	151.42%	51,918	252,157



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Fire Services
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$92,101	\$60,000	(\$32,101)	(53.50%)	\$32,868	\$91,952
Other governments transfer for operating	34,987	34,987	-	0.00%	-	35,408
TOTAL REVENUE	127,088	94,987	(32,101)	(33.80%)	32,868	127,360
EXPENDITURES						
Salaries and benefits	297	510	213	41.81%	-	544
Contracted and general services	-	2,090	2,090	100.00%	-	49
Purchases from other governments	147,236	175,000	27,764	15.87%	45,348	165,193
Transfer to other governments	181,984	377,490	195,506	51.79%	172,576	321,594
Transfer to operating reserves	25,000	25,000	-	0.00%	25,000	25,000
Transfer to capital reserves	97,000	97,000	-	0.00%	97,000	97,000
TOTAL EXPENDITURES	451,517	677,090	225,573	33.32%	339,924	609,380
NET COST / (REVENUE):	324,429	582,103	257,674	44.27%	307,056	482,020
NET COST - OPERATING FUND	202,429	460,103	257,674	56.00%	185,056	360,020
NET COST - RESERVE FUND	122,000	122,000	-	0.00%	122,000	122,000



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Disaster Services
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Salaries and benefits	\$4,749	\$9,185	\$4,435	48.29%	\$6,529	\$11,347
Materials, goods, supplies	-	150	150	100.00%	110	110
Contracted and general services	565	2,080	1,515	72.84%	553	860
Transfer to operating reserves	2,000	2,000	-	0.00%	2,000	2,000
TOTAL EXPENDITURES	7,314	13,415	6,100	45.48%	9,191	14,317
NET COST / (REVENUE):	7,314	13,415	6,100	45.48%	9,191	14,317
NET COST - OPERATING FUND	5,314	11,415	6,100	53.44%	7,191	12,317
NET COST - RESERVE FUND	2,000	2,000	-	0.00%	2,000	2,000



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
By-Law Enforcement
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Licenses, permits and fees	\$755	\$4,329	\$3,574	82.56%	\$1,092	\$1,671
Drawn from operating reserves	-	-	-	0.00%	85,000	85,000
TOTAL REVENUE	755	4,329	3,574	82.56%	86,092	86,671
EXPENDITURES						
Salaries and benefits	-	57,757	57,757	100.00%	-	-
Materials, goods, supplies	-	23,546	23,546	100.00%	-	-
Contracted and general services	660	8,402	7,742	92.14%	433	565
Transfer to other governments	7,080	42,180	35,100	83.21%	42,480	84,960
Transfer to capital reserves	10,000	10,000	-	0.00%	85,000	85,000
TOTAL EXPENDITURES	17,740	141,885	124,145	87.50%	127,913	170,525
NET COST / (REVENUE):	16,985	137,556	120,571	87.65%	41,821	83,854
NET COST - OPERATING FUND	6,985	127,556	120,571	94.52%	41,821	83,854
NET COST - RESERVE FUND	10,000	10,000	-	0.00%	-	-



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Ambulance Services
For the Seven Months Ending July 31, 2023

	<u>July 2023 YTD</u>	<u>2023 Budget</u>	<u>Budget Variance</u>	<u>% Variance</u>	<u>July 2022 YTD</u>	<u>PY (2022)</u>
REVENUE						
EXPENDITURES						
Transfer to individuals and organizations	<u>\$7,500</u>	<u>\$7,500</u>	<u>-</u>	<u>0.00%</u>	<u>\$6,288</u>	<u>\$6,288</u>
TOTAL EXPENDITURES	<u>7,500</u>	<u>7,500</u>	<u>-</u>	<u>0.00%</u>	<u>6,288</u>	<u>6,288</u>
NET COST / (REVENUE):	7,500	7,500	-	0.00%	6,288	6,288
NET COST - OPERATING FUND	7,500	7,500	-	0.00%	6,288	6,288



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Safety Program
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Other revenue	\$9,265	\$3,500	(\$5,765)	(164.73%)	\$9,127	\$9,127
Drawn from operating reserves	521	3,500	2,979	85.11%	776	776
TOTAL REVENUE	9,787	7,000	(2,787)	(39.81%)	9,903	9,903
EXPENDITURES						
Salaries and benefits	11,564	37,351	25,787	69.04%	18,953	36,270
Materials, goods, supplies	980	7,246	6,266	86.48%	932	3,798
Contracted and general services	6,216	9,011	2,795	31.01%	5,200	7,427
Transfer to operating reserves	9,265	3,500	(5,765)	(164.73%)	9,127	9,127
TOTAL EXPENDITURES	28,026	57,108	29,082	50.92%	34,213	56,622
NET COST / (REVENUE):	18,239	50,108	31,869	63.60%	24,310	46,719
NET COST - OPERATING FUND	9,495	50,108	40,613	81.05%	15,959	38,368
NET COST - RESERVE FUND	8,744	-	(8,744)	0.00%	8,350	8,350



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Barrhead and Regional Crime Coalition (BARCC)
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Other governments transfer for operating	\$26,685	\$29,348	\$2,663	9.07%	-	\$2,663
TOTAL REVENUE	26,685	29,348	2,663	9.07%	-	2,663
EXPENDITURES						
Materials, goods, supplies	-	500	500	100.00%	-	-
Contracted and general services	460	31,180	30,720	98.52%	120	4,115
TOTAL EXPENDITURES	460	31,680	31,220	98.55%	120	4,115
NET COST / (REVENUE):	(26,225)	2,332	28,557	1224.57%	120	1,452
NET COST - OPERATING FUND	(26,225)	2,332	28,557	1224.57%	120	1,452



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
TRANSPORTATION SERVICES
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Aggregate levy	\$30,686	\$100,000	\$69,314	69.31%	\$57,843	\$112,328
User fees and sale of goods	234,412	342,806	108,394	31.62%	138,426	287,435
Rental income	9,538	11,075	1,538	13.88%	9,378	10,915
Allocation for in-house equip Rental	366,010	792,986	426,976	53.84%	17,930	715,620
Returns on investment	4,135	4,135	-	0.00%	5,448	5,448
Other governments transfer for operating	12,758	1,008,236	995,478	98.73%	13,493	644,541
Other revenue	11,454	-	(11,454)	0.00%	-	29,100
Drawn from operating reserves	-	30,620	30,620	100.00%	-	5,067
TOTAL REVENUE	668,993	2,289,858	1,620,865	70.78%	242,516	1,810,453
EXPENDITURES						
Salaries and benefits	1,191,731	2,138,543	946,812	44.27%	1,298,525	1,990,504
Materials, goods, supplies	1,177,671	2,593,106	1,415,435	54.58%	1,227,171	2,404,473
Utilities	42,722	84,090	41,368	49.19%	41,939	81,211
Contracted and general services	516,220	1,228,445	712,225	57.98%	541,917	954,677
Transfer to operating reserves	25,000	25,000	0	0.00%	-	-
Transfer to capital reserves	1,126,412	1,195,726	69,314	5.80%	1,123,613	1,370,310
Transfer to capital program	280,147	702,164	422,017	60.10%	11,488	117,558
TOTAL EXPENDITURES	4,359,904	7,967,074	3,607,170	45.28%	4,244,653	6,918,732
NET COST / (REVENUE):	3,690,911	5,677,217	1,986,306	34.99%	4,002,137	5,108,279
NET COST - OPERATING FUND	2,259,351	3,784,946	1,525,595	40.31%	2,867,035	3,625,477
NET COST - RESERVE FUND	1,151,412	1,190,106	38,694	3.25%	1,123,613	1,365,244
NET COST - CAPITAL FUND	280,147	702,164	422,017	60.10%	11,488	117,558



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Public Works
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Aggregate levy	\$30,686	\$100,000	\$69,314	69.31%	\$57,843	\$112,328
User fees and sale of goods	234,412	342,806	108,394	31.62%	138,426	287,435
Allocation for in-house equip Rental	366,010	792,986	426,976	53.84%	17,930	715,620
Returns on investment	4,135	4,135	-	0.00%	5,448	5,448
Other governments transfer for operating	-	991,226	991,226	100.00%	-	631,226
Other revenue	11,454	-	(11,454)	0.00%	-	29,100
Drawn from operating reserves	-	30,620	30,620	100.00%	-	5,067
TOTAL REVENUE	646,698	2,261,773	1,615,075	71.41%	219,646	1,786,223
EXPENDITURES						
Salaries and benefits	1,190,231	2,135,473	945,242	44.26%	1,298,525	1,988,704
Materials, goods, supplies	1,174,919	2,586,106	1,411,187	54.57%	1,226,424	2,398,935
Utilities	40,707	79,940	39,233	49.08%	39,761	76,865
Contracted and general services	503,200	1,197,570	694,370	57.98%	529,557	928,815
Transfer to operating reserves	25,000	25,000	0	0.00%	-	-
Transfer to capital reserves	1,108,412	1,177,726	69,314	5.89%	1,105,613	1,352,310
Transfer to capital program	280,147	702,164	422,017	60.10%	11,488	117,558
TOTAL EXPENDITURES	4,322,617	7,903,979	3,581,362	45.31%	4,211,369	6,863,187
NET COST / (REVENUE):	3,675,920	5,642,207	1,966,287	34.85%	3,991,723	5,076,964
NET COST - OPERATING FUND	2,262,360	3,767,936	1,505,576	39.96%	2,874,622	3,612,162
NET COST - RESERVE FUND	1,133,412	1,172,106	38,694	3.30%	1,105,613	1,347,244
NET COST - CAPITAL FUND	280,147	702,164	422,017	60.10%	11,488	117,558



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Airport Services
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Rental income	\$9,538	\$11,075	\$1,538	13.88%	\$9,378	\$10,915
Other governments transfer for operating	12,758	17,010	4,253	25.00%	13,493	13,315
TOTAL REVENUE	22,295	28,085	5,790	20.62%	22,870	24,230
EXPENDITURES						
Salaries and benefits	1,500	3,070	1,570	51.14%	-	1,800
Materials, goods, supplies	2,752	7,000	4,248	60.69%	746	5,537
Utilities	2,015	4,150	2,135	51.44%	2,177	4,346
Contracted and general services	13,019	30,875	17,856	57.83%	12,360	25,862
Transfer to capital reserves	18,000	18,000	-	0.00%	18,000	18,000
TOTAL EXPENDITURES	37,286	63,095	25,809	40.90%	33,283	55,545
NET COST / (REVENUE):	14,991	35,010	20,019	57.18%	10,413	31,315
NET COST - OPERATING FUND	(3,009)	17,010	20,019	117.69%	(7,587)	13,315
NET COST - RESERVE FUND	18,000	18,000	-	0.00%	18,000	18,000



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
UTILITIES AND WASTE MANAGEMENT
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Local improvement levy	\$21,885	\$21,885	-	0.00%	\$21,885	\$21,885
User fees and sale of goods	250,248	362,900	112,652	31.04%	219,681	360,071
Rental income	18,782	46,720	27,938	59.80%	21,788	35,624
Returns on investment	-	2,476	2,476	100.00%	-	22,872
Other revenue	-	1,500,000	1,500,000	100.00%	-	-
Contribution from capital program	1,650	23,302	21,652	92.92%	-	14,850
TOTAL REVENUE	<u>292,564</u>	<u>1,957,283</u>	<u>1,664,718</u>	<u>85.05%</u>	<u>263,354</u>	<u>455,302</u>
EXPENDITURES						
Salaries and benefits	85,048	129,444	44,396	34.30%	74,843	124,165
Materials, goods, supplies	24,151	65,726	41,575	63.25%	21,787	35,286
Utilities	12,068	25,600	13,532	52.86%	12,743	22,972
Contracted and general services	91,824	239,871	148,047	61.72%	66,110	145,337
Purchases from other governments	81,045	125,240	44,195	35.29%	65,691	132,703
Transfer to other governments	42,520	1,585,040	1,542,520	97.32%	38,555	70,057
Provision for allowances	-	30,425	30,425	100.00%	-	30,425
Transfer to capital reserves	162,000	207,846	45,846	22.06%	178,885	228,742
TOTAL EXPENDITURES	<u>498,656</u>	<u>2,409,192</u>	<u>1,910,536</u>	<u>79.30%</u>	<u>458,613</u>	<u>789,687</u>
NET COST / (REVENUE):	206,091	451,909	245,818	54.40%	195,259	334,385
NET COST - OPERATING FUND	45,741	267,365	221,624	82.89%	16,374	120,493
NET COST - RESERVE FUND	162,000	207,846	45,846	22.06%	178,885	228,742
NET COST - CAPITAL FUND	(1,650)	(23,302)	(21,652)	92.92%	-	(14,850)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Water & Sewer Utility Holders
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Local improvement levy	\$21,885	\$21,885	-	0.00%	\$21,885	\$21,885
User fees and sale of goods	199,820	298,375	98,555	33.03%	183,670	296,148
Rental income	18,782	46,720	27,938	59.80%	21,788	35,624
Returns on investment	-	2,476	2,476	100.00%	-	22,872
Other revenue	-	1,500,000	1,500,000	100.00%	-	-
TOTAL REVENUE	240,487	1,869,456	1,628,969	87.14%	227,344	376,530
EXPENDITURES						
Salaries and benefits	45,085	76,608	31,523	41.15%	45,399	76,003
Materials, goods, supplies	20,213	24,450	4,237	17.33%	11,629	17,910
Utilities	10,374	18,969	8,595	45.31%	10,965	20,242
Contracted and general services	29,966	102,166	72,200	70.67%	13,590	41,989
Purchases from other governments	75,572	116,140	40,568	34.93%	59,031	122,319
Transfer to other governments	-	1,500,000	1,500,000	100.00%	-	-
Transfer to capital reserves	67,000	88,885	21,885	24.62%	88,885	109,072
TOTAL EXPENDITURES	248,209	1,927,218	1,679,009	87.12%	229,499	387,534
NET COST / (REVENUE):	7,722	57,762	50,040	86.63%	2,156	11,004
NET COST - OPERATING FUND	(59,278)	(31,123)	28,155	(90.46%)	(86,730)	(98,068)
NET COST - RESERVE FUND	67,000	88,885	21,885	24.62%	88,885	109,072



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Truck Fill
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$15,207	\$19,525	\$4,318	22.12%	\$11,808	\$24,175
TOTAL REVENUE	15,207	19,525	4,318	22.12%	11,808	24,175
EXPENDITURES						
Salaries and benefits	719	1,216	498	40.92%	691	1,128
Materials, goods, supplies	298	1,000	702	70.18%	2,536	2,536
Utilities	700	1,700	1,000	58.84%	742	1,333
Contracted and general services	5,708	6,181	473	7.65%	583	745
Purchases from other governments	5,473	6,100	627	10.28%	6,660	7,385
Transfer to capital reserves	-	3,328	3,328	100.00%	-	-
TOTAL EXPENDITURES	12,898	19,525	6,628	33.94%	11,212	13,127
NET COST / (REVENUE):	(2,309)	0	2,309	53577594.	(596)	(11,048)
NET COST - OPERATING FUND	(2,309)	(3,328)	(1,018)	30.60%	(596)	(11,048)
NET COST - RESERVE FUND	-	3,328	3,328	100.00%	-	-



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Lagoons
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$35,221	\$45,000	\$9,779	21.73%	\$24,203	\$39,747
Contribution from capital program	1,650	17,650	16,000	90.65%	-	14,850
TOTAL REVENUE	36,871	62,650	25,779	41.15%	24,203	54,597
EXPENDITURES						
Salaries and benefits	5,718	8,936	3,218	36.01%	2,437	4,631
Materials, goods, supplies	463	1,200	737	61.46%	183	183
Utilities	994	4,931	3,937	79.84%	1,036	1,397
Contracted and general services	1,981	23,950	21,969	91.73%	823	15,716
Purchases from other governments	-	3,000	3,000	100.00%	-	3,000
Transfer to capital reserves	-	20,633	20,633	100.00%	-	29,669
TOTAL EXPENDITURES	9,155	62,650	53,495	85.39%	4,478	54,597
NET COST / (REVENUE):	(27,716)	0	27,716	710664625	(19,725)	0
NET COST - OPERATING FUND	(26,066)	(2,983)	23,083	(773.80%)	(19,725)	(14,819)
NET COST - RESERVE FUND	-	20,633	20,633	100.00%	-	29,669
NET COST - CAPITAL FUND	(1,650)	(17,650)	(16,000)	90.65%	-	(14,850)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
General Utility Services
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
EXPENDITURES						
Salaries and benefits	\$14,844	\$22,734	\$7,890	34.70%	\$15,117	\$21,744
Materials, goods, supplies	1,081	4,076	2,995	73.48%	1,312	1,911
Contracted and general services	5,929	13,716	7,787	56.77%	1,825	2,291
Transfer to capital reserves	50,000	50,000	-	0.00%	50,000	50,000
TOTAL EXPENDITURES	71,854	90,526	18,672	20.63%	68,254	75,946
NET COST / (REVENUE):	71,854	90,526	18,672	20.63%	68,254	75,946
NET COST - OPERATING FUND	21,854	40,526	18,672	46.07%	18,254	25,946
NET COST - RESERVE FUND	50,000	50,000	-	0.00%	50,000	50,000



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Waste Management
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Contribution from capital program	-	\$5,652	\$5,652	100.00%	-	-
TOTAL REVENUE	-	5,652	5,652	100.00%	-	-
EXPENDITURES						
Salaries and benefits	18,682	19,950	1,268	6.35%	11,199	20,658
Materials, goods, supplies	2,097	35,000	32,903	94.01%	6,127	12,747
Contracted and general services	48,241	93,858	45,617	48.60%	49,289	84,596
Transfer to other governments	42,520	85,040	42,520	50.00%	38,555	70,057
Provision for allowances	-	30,425	30,425	100.00%	-	30,425
Transfer to capital reserves	45,000	45,000	0	0.00%	40,000	40,000
TOTAL EXPENDITURES	156,540	309,273	152,733	49.38%	145,171	258,483
NET COST / (REVENUE):	156,540	303,621	147,081	48.44%	145,171	258,483
NET COST - OPERATING FUND	111,540	264,273	152,733	57.79%	105,171	218,483
NET COST - RESERVE FUND	45,000	45,000	0	0.00%	40,000	40,000
NET COST - CAPITAL FUND	-	(5,652)	(5,652)	100.00%	-	-



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
COMMUNITY SUPPORT SERVICES
For the Seven Months Ending July 31, 2023

	<u>July 2023 YTD</u>	<u>2023 Budget</u>	<u>Budget Variance</u>	<u>% Variance</u>	<u>July 2022 YTD</u>	<u>PY (2022)</u>
REVENUE						
EXPENDITURES						
Transfer to other governments	<u>\$37,750</u>	<u>\$75,500</u>	<u>\$37,750</u>	<u>50.00%</u>	<u>\$34,250</u>	<u>\$68,500</u>
TOTAL EXPENDITURES	<u>37,750</u>	<u>75,500</u>	<u>37,750</u>	<u>50.00%</u>	<u>34,250</u>	<u>68,500</u>
NET COST / (REVENUE):	37,750	75,500	37,750	50.00%	34,250	68,500
NET COST - OPERATING FUND	37,750	75,500	37,750	50.00%	34,250	68,500



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Family and Community Support Services (FCSS)
For the Seven Months Ending July 31, 2023

	<u>July 2023 YTD</u>	<u>2023 Budget</u>	<u>Budget Variance</u>	<u>% Variance</u>	<u>July 2022 YTD</u>	<u>PY (2022)</u>
REVENUE						
EXPENDITURES						
Transfer to other governments	<u>\$37,750</u>	<u>\$75,500</u>	<u>\$37,750</u>	<u>50.00%</u>	<u>\$34,250</u>	<u>\$68,500</u>
TOTAL EXPENDITURES	<u>37,750</u>	<u>75,500</u>	<u>37,750</u>	<u>50.00%</u>	<u>34,250</u>	<u>68,500</u>
NET COST / (REVENUE):	37,750	75,500	37,750	50.00%	34,250	68,500
NET COST - OPERATING FUND	37,750	75,500	37,750	50.00%	34,250	68,500



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
PLANNING & DEVELOPMENT
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	-	\$262,858	\$262,858	100.00%	\$278,160	\$278,160
Rental income	10,415	12,790	2,375	18.57%	11,787	14,787
Licenses, permits and fees	9,400	12,250	2,850	23.27%	12,250	15,700
Returns on investment	13,895	9,600	(4,295)	(44.74%)	3,232	10,590
Other revenue	13,876	20,500	6,624	32.31%	26,911	33,838
Drawn from operating reserves	-	18,065	18,065	100.00%	8,500	515,443
Contribution from capital program	-	-	-	0.00%	-	80,075
TOTAL REVENUE	47,585	336,063	288,478	85.84%	340,840	948,593
EXPENDITURES						
Salaries and benefits	119,936	213,746	93,811	43.89%	115,462	198,087
Materials, goods, supplies	30,891	131,613	100,722	76.53%	257,242	281,806
Contracted and general services	26,989	127,930	100,941	78.90%	89,783	119,199
Transfer to individuals and organizations	-	-	-	0.00%	-	498,508
Transfer to operating reserves	17,500	17,500	-	0.00%	10,000	10,000
Transfer to capital reserves	16,152	174,866	158,714	90.76%	59,153	70,561
TOTAL EXPENDITURES	211,468	665,655	454,187	68.23%	531,640	1,178,160
NET COST / (REVENUE):	163,883	329,592	165,709	50.28%	190,800	229,567
NET COST - OPERATING FUND	130,231	155,291	25,061	16.14%	130,147	744,524
NET COST - RESERVE FUND	33,652	174,301	140,649	80.69%	60,653	(434,882)
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(80,075)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Land Use Planning & Dev
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Licenses, permits and fees	\$9,400	\$12,250	\$2,850	23.27%	\$12,250	\$15,700
Returns on investment	13,895	9,600	(4,295)	(44.74%)	3,232	10,590
Other revenue	13,876	20,500	6,624	32.31%	26,911	33,838
Drawn from operating reserves	-	11,565	11,565	100.00%	-	8,435
TOTAL REVENUE	37,170	53,915	16,745	31.06%	42,393	68,563
EXPENDITURES						
Salaries and benefits	79,670	124,814	45,144	36.17%	69,889	120,162
Materials, goods, supplies	30,758	31,268	510	1.63%	33,463	34,866
Contracted and general services	15,890	73,832	57,942	78.48%	21,525	37,582
Transfer to operating reserves	17,500	17,500	-	0.00%	10,000	10,000
Transfer to capital reserves	16,152	29,600	13,448	45.43%	29,243	40,651
TOTAL EXPENDITURES	159,970	277,014	117,044	42.25%	164,120	243,260
NET COST / (REVENUE):	122,800	223,099	100,299	44.96%	121,727	174,697
NET COST - OPERATING FUND	89,148	187,564	98,416	52.47%	82,484	132,481
NET COST - RESERVE FUND	33,652	35,535	1,883	5.30%	39,243	42,216



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Economic Development
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Drawn from operating reserves	-	\$6,500	\$6,500	100.00%	\$8,500	\$507,008
TOTAL REVENUE	-	6,500	6,500	100.00%	8,500	507,008
EXPENDITURES						
Salaries and benefits	40,265	88,932	48,667	54.72%	45,573	77,926
Materials, goods, supplies	133	1,000	867	86.67%	221	341
Contracted and general services	10,816	35,551	24,735	69.57%	25,058	38,487
Transfer to individuals and organizations	-	-	-	0.00%	-	498,508
TOTAL EXPENDITURES	51,215	125,483	74,268	59.19%	70,852	615,261
NET COST / (REVENUE):	51,215	118,983	67,768	56.96%	62,352	108,254
NET COST - OPERATING FUND	51,215	125,483	74,268	59.19%	70,852	615,261
NET COST - RESERVE FUND	-	(6,500)	(6,500)	100.00%	(8,500)	(507,008)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Subdivision & Land Development
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	-	\$262,858	\$262,858	100.00%	\$278,160	\$278,160
Contribution from capital program	-	-	-	0.00%	-	80,075
TOTAL REVENUE	-	262,858	262,858	100.00%	278,160	358,235
EXPENDITURES						
Materials, goods, supplies	-	99,345	99,345	100.00%	223,559	246,599
Contracted and general services	283	18,547	18,264	98.47%	42,924	42,924
Transfer to capital reserves	-	145,266	145,266	100.00%	29,910	29,910
TOTAL EXPENDITURES	283	263,158	262,875	99.89%	296,392	319,433
NET COST / (REVENUE):	283	300	17	5.67%	18,232	(38,802)
NET COST - OPERATING FUND	283	(144,966)	(145,249)	100.20%	(11,677)	11,363
NET COST - RESERVE FUND	-	145,266	145,266	100.00%	29,910	29,910
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(80,075)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Land, Housing & Building Rentals
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Rental income	\$10,415	\$12,790	\$2,375	18.57%	\$11,787	\$14,787
TOTAL REVENUE	10,415	12,790	2,375	18.57%	11,787	14,787
EXPENDITURES						
Contracted and general services	-	-	-	0.00%	275	206
TOTAL EXPENDITURES	-	-	-	0.00%	275	206
NET COST / (REVENUE):	(10,415)	(12,790)	(2,375)	18.57%	(11,512)	(14,581)
NET COST - OPERATING FUND	(10,415)	(12,790)	(2,375)	18.57%	(11,512)	(14,581)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
AGRICULTURAL SERVICES
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$59,382	\$192,978	\$133,596	69.23%	\$34,037	\$198,653
Rental income	-	8,000	8,000	100.00%	-	5,400
Other governments transfer for operating	333,647	282,032	(51,615)	(18.30%)	287,407	244,379
Other revenue	-	4,999	4,999	100.00%	-	5,437
Drawn from unrestricted reserves	7,000	7,000	0	0.00%	-	-
Drawn from operating reserves	-	9,643	9,643	100.00%	-	10,505
TOTAL REVENUE	<u>400,029</u>	<u>504,652</u>	<u>104,623</u>	<u>20.73%</u>	<u>321,444</u>	<u>464,374</u>
EXPENDITURES						
Salaries and benefits	260,492	366,898	106,406	29.00%	191,616	310,009
Materials, goods, supplies	99,671	138,872	39,201	28.23%	101,214	108,245
Utilities	454	5,550	5,096	91.82%	482	5,187
Contracted and general services	26,947	195,249	168,302	86.20%	33,411	147,569
Transfer to other governments	-	4,000	4,000	100.00%	-	3,598
Transfer to individuals and organizations	11,629	51,431	39,801	77.39%	-	70,834
Transfer to operating reserves	-	11,986	11,986	100.00%	-	32,100
Transfer to capital reserves	30,000	30,000	-	0.00%	30,000	30,000
TOTAL EXPENDITURES	<u>429,193</u>	<u>803,986</u>	<u>374,792</u>	<u>46.62%</u>	<u>356,722</u>	<u>707,541</u>
NET COST / (REVENUE):	29,164	299,333	270,169	90.26%	35,278	243,167
NET COST - OPERATING FUND	6,164	273,990	267,826	97.75%	5,278	191,571
NET COST - RESERVE FUND	23,000	25,343	2,343	9.24%	30,000	51,595



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Ag Services
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$23,150	\$26,550	\$3,400	12.81%	\$18,560	\$26,648
Rental income	-	8,000	8,000	100.00%	-	5,400
Other governments transfer for operating	166,247	129,907	(36,340)	(27.97%)	125,407	126,879
Other revenue	-	4,999	4,999	100.00%	-	5,437
Drawn from unrestricted reserves	7,000	7,000	0	0.00%	-	-
Drawn from operating reserves	-	1,273	1,273	100.00%	-	2,135
TOTAL REVENUE	196,397	177,730	(18,667)	(10.50%)	143,967	166,499
EXPENDITURES						
Salaries and benefits	201,133	257,282	56,148	21.82%	146,220	231,913
Materials, goods, supplies	66,515	105,561	39,046	36.99%	71,187	75,075
Utilities	454	5,550	5,096	91.82%	482	5,187
Contracted and general services	21,824	83,669	61,845	73.92%	29,736	62,893
Transfer to other governments	-	4,000	4,000	100.00%	-	3,598
Transfer to individuals and organizations	7,000	19,000	12,000	63.16%	-	1,000
Transfer to capital reserves	30,000	30,000	-	0.00%	30,000	30,000
TOTAL EXPENDITURES	326,926	505,062	178,135	35.27%	277,625	409,666
NET COST / (REVENUE):	130,530	327,332	196,802	60.12%	133,658	243,167
NET COST - OPERATING FUND	107,530	305,606	198,076	64.81%	103,658	215,302
NET COST - RESERVE FUND	23,000	21,727	(1,273)	(5.86%)	30,000	27,865



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Highway 2 Conservation (H2C) / ALUS
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$36,232	\$166,428	\$130,196	78.23%	\$15,477	\$172,005
Other governments transfer for operating	167,400	152,125	(15,275)	(10.04%)	162,000	117,500
Drawn from operating reserves	-	8,370	8,370	100.00%	-	8,370
TOTAL REVENUE	203,632	326,923	123,290	37.71%	177,477	297,875
EXPENDITURES						
Salaries and benefits	59,359	109,616	50,258	45.85%	45,395	78,096
Materials, goods, supplies	33,156	33,311	155	0.46%	30,026	33,169
Contracted and general services	5,122	111,580	106,458	95.41%	3,676	84,675
Transfer to individuals and organizations	4,629	32,431	27,801	85.73%	-	69,834
Transfer to operating reserves	-	11,986	11,986	100.00%	-	32,100
TOTAL EXPENDITURES	102,267	298,924	196,657	65.79%	79,097	297,875
NET COST / (REVENUE):	(101,366)	(27,999)	73,367	(262.03%)	(98,380)	-
NET COST - OPERATING FUND	(101,366)	(31,615)	69,751	(220.62%)	(98,380)	(23,731)
NET COST - RESERVE FUND	-	3,616	3,616	100.00%	-	23,731



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
RECREATION & CULTURE
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$5,876	\$9,150	\$3,274	35.79%	\$4,385	\$10,300
Returns on investment	3,272	3,272	-	0.00%	3,458	3,458
Other governments transfer for operating	137,330	137,330	-	0.00%	-	147,330
Other revenue	2,512	3,780	1,269	33.56%	3,300	3,300
Drawn from operating reserves	9,750	15,000	5,250	35.00%	6,000	11,050
Contribution from capital program	-	-	-	0.00%	-	3,965
TOTAL REVENUE	158,739	168,532	9,793	5.81%	17,143	179,402
EXPENDITURES						
Salaries and benefits	11,078	17,400	6,323	36.34%	13,417	23,856
Materials, goods, supplies	3,828	9,862	6,034	61.19%	7,819	15,691
Contracted and general services	10,256	18,645	8,389	44.99%	7,736	19,380
Transfer to other governments	-	359,600	359,600	100.00%	-	352,694
Transfer to individuals and organizations	14,690	19,950	5,260	26.37%	13,950	28,925
Transfer to local boards and agencies	127,008	165,523	38,514	23.27%	122,003	157,621
Interest on long term debt	57,934	114,671	56,737	49.48%	60,276	119,183
Principal payment for debenture	83,054	167,303	84,249	50.36%	80,711	162,586
Transfer to operating reserves	9,654	9,654	-	0.00%	9,654	13,619
TOTAL EXPENDITURES	317,500	882,607	565,107	64.03%	315,567	893,554
NET COST / (REVENUE):	158,762	714,076	555,314	77.77%	298,425	714,152
NET COST - OPERATING FUND	158,858	719,421	560,564	77.92%	294,770	715,548
NET COST - RESERVE FUND	(96)	(5,346)	(5,250)	98.21%	3,654	2,569
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(3,965)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Recreation
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
User fees and sale of goods	\$5,876	\$9,150	\$3,274	35.79%	\$4,385	\$10,300
Returns on investment	3,272	3,272	-	0.00%	3,458	3,458
Other revenue	2,512	3,780	1,269	33.56%	3,300	3,300
Drawn from operating reserves	5,000	10,000	5,000	50.00%	7,500	9,550
Contribution from capital program	-	-	-	0.00%	-	3,965
TOTAL REVENUE	16,659	26,202	9,543	36.42%	18,643	30,572
EXPENDITURES						
Salaries and benefits	11,078	17,400	6,323	36.34%	13,417	23,856
Materials, goods, supplies	3,828	9,862	6,034	61.19%	7,819	8,050
Contracted and general services	10,256	18,645	8,389	44.99%	7,736	15,399
Transfer to other governments	-	355,700	355,700	100.00%	-	351,625
Transfer to individuals and organizations	5,000	10,000	5,000	50.00%	7,500	22,475
Interest on long term debt	57,934	114,671	56,737	49.48%	60,276	119,183
Principal payment for debenture	83,054	167,303	84,249	50.36%	80,711	162,586
Transfer to operating reserves	9,654	9,654	-	0.00%	9,654	13,619
TOTAL EXPENDITURES	180,802	703,235	522,432	74.29%	187,114	716,793
NET COST / (REVENUE):	164,144	677,033	512,890	75.76%	168,471	686,221
NET COST - OPERATING FUND	159,489	677,379	517,890	76.45%	166,317	686,116
NET COST - RESERVE FUND	4,654	(346)	(5,000)	1445.50%	2,154	4,069
NET COST - CAPITAL FUND	-	-	-	0.00%	-	(3,965)



COUNTY OF BARRHEAD NO.11
YTD BUDGET REPORT
Culture
For the Seven Months Ending July 31, 2023

	July 2023 YTD	2023 Budget	Budget Variance	% Variance	July 2022 YTD	PY (2022)
REVENUE						
Other governments transfer for operating	\$137,330	\$137,330	-	0.00%	-	\$147,330
Drawn from operating reserves	4,750	5,000	250	5.00%	(1,500)	1,500
TOTAL REVENUE	142,080	142,330	250	0.18%	(1,500)	148,830
EXPENDITURES						
Materials, goods, supplies	-	-	-	0.00%	-	7,640
Contracted and general services	-	-	-	0.00%	-	3,981
Transfer to other governments	-	3,900	3,900	100.00%	-	1,069
Transfer to individuals and organizations	9,690	9,950	260	2.61%	6,450	6,450
Transfer to local boards and agencies	127,008	165,523	38,514	23.27%	122,003	157,621
TOTAL EXPENDITURES	136,698	179,373	42,674	23.79%	128,453	176,761
NET COST / (REVENUE):	(5,382)	37,043	42,424	114.53%	129,953	27,931
NET COST - OPERATING FUND	(632)	42,043	42,674	101.50%	128,453	29,431
NET COST - RESERVE FUND	(4,750)	(5,000)	(250)	5.00%	1,500	(1,500)

County of Barrhead
JULY 2023 YTD Capital Report

R4

	Admin & General	Enforce.	Fire & ERC	Public Works	Airport	Waste Mgmt	Utilities	Planning & Dev.	Subdiv & Land Dev.	Ag Services	Rec & Culture	Total - JUNE 2023 YTD	2023 BUDGET
1 CAPITAL APPLIED													
2 Land & Land Improvements				-		-						-	50,760
3 Buildings	4,650		-	26,974						-		31,624	336,868
4 Machinery & Equipment	13,354		-	2,699,704		-						2,713,058	3,118,342
5 Engineered Structures												-	
6 Sidewalks												-	
7 Road Construction				521,782								521,782	1,094,698
8 Paving & Overlays				2,079,484								2,079,484	7,167,160
9 Bridges				12,855								12,855	845,000
10 Neerlandia Lagoon							7,599					7,599	85,018
11 Vehicles		-	-	57,781								57,781	205,255
12 Land Improvements												-	
13 Subtotal: Capital Assets Purchased/Constructed	18,004	-	-	5,398,580	-	-	7,599	-		-	-	5,424,183	12,903,101
14 Transfer to Individuals												-	-
15 Transfer to Local Governments												-	-
16 Transfer to Operating	-	-	-	-	-	-	1,650	-	-	-	-	1,650	23,302
17 Transfer to Capital Reserves	120,000	10,000	97,000	1,108,412	18,000	45,000	117,000	16,152	-	30,000	-	1,561,565	1,835,438
18 TOTAL CAPITAL APPLIED	138,004	10,000	97,000	6,506,992	18,000	45,000	126,249	16,152	-	30,000	-	6,987,397	
20 BUDGETED CAPITAL APPLIED:	252,224	95,000	175,450	13,320,135	18,000	395,652	265,514	29,600	145,266	65,000	-	14,761,841	14,761,841
21 CAPITAL ACQUIRED													
22 Sale of Land												-	-
23 Sale of Buildings												-	-
24 Sale of Machinery & Equipment				1,172,695		-						1,172,695	1,139,200
25 Sale of Vehicles			-	-								-	21,500
26 Contributions from Individuals -Develop. Agree.												-	-
27 Contributions from individuals to Other Reserves												-	-
28 Contributions from Individuals for Capital Assets												-	-
29 Federal Grants				797,825								797,825	2,735,939
30 Provincial Grants Capital-Bridges				9,641								9,641	633,750
31 Provincial Grants Capital-MSI				1,290,015								1,290,015	3,749,536
32 Local Governments Contributions												-	-
33 Contributions from Operating				280,147								280,147	702,164
34 Contributions from Operating to Capital Reserves	120,000	10,000	97,000	1,108,412	18,000	45,000	117,000	16,152	-	30,000	-	1,561,565	1,835,438
35 Contributions from Reserves to Operating	-	-	-	-	-	-	1,650	-	-	-	-	1,650	23,302
36 Contributions from Reserves for Capital	18,004	-	-	1,848,257	-	-	7,599	-				1,873,860	3,921,012
37 TOTAL CAPITAL ACQUIRED	138,004	10,000	97,000	6,506,992	18,000	45,000	126,249	16,152	-	30,000	-	6,987,397	
BUDGETED CAPITAL ACQUIRED:	252,224	95,000	175,450	13,320,135	18,000	395,652	265,514	29,600	145,266	65,000	-	14,761,841	14,761,841

Capital Report

2023 Capital Expenditures

[illegible]

Capital Report
2023 Capital Expenditures

		YTD JULY 2023							
		EXPENDITURE YTD JULY 2023	FUNDING SOURCE						2023 BUDGET
			GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
CF - denotes carry forward									
TRANSPORTATION	# miles								
Bridges									
BF 78033 SW 17-62-3-W5 (STIP approved) (CF)		12,855		3,214		9,641			310,000
BF 70370 RGE RD 51 (STIP Denied) (CF)									150,000
BF 70917 RGE RD 20 (STIP Denied)									385,000
Road Construction									
22-340 Completion (CF)		11,049		1,300	9,749				14,000
23-640 WofNW5,8,17-61-4-W5 (Buruma North)	2.25	280,147	280,147						429,478
23-440 NE&NW 16-59-4-W5 (D.Mackenzie West) (CF)	1	229,522		229,522					186,771
23-740 - RGE RD 32 (Mast North) (CF)	1	1,064		1,064					191,763
23-742 - Rge Rd 41 (New) <small>Res#2023-171</small>	1								182,657
23-741 - RGE RD 32 (Visser North)	1.5								272,686
Paving									
2022/3-340 W of 25 & 36 59-4-W5 (Autoparts Road) - 2 miles	2	788,075			788,075				2,120,959
Rge Rd 22 - 4 miles	4	1,290,015				1,290,015			4,613,749
Thunder Lake Overlay		1,393		1,393					432,452
Equipment Replacement									
2 x 2022 Scrapers (CF)		2,604,000		1,818,000			786,000		2,604,000
2023 Dozer (purchased in 2022, sell old in 2023)		-		(375,000)			375,000		
2023 Pintle Hitch Tri-Axle Trailer		56,158		56,158					55,990
2023 Post Pounder		21,300		9,605			11,695		21,300
2023 Steamer Pressure Washer		18,246		18,246					18,246
2023 Pick Up Truck		57,781		57,781					57,755
Buildings, Land, & Land Improvements									
Concrete pad & foundation & eavestroughes		26,974		26,974					42,500
Salt shed									200,000
County welcome sign (CF)									5,760
Fencing PW Yard									30,000
	12.75	5,398,580	280,147	1,848,257	797,825	1,299,656	1,172,695	-	12,325,066

Capital Report
2023 Capital Expenditures

CF - denotes carry forward	YTD JULY 2023							2023 BUDGET
	EXPENDITURE YTD JULY 2023	FUNDING SOURCE						
		GENERAL REVENUES	RESERVES	FEDERAL GRANTS	PROVINCIAL GRANTS	SALE OF EQUIP	OTHER / UNKNOWN	
AIRPORT								
	-	-	-	-	-	-	-	-
WASTE MANAGEMENT								
Track Loader Waste Handler (50%)								330,000
Non-Compliance Rehab Work (50%) (CF)								15,000
	-	-	-	-	-	-	-	345,000
UTILITIES								
Neerlandia lagoon power & access								38,000
Neerlandia lagoon CF	7,599		7,599					47,018
	7,599	-	7,599	-	-	-	-	85,018
AGRICULTURAL SERVICES								
Building repairs								20,000
Concrete pad repairs								15,000
	-	-	-	-	-	-	-	35,000
ECONOMIC DEVELOPMENT								
	-	-	-	-	-	-	-	-
RECREATION								
	-	-	-	-	-	-	-	-
TOTAL	5,424,183	280,147	1,873,860	797,825	1,299,656	1,172,695	-	12,813,072

Original	12,903,101
Removed 23-741	(272,686)
Add 23-742	182,657
	<u>12,813,072</u>

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 JULY	2023 BUDGET	YTD 2023 JULY	2023 BUDGET	YTD 2023 JULY	2023 BUDGET
ADMINISTRATION & GENERAL						
Computer & Equipment Reserve	70,000	70,000			(13,354)	(78,806)
Office	50,000	50,000			(4,650)	(53,418)
	120,000	120,000	-	-	(18,004)	(132,224)
FIRE						
ERC Equipment Reserve		-				
Fire Equipment Reserve	87,000	87,000				(65,500)
Emergency Response Bldg.	10,000	10,000				(5,950)
	97,000	97,000	-	-	-	(71,450)
ENFORCEMENT						
Enforcement Equipment	10,000	10,000				(85,000)
	10,000	10,000	-	-	-	(85,000)
TRANSPORTATION						
P.W. Graders	507,275	507,275				
P.W. Equipment	510,451	510,451			(1,584,790)	(1,616,091)
Aggregate Reserve	30,686	100,000			(1,393)	(681,685)
P.W. - Local Roads & Bridge Construction		-			(235,101)	(603,784)
Public Works Shop	50,000	50,000			(26,974)	(272,500)
Land Right of Way Reserve	10,000	10,000				(5,760)
	1,108,412	1,177,726	-	-	(1,848,257)	(3,179,820)

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 JULY	2023 BUDGET	YTD 2023 JULY	2023 BUDGET	YTD 2023 JULY	2023 BUDGET
AIRPORT						
Airport	18,000	18,000				
	18,000	18,000	-	-	-	-
WASTE MANAGEMENT						
Transfer Station Bins	5,000	5,000		(5,652)		-
Landfill Equipment Reserve	25,000	25,000				(317,500)
Landfill	15,000	15,000				(15,000)
	45,000	45,000	-	(5,652)	-	(332,500)
UTILITIES						
Utility Officer Truck		-				
Offsite Levy Reserve - Neerlandia		-				
Offsite Levy Reserve - Manola		-				
Water & Sewer Capital Reserve	67,000	67,000				
Regional Water & Sewer Lines / Future W&S Development	50,000	50,000				
Truck Fill		3,328				
Lagoons		20,633	(1,650)	(17,650)	(7,598)	(85,018)
Future Development - Fire Suppression		21,885				
	117,000	162,846	(1,650)	(17,650)	(7,598)	(85,018)
PLANNING & DEVELOPMENT						
Money in Lieu (of Municipal Reserve)	16,152	29,600				
	16,152	29,600	-	-	-	-

Capital Report
2023 Capital Reserve Transactions

	CONTRIBUTIONS TO CAPITAL RESERVES		CAPITAL RESERVES TO OPERATIONS		CAPITAL RESERVES TO CAPITAL (TCA)	
	YTD 2023 JULY	2023 BUDGET	YTD 2023 JULY	2023 BUDGET	YTD 2023 JULY	2023 BUDGET
SUBDIVISION & LAND DEVELOPMENT						
Future Development		145,266				
	-	145,266	-	-	-	-
AGRICULTURAL SERVICES						
Ag Vehicle & Equipment	20,000	20,000				
Ag Building	10,000	10,000			(35,000)	
	30,000	30,000	-	-	-	(35,000)
RECREATION						
		-	-	-	-	-
TOTAL	1,561,565	1,835,438	(1,650)	(23,302)	(1,873,860)	(3,921,012)



COUNTY OF BARRHEAD NO.11
Elected Official Remuneration Report
For the Seven Months Ending July 31, 2023

R5

	July 2023 YTD	2023 Budget	Budget Variance	% Variance
Division 1 - Doug Drozd (Reeve)				
<i># of per diems</i>	<i>19.50</i>	<i>56.50</i>	<i>37.00</i>	<i>0.65</i>
Base salary	16,997.26	29,138.18	12,140.92	41.67%
Per diems	5,474.82	15,862.70	10,387.88	65.49%
Taxable mileage	595.68	1,700.00	1,104.32	64.96%
Benefits	3,563.47	8,912.74	5,349.27	60.02%
Salary and benefits	26,631.23	55,613.62	28,982.39	52.11%
Other mileage	198.04	680.00	481.96	70.88%
Training and conventions	1,059.86	4,000.00	2,940.14	73.50%
	27,889.13	60,293.62	32,404.49	53.74%
Division 2 - Marvin Schatz (Deputy Reeve)				
<i># of per diems</i>	<i>29.50</i>	<i>67.50</i>	<i>38.00</i>	<i>0.56</i>
Base salary	13,066.69	22,400.06	9,333.37	41.67%
Per diems	8,282.42	18,951.01	10,668.59	56.30%
Taxable mileage	410.04	1,088.00	677.96	62.31%
Benefits	3,469.76	8,607.60	5,137.84	59.69%
Salary and benefits	25,228.91	51,046.67	25,817.76	50.58%
Other mileage	1,427.35	1,360.00	(67.35)	(4.95%)
Training and conventions	1,558.98	4,000.00	2,441.02	61.03%
	28,215.24	56,406.67	28,191.43	49.98%
Division 3 - Ron Kleinfeldt				
<i># of per diems</i>	<i>26.50</i>	<i>62.00</i>	<i>35.50</i>	<i>0.57</i>
Base salary	9,136.05	15,661.82	6,525.77	41.67%
Per diems	7,440.14	17,406.85	9,966.71	57.26%
Taxable mileage	645.32	952.00	306.68	32.21%
Benefits	3,195.84	7,950.51	4,754.67	59.80%
Salary and benefits	20,417.35	41,971.18	21,553.83	51.35%
Other mileage	493.48	544.00	50.52	9.29%
Training and conventions	994.53	4,000.00	3,005.47	75.14%
	21,905.36	46,515.18	24,609.82	52.91%
Division 4 - Bill Lane				
<i># of per diems</i>	<i>34.00</i>	<i>65.50</i>	<i>31.50</i>	<i>0.48</i>
Base salary	9,136.05	15,661.82	6,525.77	41.67%
Per diems	9,545.84	18,389.50	8,843.66	48.09%
Taxable mileage	1,094.80	2,720.00	1,625.20	59.75%
Benefits	2,982.14	5,980.97	2,998.83	50.14%
Salary and benefits	22,758.83	42,752.29	19,993.46	46.77%
Other mileage	620.42	680.00	59.58	8.76%
Training and conventions	1,245.58	2,557.23	1,311.65	51.29%
	24,624.83	45,989.52	21,364.69	46.46%
Division 5 - Paul Properzi				
<i># of per diems</i>	<i>17.50</i>	<i>49.50</i>	<i>32.00</i>	<i>0.65</i>
Base salary	9,136.05	15,661.82	6,525.77	41.67%
Per diems	4,913.30	13,897.41	8,984.11	64.65%
Taxable mileage	754.80	1,632.00	877.20	53.75%
Benefits	3,596.75	7,802.25	4,205.50	53.90%
Salary and benefits	18,400.90	38,993.48	20,592.58	52.81%
Other mileage	295.32	408.00	112.68	27.62%
Training and conventions	1,063.17	4,000.00	2,936.83	73.42%
	19,759.39	43,401.48	23,642.09	54.47%
Division 6 - Walter Preugschas				
<i># of per diems</i>	<i>33.50</i>	<i>72.00</i>	<i>38.50</i>	<i>0.53</i>
Base salary	9,136.05	15,661.82	6,525.77	41.67%
Per diems	9,405.46	20,214.40	10,808.94	53.47%
Taxable mileage	671.84	1,632.00	960.16	58.83%
Benefits	2,975.32	5,989.89	3,014.57	50.33%
Salary and benefits	22,188.67	43,498.11	21,309.44	48.99%
Other mileage	240.27	816.00	575.73	70.56%
Training and conventions	1,533.20	4,000.00	2,466.80	61.67%
	23,962.14	48,314.11	24,351.97	50.40%
Division 7 - Jared Stoik				
<i># of per diems</i>	<i>10.00</i>	<i>55.50</i>	<i>45.50</i>	<i>0.82</i>
Base salary	9,136.05	15,661.82	6,525.77	41.67%
Per diems	2,807.60	15,581.94	12,774.34	81.98%
Taxable mileage	956.08	2,652.00	1,695.92	63.95%
Benefits	3,460.41	7,995.89	4,535.48	56.72%
Salary and benefits	16,360.14	41,891.65	25,531.51	60.95%
Other mileage		340.00	340.00	100.00%
Training and conventions		4,000.00	4,000.00	100.00%
	16,360.14	46,231.65	29,871.51	64.61%



Public Works Director of Infrastructure Report August 15, 2023

S

Graders

- Blading gravel roads and spreading gravel.

Gravel Haul

- Graveling road maintenance projects and delivering private gravel sales with contract and County equipment

Road Construction

- Working on Project #640 (west of NW 5, 8 and 17-61-4-W5). Due to large amounts of rain the past few weeks, production of this project has slowed and crew has been utilized in other areas.

Drainage

- Due to the large volume of rain and running water, beavers have plugged culverts in several locations. Work with the backhoe to remove these dams and building cages at the upstream ends has been taking place.
- Washout on RR55A north of the Fort Assinboine gravel pit has been repaired and the road is open. Due to large water flow, the larger 1200 mm culvert could not be put in and 2 smaller 600 mm culverts were used. This location will be monitored and if the water recedes, and a proper culvert bed can be made, we will install the 1200 mm culvert at a future date.

Paving Project

- Asphalt work is completed on Range Road 40 and paving crew have moved to Range Road 22.

Shoulder Pull

- Program has started on Range Road 23 south of Highway 654 on August 9.

Chain Link Fence

- Work started on August 8. Work and material are being supplied by Alberta Wild West Fencing.

Labour

- LEPA day use building blew down in a storm. Building has been dismantled and is stored at the PW yard.
- Hand brushing, sign repairs, clean up around "Welcome to County of Barrhead" signs, prepping asphalt patch areas for repair at Hamlet of Manola and Neerlandia.

Shop

- Concrete pad has been replaced on south side of shop
- Two gravel trucks had to go to Edmonton for repairs on the electrical systems. Lightning is suspected to have caused the issues.

Utilities

- Groundwater monitoring wells were drilled at the Thunder Lake lagoon on July 26.
- Sampling was carried out on August 8 and results and accompanying report are expected within 4-5 weeks.
- Traffic has increased to the Manola lagoon. Staff are monitoring the site to ensure the facility remains in good maintenance and order.
- All other testing and monitoring are being carried out as per normal operations.

July 24, 2023

Len Rhodes
Board Chair, Alberta Gaming, Liquor and Cannabis

Kandice Machado
Chief Executive Officer, Alberta Gaming, Liquor and Cannabis

Via email to: len.rhodes@aglc.ca, kandice.machado@aglc.ca

Re: Camrose casino relocation decision and equitability of charitable gaming model

Dear Mr. Rhodes and Ms. Machado,

The Rural Municipalities of Alberta represents Alberta 63 municipal districts and counties, five specialized municipalities and the Special Areas Board. Combined, RMA members provide municipal governance to approximately 85% of Alberta's land mass. RMA members have extensive experience collaborating with local non-profit and charitable organizations, and in many cases, rural municipal councillors and staff are active volunteers in their communities. For this reason, RMA has long advocated to the Government of Alberta and the AGLC for changes to the current charitable gaming model to support a more equitable distribution of revenues among charitable organizations in Edmonton/Calgary and everywhere else in the province.

RMA was extremely disappointed at the recent AGLC appeal panel decision to uphold the original rejection of the Camrose casino's request to relocate to south Edmonton. Firstly, the decision itself appears to be based on an inconsistent application of scope in which the appeal panel selectively considers the proposed relocation's impact on organizations indirectly reliant on gaming revenue, while at other points considering only the impacts on the private owners of casinos. This is best exemplified through the panel's inclusion of the impacts of a relocation on the funding available to Horse Racing Alberta as a core reason for their appeal decision, while dismissing the impacts that the decision will have on over 650 charities in the Camrose/St. Albert gaming region, going so far as to cite an AGLC employee's off-hand comment that no charity "would be left behind" were the casino to close as sufficient evidence that this need not be a consideration in the relocation decision. The fact that the AGLC weighs the impacts of relocation on the market share of Horse Racing Alberta, which is allowed to operate its own gaming facilities for its sole benefit, as more significant than the viability of hundreds of rural and small-town voluntary organizations, many of whom rely on casino revenues for core operating funding, is reflective of AGLC's hands-off approach to addressing the unfairness of the current model.

Given that as per paragraph 46 of the appeal decision, the original AGLC recommendation to reject the relocation was based in part on "loss in revenue for Edmonton charities," RMA is confused as to why the original decision and the appeal panel so easily dismissed the impacts of the Camrose casino not relocating (and imminently closing) on several hundred rural charities. RMA can appreciate that decision-makers must consider impacts on multiple stakeholders, but there is no excuse for the inconsistency with which the AGLC considers urban charitable organizations and others with the power to operate their own gaming facilities and dismisses the obvious impacts that this decision will have on rural charitable organizations, all of which already face a systemic disadvantage under the current model.

In reviewing the decision, RMA was especially disappointed in the tone-deafness of the following quote from the review panel (paragraph 337):

The Panel finds that balance among charities is an issue that would need to be addressed by way of policy reform and not by way of a casino relocation. Further, the Panel finds that the proposed relocation negatively impacts the agriculture sector, HRA and First Nations peoples.

RMA would agree that a broader policy discussion would be the preferred means of addressing balance among charitable organizations. However, The AGLC and Government of Alberta have resisted this despite many years of advocacy from RMA and other stakeholders. The current model allows private casino owners to make operational decisions that have major impacts on Alberta's charitable sector. If policy reform requests are constantly refused, and discussing impacts on charitable organizations is out of scope for specific relocation applications, how will change ever occur?

RMA is requesting that AGLC provide answers to the following:

- ♦ When and in what form will a policy review of the current charitable gaming model take place to identify the inequities in the current system that were acknowledged but deemed out of scope by the review panel?
- ♦ What is the AGLC's **specific plan** to ensure that charitable organizations in the Camrose and St. Albert regions are not "left behind" if the Camrose casino closes, and when will these be shared with impacted organizations?
- ♦ Will the AGLC commit to providing charitable organizations impacted by the Camrose casino's likely closure access to a share of the revenues available to Edmonton-based charities, as opposed to those in the much lower-revenue Red Deer, Grande Prairie, and Ft. McMurray gaming regions (all of which border the directly impacted regions)?

We will be sharing similar concerns with the Minister of Finance. If nothing else, this decision and the supporting rationale highlights the brokenness of the current system and the need for improvements. I have re-attached RMA's 2018 report on this issue, which includes four common-sense recommendations to reduce the rural/urban disparity in the model. The report was previously submitted to AGLC in 2018 but was never responded to. RMA is currently in the process of updating this report using current data and will share with the AGLC when it is complete. I have also included a resolution recently passed by RMA members calling for a review of the model, which illustrates the ongoing importance of this issue in rural Alberta.

I look forward to your response.

Sincerely,



Paul McLaughlin, President

July 24, 2023

Hon. Nate Horner
President of Treasury Board and Minister of Finance

Via email to: tbf.minister@gov.ab.ca

Re: Camrose casino relocation decision and equitability of charitable gaming model

Dear Minister Horner,

As you are likely aware, Alberta Gaming, Liquor and Cannabis (AGLC) recently upheld a decision to reject the relocation of the Camrose casino to south Edmonton. According to the casino owners, the Camrose location is not financially viable and as such the casino will close in the near future. This decision is extremely alarming for the over 650 rural and small-town charities assigned to the Camrose and St. Albert casino regions (as they share revenues), as AGLC has provided no indication of how the closure of the casino would impact current charitable gaming regions or how the impacted organizations will be supported moving forward.

As you have a strong track record of being a champion for rural issues and are now in charge of the ministry that oversees the AGLC, I am confident that you will take action on a review and reform of the charitable gaming model to address the current inequities that rural charitable organizations face. While this has always been the case, the outcome of the Camrose relocation application places rural charities in an even more precarious position through no fault of their own. As importantly, the rationale used by the AGLC to reject the relocation application reflects their lack of concern for rural charities that rely on the model and their hands-off approach to making any changes or improvements, likely to avoid conflict with larger and more powerful urban charitable organizations and related stakeholders.

As an example of the inconsistent treatment of urban and rural charitable organizations within the relocation decision-making process, the AGLC's original decision to reject the relocation was based in part on "loss in revenue for Edmonton charities" (see paragraph 46 of the appeal decision) while at the same time, the AGLC seemed completely unconcerned with the impacts of the Camrose closure on rural charities, going so far as to cite an AGLC employee's off-hand comment that no rural charity "would be left behind" were the casino to close as sufficient evidence that this need not be a consideration in the relocation decision (paragraph 337). The AGLC also has no issue citing the impacts of relocation on Horse Racing Alberta (HRA) (due to the new casino potentially cannibalizing market share from the Century Mile facility) as a specific reason to reject the relocation (paragraph 339). While horse racing is an important industry in Alberta, it is again concerning that AGLC sees the impacts of relocation on HRA as in-scope but impacts on 650 similar charitable and non-profit organizations as out of scope, especially considering HRA's unique access to gaming revenues.

In justifying their decision to not consider the impacts of the decision on charities in the Camrose region, the appeal panel stated the following (paragraph 337):

The Panel finds that balance among charities is an issue that would need to be addressed by way of policy reform and not by way of a casino relocation. Further, the Panel finds that the proposed relocation negatively impacts the agriculture sector, HRA and First Nations peoples.

RMA was especially disappointed in the tone-deafness of this statement. RMA would agree that a broader policy discussion would be the preferred means of addressing balance among charitable organizations. However, the AGLC and Government of Alberta have resisted this despite many years of advocacy from RMA and other stakeholders. The current model allows private casino owners to make operational decisions that have major impacts on Alberta's charitable sector. If policy reform requests are constantly refused, and discussing impacts on charitable organizations is out of scope for specific relocation applications, how will change ever occur?

RMA has sent a separate letter on this issue directly to the AGLC requesting answers to the following:

- ♦ When and in what form will a policy review of the current charitable gaming model take place to identify the inequities in the current system that were acknowledged but deemed out of scope by the review panel?
- ♦ What is the AGLC's **specific plan** to ensure that charitable organizations in the Camrose and St. Albert regions are not "left behind" if the Camrose casino closes, and when will these be shared with impacted organizations?
- ♦ Will the AGLC commit to providing charitable organizations impacted by the Camrose casino access to a share of the revenues available to Edmonton-based charities, as opposed to those in the much lower-revenue Red Deer, Grande Prairie, and Ft. McMurray gaming regions (all of which border the directly impacted regions)?

As mentioned, all of us at RMA appreciate your commitment to supporting rural Alberta throughout your time as an MLA and Minister. As the Minister of Finance, we are hopeful that you will take action to address the blatant unfairness of the current model and work with RMA and other rural and urban stakeholders to improve the model in a way that eliminates or reduces the inequities of how charitable revenues are distributed.

I have attached an active RMA resolution calling for action on this issue, as well as RMA's 2018 report on the same. The report includes four common-sense recommendations to reduce the rural/urban disparity in the model. The report was previously submitted to AGLC in 2018 but was never responded to. RMA is currently in the process of updating this report using current data and will share with you when it is complete.

Sincerely,



Paul McLauchlin, President

cc: All MLAs representing ridings outside of the Edmonton and Calgary charitable gaming regions



**Orphan Well
Association**

Orphan Well Association

Alberta Oil and Gas Orphan Abandonment and Reclamation Association
1800, 222 – 3 Avenue SW, Calgary Alberta, T2P 0B4
www.orphanwell.ca

July 7, 2023

Reeve Doug Drozd
5306-49 Street
Barrhead, Alberta
T7N 1N5

Dear Reeve Drozd,

As a neighbour in Barrhead County No. 11, and a partner with Alberta businesses, I've enclosed for your information our 2022/23 Orphan Well Association (OWA) annual report. It outlines our work across Alberta in the principled, safe, efficient and environmentally responsible closure of orphaned oil and gas properties, which we have supplemented in this letter with information specifically about Barrhead County No. 11.

When a well, pipeline, facility or associated site in Alberta no longer has a legally or financially responsible party that can be held accountable, it may be designated as an orphan by the Alberta Energy Regulator (AER) and become the responsibility of the OWA. Our role is to decommission the orphans and restore the land similar to its original state. Every site that is closed is then available for farming, pastureland, wildlife habitat, recreation or a growing community.

In 2022/23, our typical cost for closing an orphan site was about \$60,000, although specific projects may vary significantly depending on technical complexity. A study by Enserva, which represents oil and gas service companies, found between 41 and 57 people are employed in the closure of a single well.

In the three fiscal years from April 1, 2020 to March 31, 2023, the OWA invested about \$3,067,000 in Barrhead County No. 11, hiring 116 vendors to safely perform a variety of activities on 121 orphan sites, ranging from inspections and decommissioning to remediation and reclamation, but also including much-needed hospitality services and other related spending.

There remain other orphan properties in Barrhead County No. 11 that are part of the overall Alberta inventory, including 16 orphan sites that require decommissioning and then reclamation, and 45 sites that require reclamation only. Of the sites that require reclamation only, we have completed our work on 19, or about 42 per cent, and are waiting on vegetation to be fully established before we apply for a reclamation certificate from the AER. Our complete inventory, updated monthly, is in the "About" section of our website at orphanwell.ca.

In addition to orphan properties, Barrhead County No. 11 also has 237 inactive well licenses. These properties have solvent owners and operators, and so are not the responsibility of the OWA. Some of these inactive sites with solvent operators may have participated in the Government of Alberta's Site Rehabilitation Program, which concluded earlier this year. However, the OWA's orphan inventory was not eligible for this program.

With the support of the oil and gas industry as well as provincial and federal government loans, we have decommissioned orphan wells at an accelerated rate for the past several years, putting them in a safe state for Albertans and our shared environment. The loan funding is now completely deployed for field activities, and we have already repaid nearly \$130 million of the Alberta loan from industry levies as of July 2023.

Following the surge in decommissioning, we are now seeing a larger portion of our expenditures shift toward the final stages of site closure – remediation and reclamation. This will continue to build on previous years of reclamation work, which have resulted in substantially more sites closed in the last year than any previous year of operations.

Although Alberta's energy sector has rebounded with more stable oil and gas prices, we are still feeling the impact of a years-long downturn and may see new sites added to our inventory. However, over the longer term, this should be mitigated by significant regulatory enhancements aimed at reducing the risk of future potential orphans.

For more than two decades, meeting our mandate and investing in our economy has been funded nearly entirely by the oil and gas industry. This truly takes accountability to an elevated level, with diligent and responsible operators conducting their own site closure planning, while paying to clean up orphans left by others. In 2023/24, these companies will fund our work with a levy of \$135 million, bringing the total industry contribution to \$710 million. We are reviewing the 2024 levy with the AER and expect it will be in this range for the near future, depending on various factors.

Underpinning all the OWA's efforts is our relationship with our industry partners and contractors – close to 600 large and small businesses across Alberta. They are the arms and legs of the OWA and critical to how we do our job, meet our goals and perform our mandate.

We've have had a successful year of reducing environmental liabilities, improving cost-efficiencies, supporting local communities and building our role as a trusted partner of government, industry and landowners – and we are confident we will meet the challenges ahead.

For more information, I invite you to read our annual report or contact me directly at 403-297-3398.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lars De Pauw', with a long horizontal line extending to the right.

Lars De Pauw
President
Orphan Well Association

July 31, 2023

County of Barrhead No. 11
5306 – 49th Street
Barrhead, Alberta T7N 1N5

Attention:
Reeve Doug Drozd and County of Barrhead Council.

Barrhead Community Victim Services Unit Association (BCVSUA) is grateful for the County's continuing support. We recently received the \$1000 contribution for 2023. Funds will support the volunteer Advocates with their work assisting clients/victims of crime and trauma. Enclosed, for the Council's perusal, is the Program Manager's Report for 2022 presented at the June 2023 Annual General Meeting.



As the County Council knows, the Government of Alberta is moving forward with its plan to centralize Victim Services into four regional zones. Alberta Solicitor General & Public Safety (SOLGPS) anticipates the change over to occur on April 1st, 2024. At that time, local boards will cease to exist and will no longer receive yearly grant monies from SOLGPS. However, BCVSUA intends to continue serving the County of Barrhead until the change over is official. Upon dissolution, our Board will distribute any remaining donated funds back into the communities served by BCVSUA.

Thank you, again, for honouring the 2023 contribution. Please contact Program Manager, Kristina Kyllonen, at 780-674-4848, if you have any questions.

Sincerely,

Kristina Kyllonen
Program Manager
Barrhead Community Victim Services Unit Association

Margaret Osborne
Board Chairperson
Barrhead Community Victim Services Unit Association



**Program Manager's AGM Report 2022
For Barrhead Community Victim Services Unit
Association.**



Presented June 29,2023

In 2022, the Barrhead & Community Victim Services Unit Association saw the largest growth in the unit's history, in terms of KD5151 referrals, client/victim numbers and overall workload. As the COVID-19 pandemic restrictions eased at the beginning of the year, our unit was fully engaged in order to keep up with the high demands for VSU supports and services for the victims of crime and trauma in this community. Overall, Barrhead Community Victim Services Unit saw a substantial increase in numbers for 2022, both in day-to-day activities and the number of active files.

In 2022 an announcement was finally made regarding the restructuring of the Victim Services delivery model for Alberta. You will recall that in 2020 the Government of Alberta passed *The Victims of Crime (Strengthening public Safety) Amendment Act*, which expanded the mandate of the Victim of Crime Fund to include public safety initiatives, thereby resulting in decreased funding available specifically for Victims Services units in the province. Additionally, at the time, there were discussions occurring at the provincial level regarding new Victims Services organization models.

In July, 2022 we were informed that the Government of Alberta was restructuring all VSU'S across the Province into their proposed 'Zonal Model', which ultimately will mean the closure of our unit in its current form in 2024. Although the announcement was not received well by most units, at least it provided a final plan and decision, as waiting for the new direction has caused a lot frustration and uncertainty for units, since it had been a two year time frame of not knowing what the changes would entail.

Barrhead and Community VSU had a good year with fundraising efforts, including a successful casino in January and volunteering at the Festival of Trees Event (which included a 50/50 draw). We did have a small hiccup with the Wildrose Rodeo fundraiser, all of which now have been corrected for future events. None of our fundraising would be possible without our special volunteers, and the board members. Thank you everyone for the hard work and dedication.

Our Victim Services Unit continued to be the recipients of generous community groups (and individuals) gifting us with donations, both monetary and items such as the beautiful handmade quilts made locally and given to our unit to gift to our clients/victims. Thank you so very much!

Another success for our unit in 2022 was hiring a new staff member to assist the Program Manager in the office to help handle the higher workload due to the increased unit numbers.

2022/2023 Key Highlights:

- ✓ Christmas 'Fill A Cruiser' Toy Drive
- ✓ Festival of Trees event was successful and offers great community engagement and money raised.
- ✓ AGLC Casino
- ✓ Indigenous Day Parade
- ✓ Remembrance Day Ceremony
- ✓ Regional VSU Retreat
- ✓ RCMP&VSU Halloween Pumpkin Walk
- ✓ Volunteer Appreciation: Successful in person Dinner event
- ✓ RCMP VSU Liaison & VSU-PARTY Program Presentation
- ✓ Swan Hills 'Wellness Fair' day went ahead in person
- ✓ Barrhead 'Make the Connection' day went ahead in person

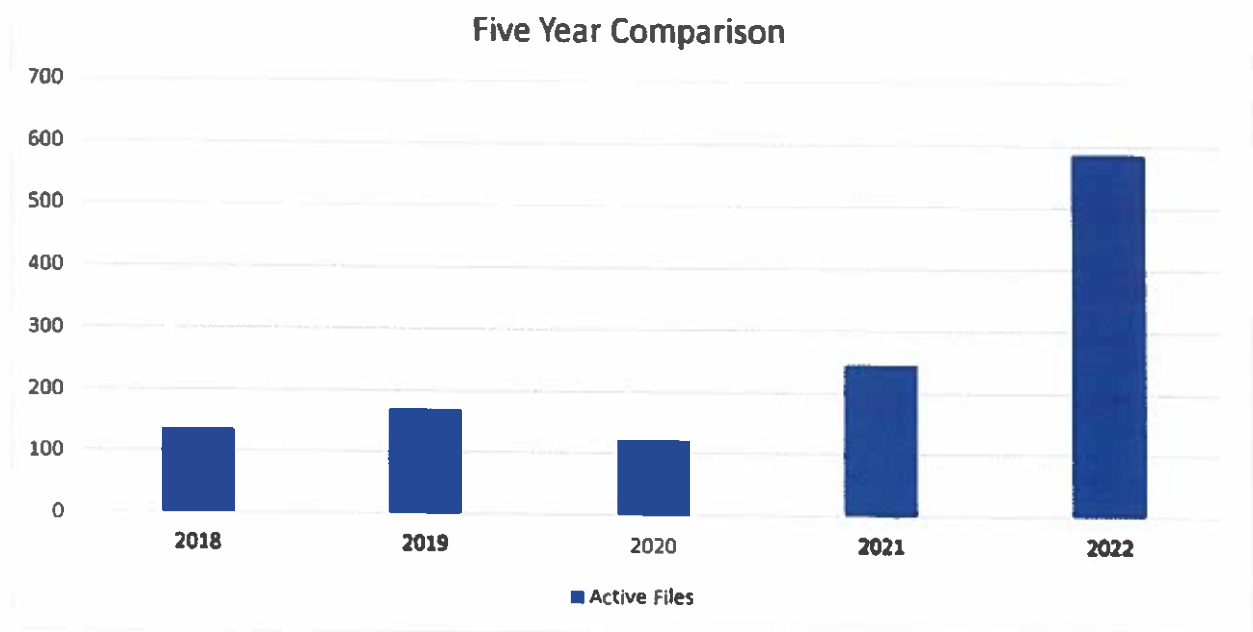
Additionally, the following training sessions were attended by Volunteer Advocates, Board Members and/or Staff: LMOU Training, Restorative Justice, Mental Health First Aid, Assist Certification, Human Trafficking and Sexual Exploitation, SART Nurse info session, Tracy Stark Experience with Murder/Suicide, Saffron Centre-Keeping kids safe from online/Internet luring, Soul Sisters Presentation on Grief, RCMP Peer to Peer Presentation.

Statistics (January 1, 2022 – December 31, 2022):

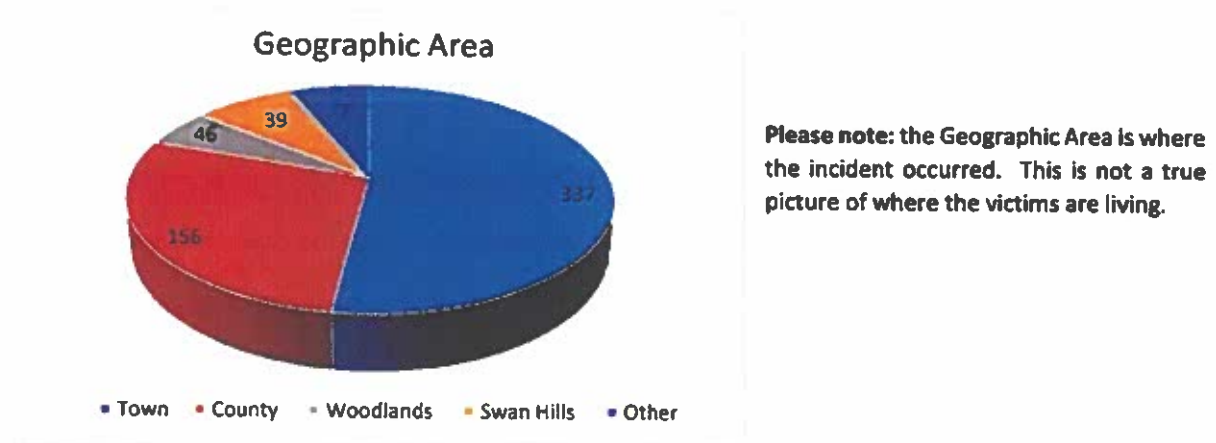
Files

The total new files generated for Barrhead Community Victim services in 2022 were **585**. This is **339 MORE** files than last year and more than doubles our file/referral numbers from 2021- this is a remarkable increase! Additionally, our crisis call out numbers were increased, which aligns with the increased file numbers.

The return to regular office status, and loosening of pandemic related health restrictions meant less logistical challenges in assisting the RCMP. The majority of the files followed the same trend and consisted mostly of family/domestic violence related, assaults, sexual assaults, fraud, property crime, theft and MHA related files. Our small but mighty unit somehow kept up with the increased demand for our services, and continued to provide a plethora of victim support programming and services that were needed. Additionally, our unit's RCMP compliance rate was much higher than previous years, contributing to the increased numbers, as the referrals and files were properly entered and scored.



The following chart shows *where* the new files were generated in our communities (note: this chart does not show the number of VSU declined files or files reopened):



What we did

2022 saw us return to our normal VSU service delivery; we no longer needed to execute our duties in innovative ways to align with the provincial restrictions. This meant we could serve our clients in ways that were aligned with our unit's mission statement, bylaws, policies and procedures.

Regular VSU duties and responsibilities of the staff and volunteers included 24/7 crisis care, emotional support, court preparation, court updates and accompaniment. We also provided information regarding Victim Impact Statements, Financial Benefits (counselling coverage), Restitution forms and the Victim of Crime Protocols.

In addition to the organizational duties we have extensive reporting obligations to meet the requirements of the Ministry of Justice and the Solicitor General.

2022 marked our busiest year yet with our court program as it is still trying to handle the back logged justice system from the pandemic. Our unit attended several trials, crown meetings and court preps in Barrhead, St. Albert, Fort Saskatchewan, Court of Kings Bench in Edmonton and we travelled to Red Deer Kings Bench Court to assist a youth sexual assault victim.



Barrhead VSU has put in a tremendous amount of time and effort to foster partnerships in the communities we serve. These partnerships are a vital component for Victim Services as they create a more comprehensive and cohesive approach for our clients and in turn lessens the impact of crime on the victim. In 2022, we continued to send referrals to community partners, including, but not limited to: Barrhead Family and Community

Support Services (Foodbank, Advocacy and Support, Counselling), Alberta Health Services Mental Health and Addictions, Swan Hills Detox Centre, Sexual Assault Centre of Edmonton, Zebra Child Protection Centre, School Counselors, RCMP and School Resource Officers.

We also collaborated closely with the Probation Officers and the Crown Prosecutor's office to streamline and assist victims to navigate the judicial process. Fortunately, once the COVID-19 pandemic restrictions ended, and court resumed in-person, court dates were no longer being cancelled and rescheduled as often as the years prior. However, we did continue to see an increase of 'Withdrawn' and 'Stay of Proceeding' outcomes.

2022 meant VSU was able to leave ZOOM meetings in the past, and for the most part meet in person as we continued our strong working relationships with the many community agencies: Inter-Agency (Barrhead & Swan Hills), Barrhead Cares, Community Action for Healthy Relationships (CAHR) and the Barrhead Elder Abuse Community Advisory Group. We made it a priority to keep communication open with Barrhead Composite High School counselling staff in case VSU was needed to go into the school and do court preparation with students who may be victims and/or are being subpoenaed to court. Over the past couple of years this was a great way to help lessen the stress for young people going to testify in court. However, this year most students/youth preferred to meet with VSU at the detachment.

The People

Barrhead Community Victim Services Unit Association would not be successful without our dedicated volunteers. Whether they volunteer as a Victim Services Advocate, Board Member, or a volunteer for special events, our people make this program run. In 2022, there were 9 members on the Board, 4 Victim Advocates and approximately 25 volunteers that helped in other capacities. These volunteers put in countless hours directly assisting victims of crime, being on call for crisis calls, attending court trials and docket days, administrative duties, Advocate meetings, Board Meetings, RCMP and PM meetings, public relations, training, attending special events and fundraising. A special heart felt 'Thank you' goes to all the volunteers. Each and every one of you is vital to the success of our unit.

Our RCMP Partners

Under the great leadership of Sgt. Bob Dodds (Barrhead) and Cpl. Fil Vicente (Barrhead) and Sgt. Devron Dittmer (Swan Hills), we forged ahead to further strengthen our partnerships and relationships with the our RCMP partners. Additionally, the vital support of Cst. Ben Tapp and Cst. David Serdobintsev, as our RCMP Liaison Members have played a pivotal role in our referral processes and ultimately, our ability to deliver services to our clients in the community. I am so thankful for all the support, assistance and dedication they gave to me and the unit. I extend sincerest gratitude to all the RCMP members and support staff in the detachments, as the atmosphere is very welcoming, caring and humorous. There is a true comradery that has been built-- Thank you again to all those in both detachments for your partnerships, assistance and encouragement, as these relationships are key to the success of this unit.

Sgt. Dodds will be retiring in the near future, and I know the atmosphere in the detachment will change. He has been a great leader, cheerleader and support, both to me and this unit, and will be deeply missed. I want to extend my personal thanks and gratitude—it's been a pleasure serving this community beside you—Betty-Lou ☺

Closing Remarks:

I mark the end of 2022/23 in a bittersweet state- continuing my tenure as the Program Manager during the tail end of the COVID-19 pandemic and the Government of Alberta announcement to restructure VSU's across the province has been an immense personal challenge. However I am forever humbled by the dedication, professionalism and commitment that our volunteers, community, RCMP partners and Board members continue to provide to Barrhead & Community VSU.

We have such a dedicated Volunteer Advocate base in both Barrhead and Swan Hills who serve the community members most affected by crime and tragedy in a sensitive and empathetic manner. VSU would not thrive if it was not for the personal and emotional sacrifices of these wonderful volunteers and their families. Our advocate base is small, but a solid one and for this I feel truly blessed.

The Board of Directors has continued to show great leadership skills, knowledge and support with the business operations of this organization. I will forever value the knowledge that has been passed down and the relationships that I have been able to continue to leverage because of the long standing commitment the Board has to the communities we serve. Our Board members show a strong commitment and high ethical standard of practice to VSU and the community. It's been an absolute pleasure to work along side them.

Thinking about moving forward in this work without the amazing board by my side is something I am still trying to process. You have all served your community with heart and dedication for so many years helping to lessen the impact that crime, trauma and tragedy have on victims. This program has so much to be proud of.

Although the future is uncertain, being able to continue this helping hands work, along side passionate advocates to ensure compassionate and knowledgeable assistance that our communities and clients deserve, will always be my goal. How to do this, is still up in the air, as we await further direction from the Government of Alberta.

As I close off this final annual report for Barrhead & Community Victim Services Unit Association, I want to say thank you. I will remember my time working with you all very fondly and with such gratitude to all those served before me and beside me throughout the years. There are truly no words to express the admiration I have for your dedication and commitment, or to recognize the impact it has on me, and to the community and the victims/clients we serve. This unit has supported some of the most vulnerable citizens at their most vulnerable times, but is only as strong as the people who make it up.

I'll conclude with this quote that resonates deeply about being passionate with reference to the work we do within Victim Services. 'Helping people at their most vulnerable time is hard, but it's a privilege.'

It's a privilege that I hope to be able to continue long into the future.

Kindest Regards,

Kristina Kyllonen

Program Manager

Barrhead Community Victim Services Unit Association

Mission Statement:

The Barrhead Community Victim Services Unit Association, operated as a community directed police-based program, will minimize the impact of victimization. As a result, Barrhead as a community will be a safer and healthier place to live.

August 3, 2023

Reeve & Council
County of Barrhead No. 11
5306 49 St
Barrhead, AB T7N 1N5

Dear Reeve & Council,

I want to express my sincere gratitude for your donation to STARS. Because of your support, STARS saved my life.

Like many people across Western Canada, my family and I spend summer weekends at a cabin on a lake. The weekend my life would change started like any other with some chores around the lake. As I went about my sunny summer day, I began to feel dizzy, nauseous and had intense chest pain. I collapsed on the dock and as I laid there, all I could think about was my wife and two children. I refused to believe this was the end. I would later learn that I was having a massive heart attack.

With the help of neighbours and my wife Thea, a ground ambulance arrived. Luckily for me an emergency room doctor happened to be at the lake that day and knew that my best chance at survival included STARS, so he advised paramedics to call and request the service. After going into cardiac arrest twice and floating in and out of consciousness, I felt a jolt of electricity and heard STARS flight nurse, Crystal Lybeck, say "welcome back, Wade." I was transported to hospital, underwent emergency surgery and survived thanks to the quick actions of bystanders, local EMS and STARS.

With your \$7,500.00 donation, STARS is able to provide life-saving critical care, anywhere: on the ground, in the air and virtually. Today, I've recovered and I'm enjoying life with my family. We are all so grateful STARS was there for me that day, because of allies like you. Thank you!

Sincerely,
Wade Cassidy
STARS Very Important Patient



403-295-1811 | 1-855-516-4848



1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7



donations@stars.ca | stars.ca



PLEASE CUT HERE



Shock Trauma Air Rescue Service Foundation

1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

County of Barrhead No. 11
5306 49 St
Barrhead, AB T7N 1N5

Receipt Number: 60351
Date Issued: August 3, 2023
Gift Date\Type: 2023-08-02\Cash
Receipt Amount: \$7,500.00

Business Receipt

Gift Amount: \$7,500.00
Advantage Amount: \$0.00

Per:

Kinda A. Jufitz

Barrhead Public Library

5103 – 53 Avenue

Barrhead AB T7N 1N9

July 27, 2023

Mr. Doug Drozd, Reeve

County of Barrhead

5306 49 St.

Barrhead, AB

T7N 1N5

Mr. Drozd:

On behalf of members of the Barrhead Public Library Board, I would like to thank you, and our County Councillors, for the grant you recently gave our library. This grant is crucial to providing library service for The Town of Barrhead, County of Barrhead, and the surrounding areas.

It was also nice to have you and Mr. Lee join us for our pancake breakfast fundraiser, held during Barrhead's recent Street Festival. Having members join us for library activities is always appreciated, as when Mr. Kleinfeldt joined us for our Coronation Tea.

This past year has been difficult for libraries. As in all areas of community service, rising inflation costs for materials, programming, technology support, facility operations, staff wages, and community outreach have left libraries scrambling for funding.

Delivering service to our patrons has meant every dollar has been critical for reaching our goals. Without your grant, we would not be able to deliver materials and books patrons request, present online programming, offer audio and visual assistance to the physically challenged, or answer the many questions received during daily operations.

It has been rewarding to hear from the community how much they appreciate our efforts. Whether activity kits for children, storytelling for toddlers, the latest best seller, or a good magazine, the role of the public library has never been more important. We are providing relaxation, education, and recreation at a stressful time, especially financially.

None of this would be possible without the monetary assistance provided to libraries through grants. We have faced serious budget adjustments, but, thanks to the assistance of you and the Council, we have been able to meet our patrons' needs.

So, on behalf of the Barrhead Public Library Board, and all the people we serve, thank you. We look forward to continuing our relationship with you in the years ahead.

Sincerely,


Susan McLaren, Board Member

Barrhead Public Library



July 5, 2023

The Honourable RJ Sigurdson
Minister of Agriculture and Irrigation
Office of the Minister
Agriculture and Irrigation
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Sigurdson,

Re: Additional Supports Required for Agricultural Producers – Special Area No. 2, 3, & 4

The Special Areas is no stranger to dry and challenging conditions; however, the conditions being seen throughout the region this year are uncharacteristically severe. Long term moisture deficiencies, along with extreme heat early in the growing season, have resulted in widespread annual and perennial crop failures, stock water shortages, and degrading pastures. In 2021, similar conditions created significant feed and water shortages, which was exacerbated by the delay in AFSC in allowing producers to repurpose standing crops for cattle feedstocks without undue penalty.

The Special Areas Board is requesting your support in working with AFSC to make sure producers can put insured crops, including hay, to alternate use on a timely basis. In 2021, the governments of Canada and Alberta adjusted crop insurance programs by lowering the threshold for Low Yield Allowance. The request this year is to increase the Low Yield Allowance from three bushels up to seven if the crop is going to be used as grazing or cattle feed for livestock. It would also be beneficial to have the producers' yields, in a year that has been declared an agriculture disaster, not added to that producers' long-term average. A similar adjustment would be welcomed by producers throughout the Special Areas region this year.

We will continue to monitor conditions and work closely with local Agricultural Service Boards and neighbouring municipalities to identify producer supports required in the region.

Best regards,

Jordon Christianson,
Chair, Special Areas Board

- c. Ric McIver, Minister of Municipal Affairs
Nate Horner, MLA; Drumheller-Stettler
Damien Kurek, Member of Parliament for Battle River – Crowfoot
RMA
Local municipalities



County of Stettler No. 6 T8

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

July 20, 2023

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation
229 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Sigurdson,

RE: Letter of Support - Special Areas Board request for additional supports

We are writing to support Special Area's July 5, 2023 letter requesting your Ministry's support in working with AFSC to ensure agricultural producers can put insured crops, including hay, to alternate use on a timely basis.

We echo the Special Areas Board's request to increase Low Yield Allowance from three bushels up to seven bushels if the crop is going to be used as grazing or feed for livestock.

We second the request to have producers' yields, in a year declared an agricultural disaster, not added to that producers' long-term average.

We thank you for your consideration of our producers dealing with impossible conditions this year.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Clarke".

Larry Clarke
REEVE

ENCL (1)

CC

Honourable Nate Horner, MLA for Drumheller-Stettler

President of Treasury Board and Minister of Finance

Honourable Ric McIver, Minister of Municipal Affairs

Honourable Damien Kurek, Member of Parliament for Battle River-Crowfoot

Mr. Darryl Kay, Chief Executive Officer, AFSC

Ms. Kelly Smith-Fraser, Board Chair, Agriculture Financial Services Corporation

Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

RMA Member Municipalities

Mr. Jordan Christianson, Chair, Special Areas Board



County of Stettler No. 6

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July 20, 2023

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation
229 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Sigurdson,

RE: Feed and Transportation Assistance Programs for Alberta Ag Disaster Areas

The County of Stettler No. 6 declared an Agricultural Disaster on Wednesday, June 14, 2023 at their Regular Council Meeting.

We gratefully acknowledge the drought support so far provided in the form of a Temporary Livestock Water Assistance Program, which assists producers who have an urgent need for water for livestock and poultry.

Heading into mid-summer, our agricultural producers who provide a valuable commodity to Canada are struggling to find enough affordable feed in our region. Producers are searching beyond normal regional boundaries in order to provide adequate feed for today and for the coming fall, winter and spring.

Council for the County of Stettler No. 6 respectfully requests additional assistance for producers in the form of a feed and transportation assistance program, to compensate Alberta producers who are affected by drought, for extraordinary feed costs.

Additionally, we are seeking expanded mental health supports be advertised and made available to all producers, highlighted in areas of Agricultural Disaster. Our citizens, friends and neighbors are struggling with the additional stresses associated with an uncertain future and a threatened livelihood.

Many producers who may right now be making the difficult decision to cull herds due to lack of feed availability and affordability, are of the age they may not even consider rebuilding their herds at this stage of their life. Younger farmers and producers may simply not be able to afford to rebuild after devastating business losses. There is no doubt this will have a trickle-down effect on our food chain, affecting our entire nation and the export industry.

We humbly request more support for our region, and others who are facing the same dire situation. We thank you in advance for your consideration of additional programming to assist Alberta's agricultural industry as they face tremendous hurdles and a very uncertain future.

Sincerely,

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

Larry Clarke
REEVE

CC

Honourable Nate Horner, MLA for Drumheller-Stettler,

President of Treasury Board and Minister of Finance

Honourable Ric McIver, Minister of Municipal Affairs

Honourable Pete Guthrie, Minister of Infrastructure

Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food

Honourable Damien Kurek, Member of Parliament for Battle River-Crowfoot

Honourable Dr. Carolyn Bennet, Minister of Mental Health and Addictions

Honourable Dan Williams, Minister of Mental Health and Addiction

Ms. Kelly Smith-Fraser, Board Chair, Agriculture Financial Services Corporation

Mr. Darryl Kay, Chief Executive Officer, Agriculture Financial Services Corporation

Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

RMA Member Municipalities

Jamie Wuite, Government of Alberta Drought and Excessive Moisture Advisory Group

Minister of Infrastructure mandate letter

July 26, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Infrastructure Pete Guthrie calling on him to continue to build Alberta.

In her letter, the Premier outlines her expectations that Alberta continues to offer a high quality of life and has the infrastructure in place to support the services that Albertans need and asks Minister Guthrie to deliver on platform commitments, including:

- Working with the Minister of Mental Health and Addiction, who is the lead, to build and operationalize 11 new recovery communities in key locations throughout the province.
- In cooperation with the Minister of Transportation and Economic Corridors, who is the lead, and the Minister of Municipal Affairs, to contribute up to \$330 million towards road and bridge construction, LRT connection, site utilities, site reclamation and other supportive infrastructure to support the Calgary arena and entertainment district project. This funding includes up to \$30 million for a new 1,000-seat community arena neighbouring the main arena that will serve youth and amateur hockey.

The Premier also tasks Minister Guthrie with:

- Analyzing the current process for building schools and hospitals with a view to accelerate construction timelines and reduce cost.
- Modernizing building contracts for Alberta Infrastructure projects to reduce red tape and costs for contracted businesses.
- As lead, working with the Minister of Transportation and Economic Corridors and the President of the Treasury Board and Minister of Finance, to propose a formula that provides guidance on the amount of capital funding that should be budgeted each year to ensure long-term greater predictability for our industry

partners while ensuring infrastructure resiliency and effective maintenance of the network. This should include assessing innovative financing and funding opportunities for infrastructure solutions, such as financing public-private partnerships and other government sources.

- Working with the Minister of Arts, Culture and Status of Women, who is the lead, to develop a building naming policy that celebrates and exemplifies Alberta's culture.
- Working with the Minister of Transportation and Economic Corridors, to accelerate priority investments identified by Cabinet and Caucus.
- Working with Jobs, Economy and Trade, to assist in designing a ministry-specific job-attraction strategy to raise the awareness of young Albertans (aged 16 to 24) and adults changing careers of the skilled trades and professions available in the construction industry, including pathways for education, apprenticeship and training.

"Alberta's economy is booming and we need to ensure that we have the proper infrastructure in place to meet the needs of Albertans for years to come. Throughout this mandate I look forward to working together as we continue to build the hospitals, schools and recovery centres Albertans need now and into the future."

Pete Guthrie, Minister of Infrastructure

Related information

- [Minister of Infrastructure mandate letter](#)

Media inquiries

Jared Gustafson

780-722-7321

Press Secretary, Infrastructure

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Minister of Immigration and Multiculturalism mandate letter

July 26, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Immigration and Multiculturalism Muhammad Yaseen calling on him to continue to grow opportunities for newcomers.

In her letter, the Premier outlines her expectations that Alberta continues to welcome the best and brightest from around the world and tasks Minister Yaseen with delivering on platform commitments that support and attract new Albertans, including:

- Working with the Minister of Advanced Education on increasing and accelerating auto-credentialing for workers from national and international jurisdictions with similar standards.
- As the lead, working with the Minister of Health to streamline immigration processes to support health care staffing challenges, particularly in rural areas.
- Working to maximize the nomination allocations made available annually to the Alberta Advantage Immigration Program by the federal government with opportunities for all sectors of the provincial economy to retain talented newcomers through the program's worker and entrepreneur streams.
- As the lead, working with the Minister of Tourism and Sport to establish a dedicated tourism and hospitality immigration stream in Alberta.
- Ensuring enhanced funding for more effective engagement and promotion of Alberta's ethnocultural communities.
- Ensuring newcomers have access to English as a Second Language training and settlement services.
- Working with federal agencies, continue to support settlement services for Ukrainian evacuees.
- Developing and passing anti-racism legislation to build on Alberta's culture of inclusion, respect and celebration of our diverse cultural communities.
- Working with the Premier's Council on Multiculturalism and Premier's Office, to

establish working councils to offer advice on addressing systemic barriers and challenges in Alberta's diverse ethnocultural communities.

- Reviewing models from other jurisdictions to develop and implement legislation that permits Alberta's cultural community members the flexibility to more easily observe major holidays without placing undue hardship or expense on Alberta businesses.
- Increasing access and enhancing funding opportunities for mentoring, labour attachment and other related labour market integration programs for immigrants and newcomers.
- Assisting each ministry to execute on their mandate to design a ministry-specific job-attraction strategy that includes raising awareness for new Albertans changing careers, along with their children, of the skilled trades and professions available in each economic sector, including pathways for education, apprenticeship and training.

“As our province continues to be a beacon for newcomers, we must make sure that the proper supports are in place for them for a successful transition into our society. I look forward to working with the many cultural communities of Alberta to ensure that we create the conditions for immigrants to be welcomed into our communities, fill labour shortages, start businesses, and create jobs.”

Muhammad Yaseen, Minister of Immigration and Multiculturalism

Related information

- [Minister of Immigration and Multiculturalism mandate letter](#)

Media inquiries

Jared Gustafson

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Press Secretary, Immigration and Multiculturalism

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Minister of Indigenous Relations mandate letter

July 27, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Indigenous Relations Rick Wilson calling on him to continue building meaningful partnerships.

In her letter, the Premier outlines her expectations that Indigenous communities are a part of Alberta's success and asks Minister Wilson to deliver on platform commitments to support Albertans, including:

- Doubling the Alberta Indigenous Opportunities Corporation loan capacity to at least \$2 billion and providing recommendations related to the potential expansion of eligible projects, including health care, manufacturing, forestry, tourism and technology.
- Working with the Minister of Mental Health and Addiction, who is the lead, to support Indigenous Peoples in Alberta by strengthening a comprehensive continuum of mental health and addiction services and ensuring service provision is not disrupted by jurisdictional disputes.
- Working with the President of Treasury Board and Minister of Finance, who is lead, to ensure First Nations and Metis Settlements have access to insurance to rebuild homes and structures in the case of fire and other insurable losses.

The Premier also tasks Minister Wilson with:

- Taking the lead on Indigenous reconciliation by using Jordan's Principle as a guide to ensure every Indigenous person has the same access to core services as any other Albertan.
- Respecting the traditional territories and treaties of our First Nations and Métis partners and, in coordination with the Minister of Transportation and Economic Corridors, who is lead, to proactively partner with communities on planning economic corridors and other major development projects for the mutual

economic benefit of all.

- Working with cross-ministry partners to continue addressing violence and increase the safety and economic security of Indigenous women, girls and two-spirit people.
- Continuing to build and strengthen relationships between the provincial government and First Nations and Métis communities in Alberta.
- Continuing to work with the Minister of Children and Family Services, who is the lead, on engagement with the Government of Canada and with Alberta communities on the implementation of *An Act respecting First Nations, Inuit and Métis children, youth and families* (Bill C-92) to ensure the interests of Indigenous children in Alberta are protected.
- As the lead, working with the Minister of Affordability and Utilities to review and make recommendations to accelerate the connection of First Nations and Metis Settlement communities to electricity, natural gas and internet services.
- Working with cross-ministry partners to ensure Indigenous businesses and communities play an integral role in our provincial energy strategy and economic partnerships.
- In cooperation with the Minister of Transportation and Economic Corridors, who is the lead, to implement the First Nations Regional Drinking Water Tie-In Program.

“It is the greatest honour to be reinstated as Minister of Indigenous Relations. Indigenous Peoples are vital partners in moving Alberta forward to a more prosperous future, and I am thrilled to have the opportunity to continue working in collaboration with Indigenous leaders and community members throughout the province over the next four years.”

Rick Wilson, Minister of Indigenous Relations

Related information

- [Minister of Indigenous Relations mandate letter](#)

Media inquiries

Callum Reid

780-691-7317

Press Secretary, Indigenous Relations

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Minister of Children and Family Services mandate letter

July 28, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Children and Family Services Searle Turton calling on him to support families and children.

In her letter, the Premier outlines her expectations that strong Alberta families and children lead the province forward and asks Minister Turton to deliver on platform commitments to support Albertans, including:

- Increasing funding for women's shelters by \$10 million over four years.
- Increasing funding for sexual assault centres by \$10 million over four years.
- Working with the federal government and child care providers to implement \$10-per-day daycare by 2026 that promotes and incentivizes new child care spaces for both private and non-profit operators.
- Collaborating with the Minister of Mental Health and Addiction, who is the lead, to expand access to young people struggling with severe mental illness with four new youth mental wellness centres that provide inpatient mental health and addiction treatment to youth. This includes expanding prevention and early intervention mental health supports for children and youth that are integrated within schools and communities.

The Premier also tasks Minister Turton with:

- Increasing the number of licensed child care spaces in private and non-profit centres as well as day homes.

- Developing and implementing improvements to the foster care system to reduce the number of moves and minimize disruption during a child's time in care, and supporting kinship and foster families, where appropriate, to provide permanent homes and continuity of care for children.
- Developing and implementing supports for victims of domestic violence.
- Supporting Alberta's continued leadership in adoption by developing supports to enable a more efficient and effective adoption process.
- Conducting a review of the *Child, Youth and Family Enhancement Act* to ensure the legislation is meeting the needs of children, youth and families in Alberta.
- As lead, continuing to work with the Minister of Indigenous Relations on engagement with the Government of Canada and with Alberta communities on the implementation of *An Act respecting First Nations, Inuit and Métis children, youth and families* (Bill C-92) to ensure the interests of Indigenous children in Alberta are protected.
- Designing a ministry-specific job-attraction strategy that raises awareness for young Albertans (aged 16 to 24) and adults changing careers of the skilled trades and professions available in child care and related services, including pathways for education, apprenticeship and training.

"As cost of living continues to rise, Alberta's government remains fully committed to supporting families and making high-quality child care affordable and accessible for Albertans. I look forward to working with our partners to continue to provide support and services to our youngest citizens."

Searle Turton, Minister of Children and Family Services

Related information

- [Minister of Children and Family Services mandate letter](#)

Media inquiries

[Chinenye Anokwuru](#)

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Press Secretary, Children and Family Services

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Minister of Public Safety and Emergency Services mandate letter

July 31, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Public Safety and Emergency Services Mike Ellis calling on him to work to keep Alberta families and communities safe.

In her letter, the Premier outlines her expectation for safe streets in Alberta, unlike what is seen in jurisdictions such as Vancouver, Portland or San Francisco. The Premier emphasizes the government's top priority as ensuring the protection of Albertans and keeping communities safe, and asks Minister Ellis to deliver on platform commitments to support Albertans, including:

- Immediately implementing the Safe Streets Action Plan, including adding at least 100 new patrol officers for Calgary and Edmonton and assessing whether more officers are needed.
- Creating specialized sheriff-led anti-fentanyl and illegal gun trafficking teams, including at the Canada-U.S. border.
- Expanding the provincial cybercrime units.
- Exploring opportunities for continued sheriff deployment in Edmonton, Calgary and other communities to assist with patrols and street-level law enforcement.
- Increasing support for Internet and Child Exploitation Teams.
- Creating additional Alberta Law Enforcement Response Team Gang

Suppression Units, including increased monitoring of scrap metal dealers and gang connections to reduce catalytic converter theft.

- Working with partners to create a new provincial DNA lab.
- Implementing, with sheriffs, a modern ankle bracelet monitoring program and enhanced 24-hour bail monitoring of violent and sexual offenders.
- Improving awareness of Clare's Law and other tools to assist Albertans forming close relationships with violent and sexual offenders without knowledge or consent.

The Premier also tasks Minister Ellis with:

- Continuing to create and expand therapeutic living units at correctional facilities.
- Reviewing the education and training curriculum for sheriffs so they can assist in a broader scope of policing.
- Ensuring the safe transportation of mental health and addiction patients to appropriate health services.
- Working with Indigenous, mid-sized and rural communities to address rising crime rates in these areas.
- Reviewing and providing recommendations to improve the delivery model and funding associated with search and rescue operations in the province.
- Introducing emergency management measures that will ensure the province is prepared to respond to any natural disaster or other emergency anywhere in the province.
- Developing a flood and fire mitigation strategy to proactively protect communities at risk of future natural disasters.
- Modernizing and reforming Indigenous policing programs to address chronic underfunding and gaps.
- Continuing to work with local communities to support them with the community policing options they believe will best serve their populations.

As the lead, and in collaboration with the Minister of Mental Health and Addiction, ensuring police services have the tools they need to support the wellness and recovery of Albertans while they focus on keeping communities safe.

- Designing a ministry-specific job-attraction strategy that raises awareness for young Albertans (aged 16 to 24) and adults changing careers of the professions available in the policing, emergency services and emergency management sectors, including pathways for education and training.

“Our government has a top priority to bring back the safety that every community, family and individual deserves. We cannot afford to be soft on crime, nor can we allow repeat violent criminal offenders out on bail. Albertans have the right to feel safe, no matter where they live or work.”

Mike Ellis, Minister of Public Safety and Emergency Services

Related information

- [Minister of Public Safety and Emergency Services mandate letter](#)

Media inquiries

Michael Kwas

Press Secretary, Public Safety and Emergency Services

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Minister of Justice mandate letter

August 01, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Justice Mickey Amery calling on him to continue to support a strong justice system.

In her letter, the Premier outlines her expectations that Alberta's government continues to stand up for Albertans and make the province's voice heard in Ottawa and asks Minister Amery to deliver on initiatives that support Albertans, including:

- As lead, working with the Minister of Health and Minister of Mental Health and Addiction to assess proposed federal medical assistance in dying legislation amendments to include those with mental health conditions and recommend Alberta's regulation of the profession with regard to it.
- Reviewing the *Elections Act*, the *Local Authorities Election Act*, *Election Finances and Contributions Disclosure Act* and other relevant election-related legislation and making recommendations that ensure election results are publicly available on a more timely basis on voting day to strengthen public trust in and the integrity of our provincial and municipal elections, including improving the investigation and enforcement of election rules before and during election periods.
- Reviewing recent ethics commissioner decisions and the *Conflicts of Interest Act* to establish guidelines and rules clarifying appropriate interactions between all ministries and the Justice Minister and Attorney General, and to make recommendations that strengthen overall transparency and accountability. Further, implementing the ethics commissioner's recommendation regarding mandatory governance training for new

Members of the Legislative Assembly so they understand the *Conflicts of Interest Act* and how it applies to them.

- Reviewing the Public Health Emergencies Governance Review Panel's findings, when released, with affected ministries and advising Cabinet and Caucus which recommendations should be implemented to improve Alberta's emergency governance in the future.
- Conducting a review of provincial resourcing to the courts and advancing related recommendations, including implementing remote court applications, digitization and streamlining family court matters to ensure more affordable and efficient access to the courts.
- Continuing the constitutional challenge against the federal government's decision to label plastics as "toxic substances."
- Continuing the constitutional challenge against the federal *Impact Assessment Act*.
- Working through all available political and legal channels to eliminate the federal government's consumer carbon tax.
- As the lead, addressing the need for funding increases to strengthen Alberta's justice system and make it more accessible, including legal aid.
- Working with the Minister of Energy and Minerals, who is the lead, and the Minister of Environment and Protected Areas to review the mission, policies and operations of the Canadian Energy Centre to ensure alignment with government priorities and policy.
- Working with the Minister of Public Safety and Emergency Services, to develop and implement a strategy to ensure violent criminals and gang members are detained and effectively prosecuted.
- Working collaboratively with the Minister of Mental Health and Addiction, who is the lead, to develop compassionate intervention legislation, supporting facilities and legal processes to save the lives of those who are a danger to themselves or others.
- Working with the Minister of Public Safety and Emergency Services, to develop a specialized prosecution unit to address deteriorating safety in

Alberta's major urban centres.

“Alberta is fortunate to have a justice system that upholds the pillars of fairness, compassion and protection for all. I look forward to carrying out my mandate to ensure that our justice system safeguards individual rights and fosters a sense of security and trust within our communities.”

Mickey Amery, Minister of Justice

Related information

- [Minister of Justice mandate letter](#)

Media inquiries

Savannah Johannsen

780-686-3521
Acting Press Secretary, Justice

Charlotte Taillon

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Press Secretary, Justice

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Minister of Mental Health and Addiction mandate letter

August 02, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Mental Health and Addiction Dan Williams calling on him to address the mental health and addiction crisis.

In her letter, the Premier outlines her expectation for implementing the “Alberta Model,” which is designed to support those pursuing recovery from the deadly disease of addiction. She lays out her desire for this to be done at an accelerated pace and asks Minister Williams to deliver on platform commitments to support Albertans, including:

- Investing at least \$20 million per year to expand mental health classrooms from 20 to 60.
- Expanding Integrated School Support Programs to an additional 22 high-needs schools through an investment of at least \$4.5 million per year.
- Increasing support for addiction and mental health prevention by expanding resiliency education in schools.
- Providing an annual investment of at least \$5 million with First Nations and Métis school communities across Alberta to amplify the voice of youth and create opportunities for educators, Elders, parents, coaches and community members to develop their own strategies to enhance student wellness.
- Working collaboratively with community and government partners to develop compassionate intervention legislation, supporting facilities and legal

processes to save the lives of those who are a danger to themselves or others.

- Implementing recovery community centres for youth in major centres throughout the province.
- Building and operationalizing at least 11 new recovery communities in key locations throughout the province, working collaboratively with the Ministry of Infrastructure, First Nations and Métis communities.
- Developing at least five new 75-plus bed mental wellness centres for short- and long-term treatment and recovery.
- Expanding Counselling Alberta to provide same-day, no wait list, accessible and affordable counselling sessions for all Albertans by investing at least \$4 million per year.
- As the lead, and in collaboration with the Ministers of Education and Children and Family Services, expanding access to young people struggling with severe mental illness with at least four new youth mental wellness centres to provide inpatient mental health and addiction treatment to youth. This should include expansion of prevention and early intervention mental health supports for children and youth that are integrated within schools and communities.
- As lead, working in partnership with the Minister of Indigenous Relations, to support Indigenous peoples in Alberta by strengthening a comprehensive continuum of mental health and addiction services, ensuring service provision is not disrupted by jurisdictional disputes.

The Premier also tasks Minister Williams with:

- Completing a review of mental health and addiction-related expenditures within Alberta Health Services and, as appropriate, within ministries across the Government of Alberta to ensure expenditure oversight by the ministry.
- As the lead minister, continuing to develop a recovery-oriented system of care in Alberta for mental health and addiction in partnership with other government departments that support the mental health and addiction needs of Albertans to ensure consistency across the Government of Alberta.

- Working with Alberta Health Services to establish a dedicated provincial Mental Health and Addiction Operations division and governance structure within Alberta Health Services.
- Ensuring the Ministry of Mental Health and Addiction is responsible for the management of Government of Alberta funding provided to Alberta Health Services for the purpose of delivering mental health and addiction services.
- Developing electronic information gathering systems to ensure that system outcomes are standardized, transparent, focus on recovery-based outcomes and explore mechanisms for greater information sharing with lead organizations and other government departments that support the mental health and addiction needs of Albertans.
- Working with stakeholders across Alberta to help Albertans improve their mental wellness while creating healthy and vibrant communities.
- Collaborating with federal, provincial and territorial colleagues to ensure that Alberta's interests are represented when engaging with governments across Canada and to collaborate closely with other jurisdictions when their interests are aligned with Alberta.
- Working with the Minister of Justice, who is the lead, to assess proposed federal medical assistance in dying legislation amendments to include those with mental health conditions and recommend Alberta's regulation of the profession with regards to it.
- In collaboration with the Minister of Public Safety and Emergency Services, who is the lead, ensuring that police services have the tools they need to support the wellness and recovery of Albertans while they focus on keeping communities safe.
- Working closely with the Minister of Health, who is the lead, to ensure that recovery from mental health and addiction and increasing the recovery capital of Albertans is a guiding policy in the modernization of Alberta's primary health care system.

"Our government will not stand by as families and communities are torn apart by addiction. We are committed to compassionately providing recovery supports and mental health care for those suffering

from these challenges, and I am grateful to accept the responsibility to implement our plan.”

Dan Williams, Minister of Mental Health and Addiction

Related information

- [Minister of Mental Health and Addiction mandate letter](#)

Media inquiries

[Hunter Baril](#)

7806195774

Press Secretary, Mental Health and Addiction

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Minister of Seniors, Community and Social Services mandate letter

August 03, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Seniors, Community and Social Services Jason Nixon calling on him to strengthen Alberta's systems to support the most vulnerable in our province.

In her letter, the Premier outlines her expectations that government be creative, innovative, and collaborative in ensuring Albertans have the supports they need and tasks Minister Nixon with:

- As lead, working in cooperation with relevant ministries, including the Minister of Affordability and Utilities, to develop and implement an affordable and attainable home ownership and rental strategy that focuses on incentivizing the construction of new homes and rental units and creating additional financing options for prospective homeowners, while removing barriers for both homebuyers and renters. The strategy should be focused on both middle-income and low-income prospective renters and buyers, including seniors.
- Exploring the feasibility of a "short-term disability" program to better facilitate, where medically appropriate, the return of Albertans to work when medically able to do so.
- Ensuring supports for the vulnerable, including AISH and the seniors' benefit, continue to be indexed to inflation.
- Ensuring those with severe disabilities have seamless support from first diagnosis through childhood and adulthood without interruption of

needed supports.

- Working with the federal government and municipalities to ensure housing-related programs align with the housing needs of Albertans.
- Continuing to implement Stronger Foundations, Alberta's 10-year strategy to address affordable housing across the province.
- Providing adequate ongoing funding to food banks and other operators to ensure families have access to nutritional food in times of need.
- Ensuring adequate funding is provided to partners to ensure low-income Albertans can access municipal transit at lower prices.
- Working with seniors lodge providers to undergo a planned review for the purpose of expanding seniors lodges and facilities to keep up with increased growth and demand.
- Ensuring the Office of the Public Guardian is funded appropriately to support aging seniors who become mentally or physically unable to make personal decisions for themselves.
- Working with the Minister of Mental Health and Addiction, who is lead, to align the policies of your ministry with the Alberta model recovery-oriented system of care.
- Designing a ministry-specific job-attraction strategy that raises awareness for young Albertans (aged 16 to 24) and adults changing careers of the professions available in the seniors and community supports sector, including pathways for education and training.

"I am honoured to receive this mandate from the Premier to strengthen our systems of support for Albertans. I am eager to develop policies and initiatives that build affordable housing, support services for people with disabilities, make life better for seniors, and address the needs of all Albertans."

Jason Nixon, Minister of Seniors, Community and Social Services

Related information

- [Minister of Seniors, Community and Social Services mandate letter](#)

Media inquiries

Heather Barlow

Press Secretary, Seniors, Community and Social Services

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Minister of Municipal Affairs mandate letter

August 04, 2023 [Media inquiries](#)

Premier Danielle Smith has issued a mandate letter to Minister of Municipal Affairs Ric McIver calling on him to maintain and build relationships and partnerships with municipal leaders.

In her letter, the Premier outlines her expectations that Albertans can rely on good governance that improves their lives and helps the province realize its potential, and asks Minister McIver to deliver on a platform commitment to, in cooperation with the Minister of Transportation and Economic Corridors, who is the lead, contribute up to \$330 million towards road and bridge construction, LRT connection, site utilities, site reclamation and other supportive infrastructure to support the Calgary arena and entertainment district project and create a new 1,000-seat community arena neighbouring the main arena that will serve youth and amateur hockey.

The Premier also tasks Minister McIver with:

- Working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- Continuing to monitor the Calgary and Edmonton metropolitan region boards to ensure they are serving the needs of their urban and rural residents effectively and fairly without unnecessarily interfering with the autonomy of small and mid-sized municipalities.

Continuing to improve the delivery of stable, predictable funding through the Local Government Fiscal Framework.

- As lead, collaborating with the Minister of Service Alberta and Red Tape Reduction, Minister of Seniors, Community and Social Services, and Minister of Affordability and Utilities, and informed by on-the-ground municipal realities, to develop appropriate incentives and benchmarks to significantly reduce municipal approval times for housing and business park developments.
- Protecting the province's constitutional right to oversee the governance of Alberta's municipalities without federal interference.
- Maintaining and building relationships of trust, partnership and open dialogue with municipal leaders across the province and bringing feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- Teaming with the Minister of Energy and Minerals, who is lead, to ensure the government's new policy on making wellsite transfers contingent on payment of outstanding property taxes is implemented and enforced.
- In collaboration with the Minister of Justice, reviewing the *Local Authorities Election Act* and making recommendations for any necessary amendments to strengthen public trust in and the integrity of Alberta's municipal election laws.
- Working with the Minister of Education and the President of Treasury Board and Minister of Finance to review the feasibility of amending the Education Property Tax to assist municipalities with retaining more funding for local priorities.

"I am committed to supporting accountable and effective local government for Albertans. Together, we will build vibrant neighbourhoods, support local priorities and increase the quality of municipal governance in communities across our province."

Ric McIver, Minister of Municipal Affairs

Related information

- [Minister of Municipal Affairs mandate letter](#)

Media inquiries

Mackenzie Blyth

780-293-1745

Press Secretary, Municipal Affairs

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V

Certificate of Appreciation

Presented to

County of Barrhead No. 11

For supporting the **Alberta-NWT Command's Military Service Recognition Book - Volume XV**. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.



Rosalind LaRose
President



Tammy Wheeler
Executive Director

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"



August 2, 2023

Sgt. R.W. Dodds

NCO i/c Barrhead Detachment, RCMP-GRC

W

Dear Reeve Drozd,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for Barrhead Detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

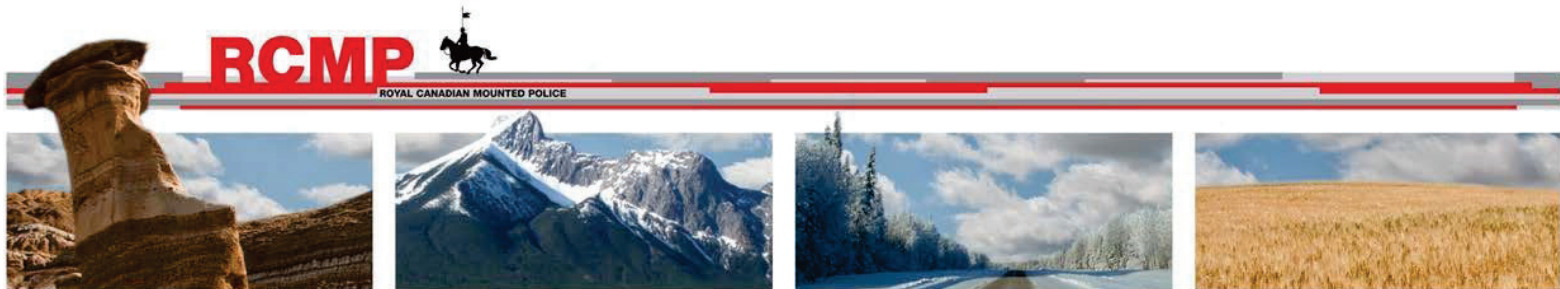
- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt. R.W. Dodds
NCO i/c Barrhead Detachment, RCMP-GRC



RCMP Provincial Policing Report

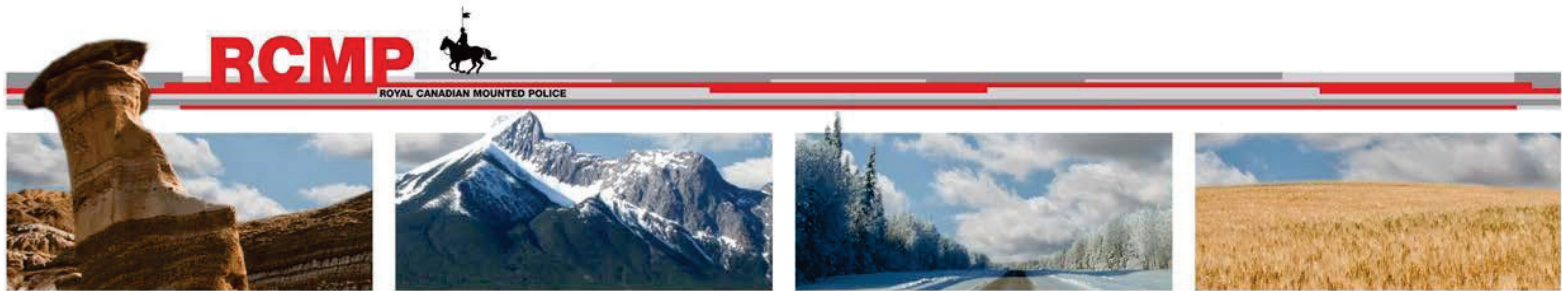
Detachment	Barrhead
Detachment Commander	Sgt. Bob Dodds
Quarter	Q1
Date of Report	August 2, 2023

Community Consultations

Date	2023-04-04
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	County of Barrhead

Date	2023-04-13
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Annual Planning
Notes/Comments	BARCC Meeting

Date	2023-05-03
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	County Office Meeting

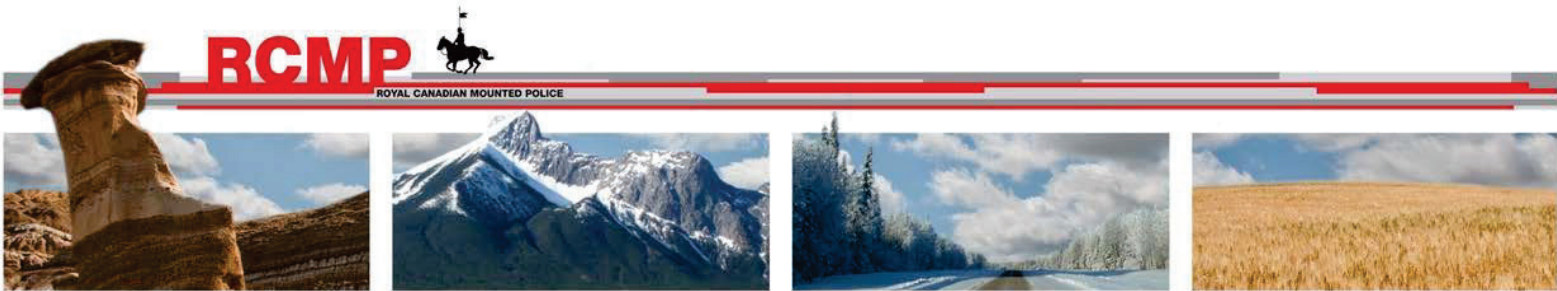


Date	2023-05-08
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Met with Westlock County representatives to discuss wildfire that had occurred recently with both Barrhead and Westlock RCMP Detachments responding. Went over emergency response and evacuation plans.

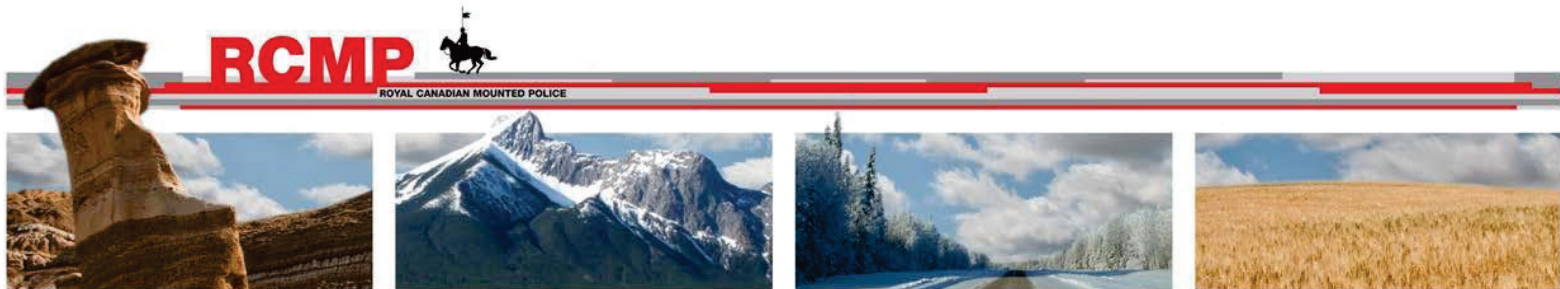
Date	2023-05-18
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	BARCC Meeting

Date	2023-05-23
Meeting Type	Meeting with Elected Officials
Topics Discussed	Education Session
Notes/Comments	Meeting with Town of Barrhead Officials

Date	2023-06-20
Meeting Type	Meeting with Elected Officials
Topics Discussed	Staffing, Crime Trends
Notes/Comments	Met with elected officials from communities throughout Lac Ste. Anne County.

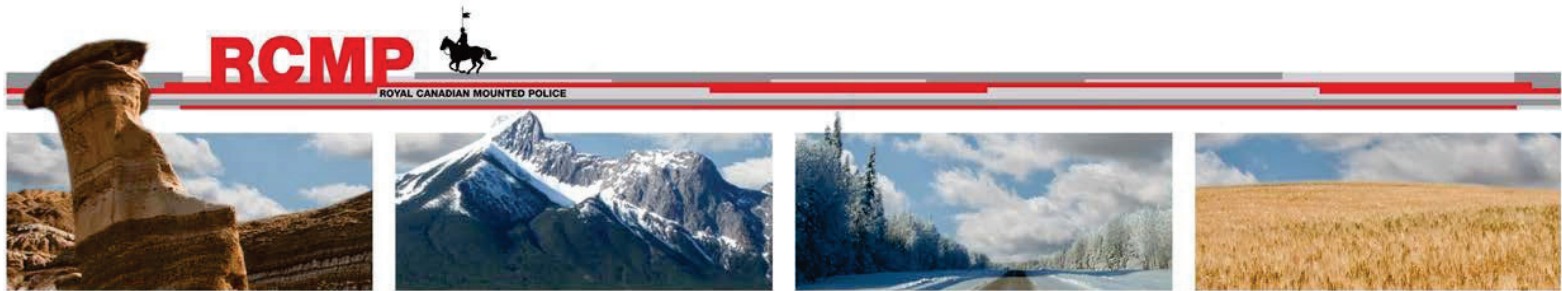


Date	2023-06-22
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Reduction initiatives.
Notes/Comments	BARCC



Community Priorities

Priority 1	Reduce Substance Abuse
Current Status & Results	<p>No new trafficking or PPT files were generated this quarter. This is largely due to the three most prolific dealers being in jail awaiting trial. The unit continues to work developing intelligence and identifying new players.</p>
Priority 2	Enhance Awareness and Education
Current Status & Results	<p>PS staff are communicating with K Div to enlist their assistance with a virtual Town Hall. Date TBA. Engagement with our communities has taken place in the form of Council meetings (County of Barrhead April 4 and May 2, Lac Ste Anne County June 20) as well as monthly with BARCC.</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	213	295	38%	895	827	-8%
<i>Persons Crime</i>	47	51	9%	170	182	7%
<i>Property Crime</i>	119	166	39%	559	475	-15%
<i>Other Criminal Code</i>	47	78	66%	166	170	2%
Traffic Offences						
<i>Criminal Code Traffic</i>	16	2	-88%	50	51	2%
<i>Provincial Code Traffic</i>	566	197	-65%	2,700	1,984	-27%
<i>Other Traffic</i>	0	1	N/A	8	2	-75%
CDSA Offences	10	1	-90%	37	41	11%
Other Federal Acts	14	4	-71%	42	49	17%
Other Provincial Acts	82	99	21%	252	291	15%
Municipal By-Laws	11	18	64%	57	54	-5%
Motor Vehicle Collisions	57	78	37%	329	362	10%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Criminal Code files are up substantially. Drivers include Theft Under \$5000 (71 vs. 24 last year) and Utter Threats (11 vs. 6 last year). Total Criminal Code is the highest we've seen in the past five years. Drug enforcement is down substantially. In part this is because our most active dealers are all in jail. Increased Criminal Code activity also leaves less time for self generated work including drug activity. This is also reflected in our traffic stats which went from 566 to 197. Collisions have increased. The primary causal factor remains animal strikes.

The Crime Severity Indexes for 2022 have been released. Alberta's CSI is 103.2. Barrhead's went up from 88.3 to 92.5. This places us 85th of 148 RCMP jurisdictions and well below the Provincial average.



Barrhead Provincial Detachment Crime Statistics (Actual) Q1: April to June 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	1	0	1	1	0%	0%	0.0
Sexual Assaults		5	2	3	4	1	-80%	-75%	-0.6
Other Sexual Offences		4	4	2	2	3	-25%	50%	-0.4
Assault		26	37	25	28	26	0%	-7%	-0.9
Kidnapping/Hostage/Abduction		2	0	0	0	0	-100%	N/A	-0.4
Extortion		0	1	1	1	2	N/A	100%	0.4
Criminal Harassment		13	1	5	5	7	-46%	40%	-0.8
Uttering Threats		3	11	12	6	11	267%	83%	1.1
TOTAL PERSONS		54	57	48	47	51	-6%	9%	-1.6
Break & Enter		38	27	19	23	23	-39%	0%	-3.4
Theft of Motor Vehicle		17	18	12	15	17	0%	13%	-0.3
Theft Over \$5,000		6	4	2	3	6	0%	100%	-0.1
Theft Under \$5,000		62	39	28	24	71	15%	196%	0.3
Possn Stn Goods		17	12	11	10	2	-88%	-80%	-3.2
Fraud		14	7	19	21	16	14%	-24%	1.8
Arson		1	1	2	1	2	100%	100%	0.2
Mischief - Damage To Property		1	15	23	19	26	2500%	37%	5.4
Mischief - Other		26	4	4	3	3	-88%	0%	-4.7
TOTAL PROPERTY		182	127	120	119	166	-9%	39%	-4.0
Offensive Weapons		7	4	3	10	7	0%	-30%	0.6
Disturbing the peace		5	8	6	6	18	260%	200%	2.4
Fail to Comply & Breaches		32	15	23	20	28	-13%	40%	-0.3
OTHER CRIMINAL CODE		9	15	9	11	25	178%	127%	2.8
TOTAL OTHER CRIMINAL CODE		53	42	41	47	78	47%	66%	5.5
TOTAL CRIMINAL CODE		289	226	209	213	295	2%	38%	-0.1



Barrhead Provincial Detachment

Crime Statistics (Actual)

Q1: April to June 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	18	11	7	0	-100%	-100%	-2.1
Drug Enforcement - Trafficking		2	5	1	3	1	-50%	-67%	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		7	23	12	10	1	-86%	-90%	-2.5
Cannabis Enforcement		1	0	0	2	0	-100%	-100%	0.0
Federal - General		4	1	0	2	3	-25%	50%	-0.1
TOTAL FEDERAL		12	24	12	14	4	-67%	-71%	-2.6
Liquor Act		3	11	8	8	8	167%	0%	0.7
Cannabis Act		3	2	0	1	1	-67%	0%	-0.5
Mental Health Act		24	33	19	29	32	33%	10%	1.2
Other Provincial Stats		37	51	48	44	58	57%	32%	3.5
Total Provincial Stats		67	97	75	82	99	48%	21%	4.9
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		12	17	15	11	18	50%	64%	0.6
Total Municipal		12	18	15	11	18	50%	64%	0.5
Fatals		0	1	0	0	1	N/A	N/A	0.1
Injury MVC		7	3	6	6	6	-14%	0%	0.1
Property Damage MVC (Reportable)		77	42	49	48	66	-14%	38%	-1.6
Property Damage MVC (Non Reportable)		5	6	4	3	5	0%	67%	-0.3
TOTAL MVC		89	52	59	57	78	-12%	37%	-1.7
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		186	256	930	566	197	6%	-65%	33.2
Other Traffic		2	2	2	0	1	-50%	N/A	-0.4
Criminal Code Traffic		22	40	18	16	2	-91%	-88%	-6.4
Common Police Activities									
False Alarms		22	7	10	13	18	-18%	38%	-0.2
False/Abandoned 911 Call and 911 Act		44	39	23	34	37	-16%	9%	-1.9
Suspicious Person/Vehicle/Property		98	79	71	61	75	-23%	23%	-6.4
Persons Reported Missing		8	8	2	6	17	113%	183%	1.6
Search Warrants		1	2	1	2	2	100%	0%	0.2
Spousal Abuse - Survey Code (Reported)		21	19	19	16	22	5%	38%	-0.1
Form 10 (MHA) (Reported)		0	1	2	0	3	N/A	N/A	0.5