

1.0 CALL TO ORDER

(Recess & Convene MPC Meeting)

2.0 APPROVAL OF AGENDA

3.0 MINUTES

3.1 REGULAR MEETING HELD JUNE 16, 2026

[Schedule A](#)

4.0 ACTION ITEMS:

**4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 26-SUB-062
SE-19-61-2-W5, LOT 2&3, BLOCK 1, PLAN 082-9916 (JISSINK/AG CREEK FARMS LTD.)**

Administration recommends that Council approve subdivision application 26-SUB-062, to adjust the boundary of a developed 3.26 ha (8.08 ac) Country Residential lot to increase the size to 3.96 ha (9.78 ac), and further that the approval is subject to the conditions presented.

[Schedule B](#)

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

Administration recommends that Council approves the following policies:

- PS-006 CPO - Record Management System as amended
- PS-008 CPO – Weapons & Use of Force as amended
- PS-010 CPO - Reporting Requirements & Role of PRC as amended

[Schedule C](#)

- PS-006 DRAFT CPO Records Management System

[Schedule C1](#)

- PS-008 DRAFT CPO Weapons & Use of Force

[Schedule C2](#)

- PS-010 CPO - DRAFT Reporting Requirements & Role of PRC

[Schedule C3](#)

4.3 2027 YELLOWHEAD REGIONAL LIBRARY (YRL) PER CAPITA FUNDING

Administration recommends that Council select the appropriate response to consider:

County of Barrhead [**agrees to / opposes**] an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027, with Reeve to provide notification to YRL by July 30, 2026.

[Schedule D](#)

4.4 PROPOSED LAND USE BYLAW AMENDMENT APPLICATION (3RD READING) – DATA PROCESSING FACILITIES – AXIOM OIL AND GAS INC.

Administration recommends that Council consider 3rd and final reading of Bylaw 2-2026.

[Schedule E](#)

4.5 IN-CAMERA**4.5.1 EXTERNAL COMMITTEES – ATIA Sec. 26 Intergovernmental Relations & Sec. 29 Advice from Officials****5.0 REPORTS****5.1 COUNTY MANAGER REPORT**

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

- Resolution Tracking List
[Schedule F](#)
- Councillor Reports discussion regarding motion from December 16, 2025 2025-430 - Moved by Deputy Reeve Preugschas that Councillors provide a short form written report to be included in the agenda package for every upcoming Regular Council meeting which is to be submitted no later than end of day the preceding Thursday. Carried 5-2
- 2026 Admin Bldg Renovation Project Dashboard

[Schedule F1](#)

5.2 PUBLIC WORKS REPORT**(9:20 a.m.)**

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

[Schedule G](#)

5.3 COUNCILLOR REPORTS

[Schedule H](#)

6.0 INFORMATION ITEMS**6.1 Letter from Municipal Affairs re: 2026 Funding Allocations – dated June 17, 2026**

[Schedule I](#)

6.2 Emails - Dunstable Waste Transfer Station Operating Hours– dated May, 2026

[Schedule J](#)

6.3 Minutes**6.3.1 Misty Ridge Ski Hill Committee Minutes – May 6, 2026**

[Schedule K](#)

7.0 ADJOURNMENT

REGULAR MEETING OF COUNCIL – HELD JUNE 16, 2026

Regular Meeting of the Council of the County of Barrhead No. 11 held June 16, 2026, was called to order by Deputy Reeve Preugschas at 9:00 a.m.

PRESENT

Reeve Erik Munck (joined the meeting at 9:06 a.m.
and departed the meeting at 1:34 p.m.)
Councillor Ray Crisler
Councillor Bill Chapman
Councillor Lorrie Jespersen
Councillor Chais Ellwein
Deputy Reeve Walter Preugschas
Councillor Tyson Bergsma

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

STAFF

Debbie Oyarzun, County Manager	Tamara Molzahn, Dir. Corporate Services
Pam Dodds, Executive Assistant	Ken Hove, Dir. Infrastructure
Dawn Fedorovich, Dir. Rural Development	Dana Butler, Supervisor of Enforcement Services
Lisa Card, ALUS Coordinator	
Don Medcke, Agricultural Fieldman	

ATTENDEES

STARS – Glenda Farnden, Sr. Municipal Relations Liaison
ALUS - Christine Campbell, Sr. Hub Manager

Town and Country Newspaper – Daniel Janson

RECESS

Deputy Reeve Preugschas recessed the meeting at 9:00 a.m.
Deputy Reeve Preugschas reconvened the meeting at 9:06 a.m.
Reeve Munck joined the meeting at 9:06 a.m. and took over the role of chairperson.

APPROVAL OF AGENDA

2026-207 Moved by Councillor Bergsma that the agenda be approved as presented.
Carried Unanimously.

MINUTES OF REGULAR MEETING HELD JUNE 2, 2026

2026-208 Moved by Deputy Reeve Preugschas that the minutes of the Regular Meeting of Council held June 2, 2026, be approved as circulated.
Carried Unanimously.

DELEGATION – STARS

Glenda Farnden, Senior Municipal Relations Liaison for STARS, met with Council at 9:10 a.m. to present the annual report and answer questions from Council.

Council thanked Glenda for her presentation, and she left the meeting at 9:30 a.m.

2026-209 Moved by Councillor Chapman that Council receive the presentation from Glenda Farnden, Sr. Municipal Relations Liaison of STARS, for information.
Carried Unanimously.

Ken Hove joined the meeting at 9:30 a.m.

2026 FORT ASSINIBOINE PIT GRAVEL CRUSHING TENDER

2026-210 Moved by Councillor Crisler that Council awards Contract # 2026-01G Excavate, Crush & Stockpile Gravel Fort Assiniboine Pit to 2128222 AB Ltd. O/A Paragon Custom Crushing, for a rate of \$6.23 per tonne for a minimum quantity of 215,000 tonnes of Des 4 Cl 23 and a rate of \$5.94 for a minimum quantity of 35,000 tonnes of Des 4 Cl 40, for a total cost of \$1,547,350.
Carried Unanimously.

Reeve

County Manager

REGULAR MEETING OF COUNCIL – HELD JUNE 16, 2026

**RECOMMENDATION FOR TENDER AWARD – BF77644
BRIDGE CULVERT REPLACEMENT & OTHER WORK**

2026-211 Moved by Councillor Bergsma that Council awards the construction contract for Bridge File 77644 Bridge Maintenance & Other Work to Volker Stevin Highways Ltd. for \$99,435 including site occupancy and GST.

Carried Unanimously.

Councillor Crisler left the meeting at 9:51 a.m. and rejoined at 9:53 a.m.

Tamara Molzahn joined the meeting at 9:57 a.m.

Councillor Bergsma left the meeting at 10:00 a.m. and rejoined at 10:03 a.m.

PUBLIC WORKS REPORT

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

2026-212 Moved by Councillor Jespersen that Council accepts the Public Works report for information.

Carried Unanimously.

Reeve Munck left the meeting at 10:26 a.m. and Deputy Reeve Preugschas took over the role of chairperson.

PROJECT DASHBOARD

2026-213 Moved by Deputy Reeve Preugschas that Council accepts the Project Dashboard for information.

Carried 6-0.

Ken Hove departed the meeting at 10:31 a.m.

RECESS

Deputy Reeve Preugschas recessed the meeting at 10:31 a.m.

Deputy Reeve Preugschas reconvened the meeting at 10:40 a.m.

DIRECTOR OF CORPORATE SERVICES REPORT

2026-214 Moved by Councillor Chapman to accept the following Director of Corporate Services written reports for information:

- Cash, Investments & Taxes Receivable as of May 31, 2026
- Payments Issued for the month of May 2026
- YTD Budget Report for 5 months ending May 31, 2026
- YTD Capital Recap for period ending May 31, 2026
- Elected Official Remuneration Report as of May 31, 2026

Carried 6-0.

Tamara Molzahn departed the meeting at 10:51 a.m.

PROCLAMATION – PTSD AWARENESS DAY JUNE 27, 2026

2026-215 Moved by Councillor Bergsma that Council proclaims June 27, 2026, as PTSD Awareness Day in the County of Barrhead.

Carried 6-0.

REGULAR MEETING OF COUNCIL – HELD JUNE 16, 2026

BARRHEAD ART GALLERY / PEMBINA ARTS FESTIVAL - COMMUNITY GRANT – FINAL REPORT

2026-216 Moved by Councillor Ellwein that Council receives for information the Final Report from the Barrhead Art Gallery / Pembina Arts Festival as a grant recipient of \$1,600 under the Community Grants Policy.

Carried 6-0.

DELEGATION – ALUS

Christine Campbell, Sr. Hub Manager of ALUS, and Lisa Card, ALUS Barrhead-Athabasca-Westlock Program Coordinator, met with Council at 11:00 a.m. to present the annual report and answer questions from Council.

Reeve Munck rejoined the meeting at 11:05 a.m. and took over the role of chair.

Council thanked the delegation for their presentation and they left the meeting at 11:34 a.m.

2026-217 Moved by Councillor Chapman that Council receive the presentation from Christine Campbell, Sr. Hub Manager of ALUS, and Lisa Card, ALUS Barrhead-Athabasca-Westlock Program Coordinator, for information.

Carried Unanimously.

Don Medcke joined the meeting at 11:34 a.m.

2025 ASB BUSINESS PLAN STATUS REPORT

2026-218 Moved by Councillor Ellwein that Council accepts for information the 2025 ASB Business Plan – Status Report as required under the *ASB Act*.

Carried Unanimously.

Don Medcke departed the meeting at 11:58 a.m.

Received general consensus from Council to reconvene meeting at 12:45 p.m. after lunch break.

LUNCH RECESS

Reeve Munck recessed the meeting at 11:59 a.m.

Reeve Munck reconvened the meeting at 12:48 p.m.

IN-CAMERA SESSION

2026-219 Moved by Councillor Bergsma that Council move in-camera at 12:51 p.m. for discussion on:

- External Committees – *ATIA Sec. 26 Intergovernmental Relations & Sec. 29 Advice from Officials*
- Cushman & Wakefield Proposal – *ATIA Sec. 33 Disclosure harmful to economic & other interests of a public body*

Carried Unanimously.

Dawn Fedorvich, Pam Dodds, Dana Butler, and Daniel Janson exited the meeting at 12:51 p.m.

2026-220 Moved by Councillor Crisler that Council move out of in-camera at 1:30 p.m.

Carried Unanimously.

Pam Dodds and Daniel Janson rejoined the meeting at 1:31 p.m.

2026-221 Moved by Councillor Ellwein that Council direct CAO to proceed with current County Administrative Building renovations as approved in the 2026 Capital Budget and reject the proposal offered by Cushman & Wakefield.

Carried 6-1.

REGULAR MEETING OF COUNCIL – HELD JUNE 16, 2026

Reeve Munck departed the meeting at 1:34 p.m. and Deputy Reeve Preugschas took over the role of chairperson.

JOINT USE PLANNING AGREEMENT (JUPA) WITH PEMBINA HILLS SCHOOL DIVISION

2026-222 Moved by Councillor Bergsma that Council authorizes the Reeve and CAO to enter into the Joint Use Planning Agreement with Pembina Hills School Division.

Carried 6-0.

Dawn Fedorvich and Dana Butler rejoined the meeting at 2:00 p.m.

Layne Mullen joined the meeting at 2:04 p.m.

ADMINISTRATION BUILDING RENOVATIONS

2026-223 Moved by Councillor Ellwein that Council authorize the CAO to enter into a contract with Premier Fire & Flood Restoration Inc. for Building Renovations in the amount of \$658,800.19 plus GST, and in addition, have access to a 10% contingency of \$65,880 if required.

Carried 6-0.

PROPOSED LAND USE BYLAW AMENDMENT APPLICATION (2ND READING) – DATA PROCESSING FACILITIES – AXIOM OIL AND GAS INC.

In addition to what is already included in the Land Use Bylaw 4-2024, Council proposed further amendments as follows:

2026-224 Moved by Councillor Ellwein that Council gives 2nd reading of Bylaw 2-2026, amending Bylaw 4-2024 to add “Data Processing Facility” as a Discretionary Use in Section 12. Agricultural Land Use District (AG) subsection 12.3 with amendments as follows:

- a) In Section 12. Agricultural Land Use District (AG), subsection 12.3 Discretionary Uses, add “Data Processing Facility (Minor)” to the list of discretionary uses.
- b) In Section 3.1 Definitions, add
“DATA PROCESSING FACILITY (MINOR)” means a data processing facility consisting of modular or portable structures. Such facilities include on-site power generation systems less than 10 MW, as part of the development and do not require the use of water-based cooling systems. These are generally for temporary, mobile or lower capacity operations;”
AND
“DATA PROCESSING FACILITY (MAJOR)” means a data processing facility that requires 10 MW or more regardless of whether that power is supplied by the electrical grid, on-site generation, or a combination thereof;”
- c) In Section 10.11 Data Processing Facilities, amend subsection 10.11.7 to read as follows:
“Any development shall be designed to mitigate all off-site nuisance factors including excessive noise, odour, traffic dust, light pollution and other impacts to the satisfaction of the Development Authority. A Mitigation Plan shall be provided at the time of development permit application to demonstrate that these nuisance factors have been mitigated.”
- d) In Section 10.11 Data Processing Facilities, add
“10.11.8 A Data Processing Facility (Minor) shall not involve the use of water based cooling systems.
10.11.9 A Data Processing Facility (Minor) is permitted as a discretionary use only where on-site energy generation is utilized and where the facility is co-located with an existing oil and gas facility.
10.11.10 A development permit for a Data Processing Facility (Minor) shall not be issued until any necessary permits/licenses/approvals are obtained from the Provincial Government and any applicable provincial regulatory agencies, where required.

REGULAR MEETING OF COUNCIL – HELD JUNE 16, 2026

- 10.11.11 Proponent of a Data Processing Facility (Minor) may be required to submit a Reclamation Plan to the County for its ratification and approval, prior to, or as a condition of, a development permit approval.
- 10.11.12 Proponent of a Data Processing Facility (Minor) may, at the discretion of the Development Authority, be required to post with the County, security in the form of an irrevocable letter of credit to ensure that reclamation will be completed to the satisfaction of the County's Development Authority.
- 10.11.13 A disturbed area shall be reclaimed to:
- At least its former capability; or
 - Any other use, which the Development Authority feels, will be beneficial to the County.
- 10.11.14 Public consultation shall be completed within 1,500 m of the proposed site, and details included with the application."

Carried 5-1.

RECESS

Deputy Reeve Preugschas recessed the meeting at 3:00 p.m.

Deputy Reeve Preugschas reconvened the meeting at 3:06 p.m.

ENFORCEMENT SERVICES REPORT – SPRING 2026

Dana Butler, Supervisor of Enforcement Services, reviewed the Enforcement Services 2026 Spring Report and answered questions from Council.

- 2026-225 Moved by Councillor Crisler that Council accepts the Enforcement Services 2026 Spring Report for information.

Carried 6-0.

COUNTY MANAGER REPORT

County Manager, Debbie Oyarzun, reviewed the CAO tracking list and noted the additional following items:

- Responded to Council email regarding feral cats

- 2026-226 Moved by Councillor Bergsma to accept the County Manager's report for information.

Carried 6-0.

COUNCILLOR REPORTS

Councillors discussed their written reports and the following was added:

- Councillor Chapman did not have a written report but mentioned that he and Councillor Jespersen will be attending the provincial ASB Tour during the July 14th ASB meeting.
- Deputy Reeve Preugschas added to his written report by sharing further positive comments about his attendance at the FCM conference.
- Councillor Ellwein added to his written report that there are opportunities for elected officials to volunteer with the Ag Society.
- Councillor Jespersen did not have a written report but reported on his attendance at a Seed Cleaning Plant meeting and shared concerns about the lack of weed control along provincial highways.
- Councillor Bergsma did not have an update at this time.
- Councillor Crisler provided his written report and elaborated on a project being discussed at BARCC.

REGULAR MEETING OF COUNCIL – HELD JUNE 16, 2026

- 2026-227 Moved by Councillor Chapman to accept Councillor written/verbal reports for information.
- Carried 6-0.

INFORMATION ITEMS

- 2026-228 Moved by Councillor Chapman to accept the following items for information:
- Letter from Neerlandia Sports Committee Re: Update on arena roof & invitation to 50th Anniversary Celebration – dated June 6, 2026
 - PERC Extension Letter from Municipal Affairs Re: PERC Extension – dated May 26, 2026
 - Letter from Town of Athabasca to Minister Schow Re LIMA 15% Exemption Cap – dated May 13, 2026
- Carried 6-0.

ADJOURN

- 2026-229 Moved by Councillor Crisler that the meeting adjourns at 3:41 p.m.
- Carried 6-0.



TO: COUNCIL

**RE: SUBDIVISION APPLICATION – SE-19-61-2-W5, LOT 2&3, BLOCK 1, PLAN 082-9916
(JISSINK/AG CREEK FARMS LTD.) - MUNICIPAL PLANNING FILE NO 26-SUB-062**

ISSUE:

Application has been received proposing to adjust the boundary of a developed 3.26 ha (8.08 ac) Country Residential lot to increase the size to 3.96 ha (9.78 ac).

BACKGROUND:

- Land is in the Agricultural District under Land Use Bylaw 4-2024.
- Proposed Lot 1 is developed and will increase the existing lot from 3.26 ha (8.08 ac) to 3.96 ha (9.78 ac) in area. Proposed lot includes a house, shop, barn, garage and a water well.
 - Existing private sewage disposal system (PSDS) is a septic field.
 - The boundary is being adjusted to include a fragment of farmland between the existing lot and the southern quarter section boundary that is difficult to access with farm equipment.
- Access to Proposed Lot 1 is from Rge Rd 25.
 - Rge Rd 25 in this area is maintained by Westlock County. Any new or existing approach must be up to Westlock County standards. No response was provided from Westlock County regarding the standard of the approaches. Accesses and approaches will be a condition of the subdivision.
- Remainder lot is vacant and contains cultivated lands, treed areas, and areas which may be wetlands and an intermittent watercourse.
- Proposed access to the remainder will be from Rge Rd 25.
 - Any new or existing approach must be up to Westlock County standards.
- Adjacent landowners were notified of the subdivision application on May 15, 2026, and no comments or concerns were received.
- Agency comments (no concerns) are captured in Municipal Planning Services (MPS) Report pg.2.

ANALYSIS:

- Alignment with Statutory Plans as follows:

Requirement	Proposed	Status
MDP – min. area of 3 ac & max. area of 10 ac for developed Country Residential parcel in Ag District	<ul style="list-style-type: none"> • 9.78 ac proposed Country Residential parcel. 	Meets requirements
MDP – max. 4 parcels per quarter; up to 3 Country Residential parcels	<ul style="list-style-type: none"> • Proposed subdivision will result in a total of 2 parcels (1 Country Residential & 1 agricultural). 	Meets requirements
LUB – min. area of 1.0 ac for residential use parcel; max. area of 15 ac for farmstead separation	<ul style="list-style-type: none"> • 9.78 ac proposed country residential parcel. 	Meets requirements

- Reserves are not due as proposed subdivision is an adjustment of the 1st parcel out (*MGA s.663*).
- Road widening agreements are already registered on title.
- Private septic inspection is required as the parcel is developed.

Note – an appeal of Council's decision would go to the Land & Property Rights Tribunal

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That the instrument affecting this tentative plan of subdivision have the effect of consolidating the portion of Lot 2, Block 1, Plan 082-9916 being subdivided with Lot 3, Block 1, Plan 082-9916 in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel(s) 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 Westlock County.
3. That prior to endorsement of an instrument affecting 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) Real Property Report or Building Site Certificate, prepared by an Alberta Land Surveyor, must be submitted. This report shall indicate the location of the improvements, including the private sewage disposal system, potable water sources, shelter belts, driveways, above-ground appurtenances, and the distances between them and demonstrate that all improvements on the proposed lot comply with the required setbacks from existing and proposed property boundaries; and
 - b) certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed lot, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
4. That taxes are fully paid when final approval (endorsement) of the instrument affecting the subdivision is requested.

STRATEGIC ALIGNMENT:

Council consideration of subdivisions aligns with the County 2022 – 2026 Strategic Plan as follows:

PILLAR **1 Economic Growth & Diversity**

Outcome *1 County increases its tax base.*

PILLAR **3 Rural Lifestyle**

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

PILLAR **4 Governance & Leadership**

Outcome *4 Council is transparent & accountable.*

ADMINISTRATION RECOMMENDS THAT:

Council approves subdivision application 26-SUB-062, to adjust the boundary of a developed 3.26 ha (8.08 ac) Country Residential lot to increase the size to 3.96 ha (9.78 ac), and further that the approval is subject to the conditions presented.

DATE RECEIVED: May 8, 2026

DEEMED COMPLETE: May 15, 2026

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.

Redacted ATIA Sec. 20 Personal Information

1. Name of registered owner of land to be subdivided

AG Creek Farms Ltd. Guido Vanassen

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

Andrew & Mona Jissink

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDE

ALL PART of the SE ¼ SEC. 19 TWP. 61 RANGE 2 WEST OF 5 MERIDIAN.

Being ALL PART of LOT 3^{1/2} BLOCK 1 REG. PLAN NO. 0829916 C.O.T. NO. _____

Area of the above parcel of land to be subdivided ±3.96 hectares (1/2 9.78 acres)

Municipal address (if applicable) 61304 Rge Rd 25

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: BARRHEAD

b. Is the land situated immediately adjacent to the municipal boundary? YES NO

If 'YES', the adjoining municipality is WESTLOCK

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: Shoal Creek

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)
<u>Agriculture</u>	<u>Country Residential</u>	<u>AG</u>

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
<u>Flat</u>	<u>TREES & Cultivated</u>	<u>Loam</u>

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.

None

Adding to existing seepage.

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

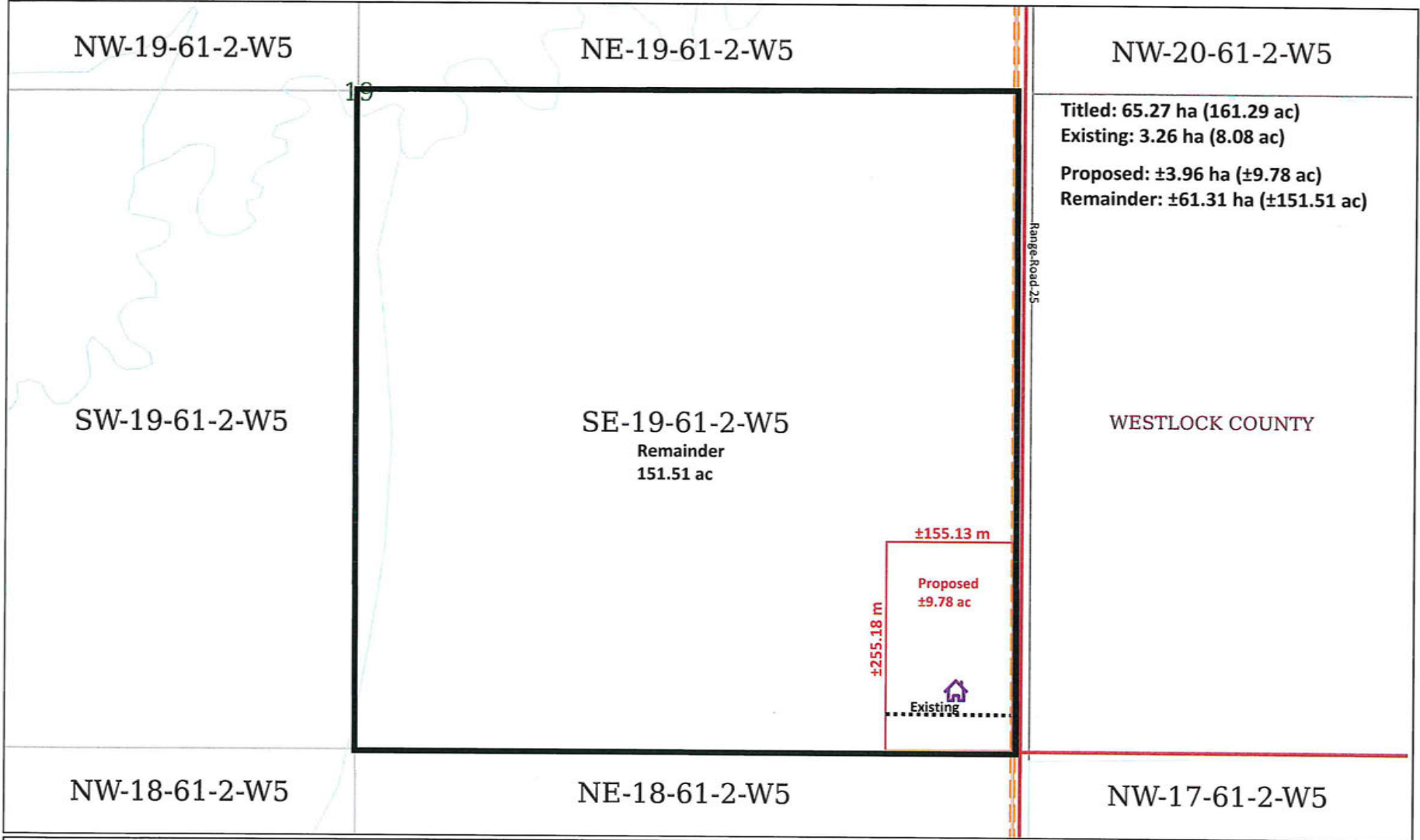
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Personal Information

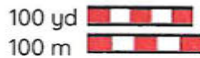
hereby certify that I am the registered owner OR I am a registered owner and that the information given on this form is full true statement of the facts relating to this application for subdivision.

Sign: _____

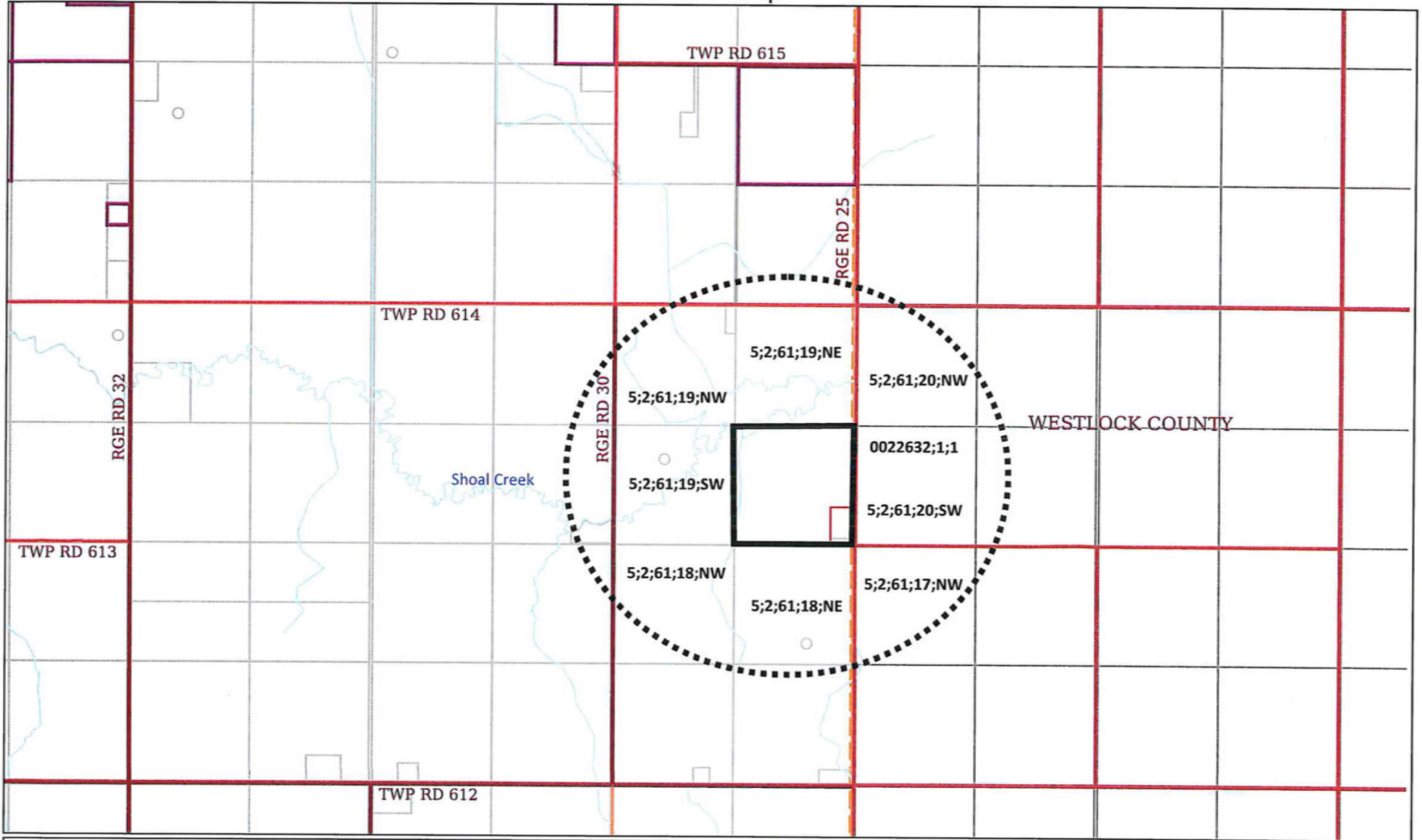
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Date




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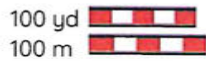
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Subdivision Report FILE INFORMATION

File Number: 26-SUB-062	Date Acknowledged: May 15, 2026
Municipality: County of Barrhead No. 11	Referral Date: May 15, 2026
Legal: Lot 2 & 3, Block 1, Plan 082-9916	Decision Due Date: July 14, 2026
Applicants: Andrew & Mona Jissink	Revised Decision Date: N/A
Owners: Guido Vanassen, AG Creek Farms Ltd.	Date of Report: June 9, 2026

Existing Use: Agriculture	Gross Area of Proposed Parcel: 3.96 ha (9.78 ac.)
Proposed Use: Country Residential	Area of Remainder: 61.31 ha (151.51 ac.)
District: Agriculture (A)	Reserve Status: Not Required (1 st parcel out)
Soil Rating: 9.0%, 35.0%, & 67.0%	

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to adjust the boundary of a developed 3.26 ha (8.08 ac.) country residential lot to increase the size to 3.96 ha (9.78 ac), in the County of Barrhead No. 11. The proposal will extend the southern boundary of the country residential lot to the quarter section line.

The subject site is in the eastern portion of the County of Barrhead, adjacent to Westlock County (eastern boundary) and approximately 5.6 km (3.5 miles) east of Highway 760. The subject site is adjacent to Range Road 25 (eastern boundary). Access to the proposed lot and the remainder is from Range Road 25. Access requirements can be met.

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

- flood way or flood fringe lands (as identified on the provincial Flood Hazard data);
- a highway;
- pipeline or utility rights of way;
- an abandoned well; or
- an identified historic resource.

The site may be affected by:

- wetlands and an intermittent watercourse within the remainder identified on the Merged Wetland Inventory and ortho photo analysis; and
- an approval, license or registration issued under the Water Act for which the Minister of Environment & Protected Areas is responsible (Traditional Agricultural User).

From the application, the proposed use is “country residential.”

The proposed lot is developed, and the proposed subdivision will increase the existing lot from 3.26 ha (8.08 ac.) to 3.96 ha (9.78 ac) in area. The proposed lot includes a house, shop, barn, garage, and a water well. The existing septic system is a Septic Field PSDS. The boundary of the existing lot is being adjusted to include a fragment of farmland between the existing lot and the southern quarter section boundary that is difficult to access with farm equipment. Access to the proposed lot is from Range Road 25, any new or existing approach must be up to Westlock County standards. The proposed lot appears suitable for the proposed use (country residential).

The remainder is vacant and contains cultivated lands, treed areas, and areas which may be wetlands and an intermittent watercourse. Access to the remainder is from Range Road 25. Any

new or existing approach must be up to Westlock County standards. The remainder appears suitable for the proposed use (agriculture).

The County assessment sheets show the subject quarter section as containing 10.21 acres at 9.0%, 70.00 acres at 35.0%, and 73.00 acres at 67.0%.

In the opinion of the planner, the proposed boundary adjustment of a developed country residential lot from the quarter section should not significantly impact the agricultural capability of the balance of the quarter section. There appear to be reasonable building sites on the proposed lot 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"> • A Land Acquisition Agreement is not required. <i>MPS notes that there is an existing agreement on title for road widening along RR 25.</i> • Accesses and approaches are not required. <i>MPS notes that RR25 is maintained by Westlock County.</i> • Reserves are not required. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • Site is not within 1.5 km of sour gas facility. • Site is within 2 miles of a CFO (NE 13-61-3-W5). <i>MPS notes that there is an existing dwelling on the lot and it is outside the required setback.</i>
2. Forestry & Parks (Kathleen)	<ul style="list-style-type: none"> • No response.
3. Water Act (Capital Region)	<ul style="list-style-type: none"> • No response.
4. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by an abandoned well.
5. Canada Post (Mark)	<ul style="list-style-type: none"> • No response.
6. Westlock County	<ul style="list-style-type: none"> • No response. • <i>MPS notes that since RR25 is maintained by Westlock County and no response was provided regarding the standard of the approaches, accesses and approaches will be conditioned on the subdivision.</i>
7. FortisAlberta	<ul style="list-style-type: none"> • No concerns. • No easement required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange the installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make an application for electrical services.
8. Telus Communications	<ul style="list-style-type: none"> • No concerns.
9. Apex Utilities	<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.
10. Pembina Hills School Division	<ul style="list-style-type: none"> • No response.
11. Alberta Health Services	<ul style="list-style-type: none"> • No response.

Adjacent landowners were notified on May 15, 2026. *No comments or concerns were received from adjacent landowners regarding the subdivision.*

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. **Section 3.2.3(9)** indicates that boundary adjustments may be approved so long as the additional lands are required to accommodate improvements, the proposal is to rectify existing occupancy, no additional parcels are created, and the proposed lot and remainder has direct access. The proposed subdivision will enlarge the existing lot to include a fragmented piece of farmland that is difficult to access with farm equipment. 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 country residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The proposed subdivision will result in 1 country residential parcel and 1 agricultural parcel within the quarter section for a total of 2 parcels. This is consistent with the maximum parcel density requirement per quarter section in the MDP. **Section 3.2.3(24)** indicates that the normal maximum area for a developed country residential parcel in the Agricultural Area is 4.05 ha (10.0 ac.), however a farmstead separation of up to 6.06 ha (15.0 ac) may be permitted at the discretion of the Subdivision Authority. In accordance with **Section 3.2.3(24) and Section 3.2.3(25)**, the proposed lot is 3.96 ha (9.78 ac) and does not exceed the normal maximum area. **Therefore, the proposed subdivision conforms to the County’s Municipal Development Plan.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 4-2024* (LUB). Single detached dwellings are allowed. The minimum parcel area for a residential use parcel is 0.4 ha (1.0 ac.). The maximum parcel area for a farmstead separation is normally 6.1 ha (15.0 ac.). The proposed Lot is 3.96 ha (9.78 ac) and consistent with this regulation. **Therefore, the proposed 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 indicates the Subdivision Authority's indication and satisfies the Regulation in this regard.

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

RESERVES

The proposed subdivision will adjust the boundary of the first country residential use parcel within the quarter section and the first parcel out. In the opinion of the planner, part of section 663 of the *Municipal Government Act* applies to the proposed and Reserves are not due.

APPEAL BOARD

The subject site is not in the Green Area and is not within the setback distance to a landfill or wastewater treatment facility.

MPS notes that the site is not within the prescribed distance of a highway and determination of the appeal board is not affected by s. 678(2)(a)(i)(B).

MPS notes that the Energy Resources Conservation Board (ERCB) and the Alberta Energy and Utilities Board (AEUB) are now the Alberta Energy Regulator (AER). The site does not contain facilities with AER license and determination of the appeal board is not affected by s. 678(2)(a)(i)(C) of the *Act*. MPS notes we are unable to determine if the subject site is affected by s. 678(2)(a)(i)(C) of the *Act* with respect to AUC approvals.

MPS viewed the Authorization Viewer and notes that there is an approval, license or registration issued under the Water Act for a Traditional Agricultural User for which the Minister of Environment & Protected Areas and/or Forestry & Parks is responsible. Determination of the appeal board is affected by s. 678(2)(a)(i)(D) of the *Act*.

The subject site contains wetlands, and contains an approval, license or registration issued under the Water Act for a Traditional Agricultural User for which the Minister of Environment & Protected Areas and/or Forestry & Parks is responsible, therefore, in our opinion, appeal of the decision is to the Land and Property Rights Tribunal.

4. SUMMARY

The proposed subdivision is for country residential use, and conforms 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. Consolidation
2. Accesses & Approaches
3. RPR & Private Sewage Inspection
4. Taxes up to date

5. RECOMMENDATION

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

1. That the instrument affecting this tentative plan of subdivision have the effect of consolidating the portion of Lot 2, Block 1, Plan 082-9916 being subdivided with Lot 3, Block 1, Plan 082-9916 in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.

2. That prior to endorsement of an instrument effecting this plan, approaches, including culverts and crossings to the proposed parcel(s) 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 Westlock County.
3. That prior to endorsement of an instrument affecting 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. Real Property Report or Building Site Certificate, prepared by an Alberta Land Surveyor, must be submitted. This report shall indicate the location of the improvements, including the private sewage disposal system, potable water sources, shelter belts, driveways, above-ground appurtenances, and the distances between them and demonstrate that all improvements on the proposed lot comply with the required setbacks from existing and proposed property boundaries; and
 - b. certification from a Provincially accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed lot, will satisfy the Alberta Private Sewage Systems Standard of Practice, and is suitable for the intended subdivision.
4. That taxes are fully paid when final approval (endorsement) of the instrument affecting the subdivision is requested.



TO: COUNCIL

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

ISSUE:

As an authorized employer under the Peace Officer Program, the County is required to ensure their policies meet the new requirements reflected in the Revised Alberta Peace Officer Program Policy & Procedures Manual.

BACKGROUND:

- Alberta Public Safety and Emergency Services (PSES) – Public Security Peace Officer Program Policy & Procedures Manual was updated and came into effect January 30, 2026, with a timeline of July 30, 2026, to update policies.

ANALYSIS:

- Attached policies have been drafted in accordance with the following as appropriate:
 1. Alberta Public Safety and Emergency Services - Public Security Peace Officer Program Policy & Procedures Manual, January 2026.
 2. *Peace Officer Act, 2006.*
 3. *Peace Officer (Ministerial) Regulation, 263/2021.*
 4. *Peace Officer Regulation, 291/2006.*
 5. *Access to Information Act, SA 2024, c A-1.4 [1, 2]*
 6. *Protection of Privacy Act, SA 2024, c P-28.5*
- Table below outlines the changes made in the attached policies that require revision and approval by Council:
 - PS-006 CPO Record Management System (amended)
 - PS-008 CPO Weapons & Use of Force (amended)
 - PS-010 CPO Reporting Requirements & Role of PRC (amended)

PS-006 CPO - Record Management System		
<i>Section Impacted</i>	<i>Change</i>	<i>Impact/Reason</i>
Scope & Definitions	Updates made re: ATIA and POPA replacing FOIP	<ul style="list-style-type: none"> • Policy alignment with GOA legislation.
2.0 Personnel Files	Add s.2.3 Criminal Record Check & signed Consent for Disclosure retained electronically & physical form minimum period of 24 months from the date the Peace Officer Application is submitted”	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual

		<ul style="list-style-type: none"> • Provide clarity.
4.0 Access & Retention of Records	Add 4.1 Same documents above retained for a minimum of 24 months from date of CPO application submission	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual • Provide clarity.
Cross-Reference	Updated section – dates, resolution number, etc.	<ul style="list-style-type: none"> • Ensures policy remains relevant.
PS-008 CPO - Weapons & Use of Force		
<i>Section Impacted</i>	<i>Change</i>	<i>Impact/Reason</i>
4.0 Shotgun	Add Section 4.6(a) “County received authorization on February 22, 2024, having met the Peace Officer Program Policy and Procedures Manual s.18.8 requirements,.....behind the driver’s front seat during patrols”	<ul style="list-style-type: none"> • Provide clarity and direction.
Cross-Reference	Updated section – dates, resolution number, etc.	<ul style="list-style-type: none"> • Ensures policy remains relevant.
PS-010 CPO - Reporting Requirements & Role of PRC		
<i>Section Impacted</i>	<i>Change</i>	<i>Impact/Reason</i>
Policy Title	Add “...& Role of PRC”	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual • Requirement to have a policy to address role of PRC
Purpose	Add “...ensure operational consistency.....and protocols, and clarifying roles and responsibilities for all CPOs and supervisory personnel for reporting” Add “(a) Level 1 incidents or complaints involving serious injury/death or matters involving serious/sensitive actions involving a CPO,”	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual • Provide clarity.
Policy Statement	Add - policy statement recognizing additional requirement for mandatory notification to the CEO-PRC Add – policy statement recognizes importance of documentation to support investigations.	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual • Provide clarity.
Definitions	Add – (a) Alberta Serious Incident Response Team or ASIRT Add – (c) Chief Executive Officer, Police Review Commission or CEO-PRC Edit – (f) CPO or Community Peace Officer Edit – (g) Director of Law Enforcement	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual • Provide clarity.

	<p>Add – (g) Intervention Options</p> <p>Add – (h) Level 1 Incident</p> <p>Add – (i) Police Review Commission or PRC</p>	
Guidelines – Section 1. Level of Complaint Categorization	Add – new section with 5 levels of categorization and authority responsible for investigation	<ul style="list-style-type: none"> Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual Provide clarity.
Guidelines – Section 2. Incident & Investigation Reporting Requirements	Edit table	<ul style="list-style-type: none"> Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual Provide clarity.
Guidelines – Section 3. Administrative Type Incidents & Reporting Requirements	Edit table and delete – loss of CPO identification and authorized weapon	<ul style="list-style-type: none"> Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual Provide clarity.
Guidelines – Section 4. Level 1 Incidents or Complaints – Reporting Requirements	Add – new section	<ul style="list-style-type: none"> Provide clarity and direction on the new responsibility to report to PRC. Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual
Guidelines – Section 5. Serious Injury/Death & Serious/Sensitive Misconduct Notification Guide	Add – new section that references the PRC Notification Guide for Assistance to be attached as an appendix	<ul style="list-style-type: none"> Provide direction for identifying incidents involving serious injury or death, and allegations of serious or sensitive matters concerning peace officers. Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual
Guidelines – Section 6. Roles and Responsibilities	Add - new section outlining roles & responsibilities of supervisors, peace officers, person in charge of investigation, subject peace officers, witness peace officers, after hours availability, intervention option seizure, and support	<ul style="list-style-type: none"> Provide clarity and ensure consistency Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual
Cross-Reference	Update section – dates, resolution number, etc.	<ul style="list-style-type: none"> Ensures policy remains relevant.

Attachments - Appendix A – PRC Notification Guide	Add – new section to attach PRC Notification Guide for Assistance	<ul style="list-style-type: none"> • Aligns with 2026 Public Security Peace Officer Program Policy & Procedures Manual • Provide direction & clarity.
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STRATEGIC ALIGNMENT:

Council review and 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 approves PS-006 CPO - Record Management System as amended

Council approves PS-008 CPO – Weapons & Use of Force as amended

Council approves PS-010 CPO - Reporting Requirements & Role of PRC as amended

Policy Title: CPO – Records Management System

Policy Number: PS-006

Functional Area: Protective Services

PURPOSE

To establish proper procedures for the retention of personnel and operational records of the Community Peace Officer (CPO) Program.

POLICY STATEMENTS

As an authorized employer, the County of Barrhead is required to establish and maintain a records management system for personnel files for each CPO and an operational records system in accordance with the *Peace Officer (Ministerial) Regulation 263/2021* as amended from time to time:

County has implemented a records and information management system; where record retention, disclosure and destruction support the commitment to privacy, transparency and public information access, and where recorded information regardless of form is managed as a resource and asset of the County.

County is actively encouraging electronic record retention.

SCOPE

This policy applies to the following County employees or employees carrying out the specific function:

- CPO
- Human Resources
- Records & Information Management Administration
- **ATIA Coordinator**
- CAO

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) ~~“FOIPP” means Freedom of Information & Protection of Privacy Act, as amended from time to time~~
- e) **“ATIA” means Access to Information Act, as amended from time to time**
- f) “Information Management System” or “IMS” means an electronic platform for the storage, retrieval and disposition of records. For further clarity, at the time of drafting this policy, the Information Management System in use was Mfiles.

GUIDELINES

1. Electronic Records

- 1.1 CPO will make every effort to, where practical, create documents in an electronic format when performing their duties.
- 1.2 CPO will scan and save, where practical, any hardcopy documents to the County IMS, excluding the CPO notebook.
- 1.3 Electronic documents will be saved in the County IMS in accordance with the County Records Management Bylaw.

2. Personnel Files

- 2.1 Following CPO personnel files will be retained electronically in the County IMS and in accordance with the County Records Management Bylaw and this policy:
 - a) CPO employment records which include but are not limited to the employment offer, date of hire and/or termination, benefits, compensation, pension, performance reviews, disciplinary action if applicable,
 - b) CPO Oath of Office,
 - c) CPO Letter of Appointment,
 - d) CPO training records and certificates,
 - e) Investigation of complaints and incidents against the CPO,
- 2.2 CPO may retain hard copies of their own personnel files in their private office.
- 2.3 Criminal Record Check and signed Consent for Disclosure will be retained within the electronic personal file and in physical form as part of the official documentation.

3. Operational & Program Records

- 3.2 Following operational records will be retained electronically in the County IMS and in accordance with the County Records Management Bylaw and this policy:
 - a) Investigation files including supporting documents, DME, and disposition of the investigation
 - b) Tickets issued
 - c) Complaints (after a file number has been assigned)
 - d) MOU with the Barrhead RCMP Detachment
 - e) Plans, reports and programs
 - f) Shift schedules
 - g) CPO Policies
- 3.3 CPO notebook whether in use or complete will be stored in accordance with CPO Policy – Notebook.
- 3.4 Hardcopies of working files such as but not limited to tracking sheets, call and complaint logs, activity logs may be kept in a locked drawer in the CPOs private office.

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, maintenance and decommissioning 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 as much force as is 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) *“Decommission”* means the County has determined that an authorized weapon will be taken out of use and removed from service.
- g) *“Director of Law Enforcement”* means the Assistant Deputy Minister (ADM) of Public Security Division of Alberta Justice & Solicitor General.
- h) *“Minister”* means the Minister responsible for the *Peace Officer Act*.

- i) "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.
- j) "Shotgun" means a firearm that is a 12-gauge caliber and not a semi-automatic.
- k) "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).
- l) "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 Public Safety and Emergency Services.
- 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, or other forms of force would reasonably be ineffective, 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 unless the CPO believes on reasonable grounds that it is necessary for the self-preservation of the person or the preservation of any one under that CPOs protection from death or grievous bodily harm.
 - b) Baton is primarily 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 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) Whenever possible, 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 be stored in accordance with the *Firearms Act* and the Public Safety & Emergency Services Public Security Peace Officer Program Policy & Procedures Manual. **For further clarification:**
 - a) **County received authorization on February 22, 2024, having met the Peace Officer Program Policy and Procedures Manual s.18.8 requirements, to secure a County issued shotgun in a locking device located in the driver's compartment of the patrol vehicle secured to the frame directly behind the driver's front seat during patrols.**
- 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 always kept in working order.

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 as much force as is reasonably necessary to safely control the situation.

7.3 Use of a vascular neck restraint (shoulder pin) is permitted in accordance with training. Use of a respiratory 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 Public Safety and Emergency Services 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.

11. Decommissioning of Weapons

11.1 Upon determination that an authorized weapon is to be decommissioned, the weapon will be relinquished to the local RCMP for appropriate destruction and disposal.

11.2 CPO shall ensure that inventory of weapons is updated upon decommissioning of any authorized weapons.

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 Public Safety & Emergency Services – Public Security Peace Officer Program Policy& Procedures Manual, ~~2023~~ 2026.
- 2) *Peace Officer Act, 2006*
- 3) *Peace Officer (Ministerial) Regulation, 263/2021*

Policy Title: CPO – Reporting Requirements & Role of PRC

C3

Policy Number: PS-010

Functional Area: Protective Services

PURPOSE

To ensure operational consistency by establishing proper procedures and protocols, and clarifying the roles and responsibilities for all CPOs and supervisory personnel for reporting:

- a) Level 1 incidents or complaints involving serious injury/death or matters involving serious/sensitive actions involving a CPO,
- b) Incident and investigation reporting, and
- c) Administrative reporting requirements.

POLICY STATEMENTS

As an authorized employer, the County reports to the Director of Law Enforcement as per the Public Security Peace Officer Program Policy & Procedures Manual and associated legislation.

As an authorized employer, the County recognizes, in accordance with the *Peace Officer Act*, s.19(1.1), the additional requirement for mandatory notification to the CEO-PRC as the primary external notification body for incidents resulting in serious injury/death to any individual and allegations of serious or sensitive matters involving peace officers.

As an authorized employer, the County recognizes the importance of timely, precise and thorough documentation to support and assist with investigative integrity and organizational transparency of Alberta's Integrated Investigative Unit and any internal investigations.

SCOPE

This policy applies to all CPOs employed by the County of Barrhead and the CAO as the authorized employer representative.

DEFINITIONS

- a) **"Alberta Serious Incident Response Team" or "ASIRT"** falls within the PRC but operates as an independent oversight agency established under the *Police Act*, s.43.3, whose primary mandate is to investigate serious incidents involving police officers/peace officers. ASIRT has jurisdiction over all municipal police officers, First Nations police officers, RCMP and peace officers within Alberta, regardless of whether the incident occurred on or off duty.
- b) **"CAO"** means Chief Administrative Officer or CAO as appointed by the Council of the County of Barrhead, or their designate; authorized employer representative.
- c) **"Chief Executive Officer, Police Review Commission" or "CEO-PRC"** is the person responsible for overseeing the Police Review Commission (PRC), ensuring transparency, accountability, and adherence to legislation and regulations in the handling of complaints against law enforcement officers.
- d) **"County"** means County of Barrhead No. 11.

- e) **“CPO” or “Community Peace Officer”** means a **Peace Officer** employed by the County of Barrhead as defined by the *Peace Officer Act*, s.7(1).
- f) **“Director of Law Enforcement”** means the Assistant Deputy Minister (ADM) of the **Public Security Division of Alberta Public Safety & Emergency Services**
- g) **“Intervention Options”** refers to any weapon or less lethal device used by the subject peace officer. May be, but not limited to, the following:
 - i. Firearm;
 - ii. Shotgun;
 - iii. Conducted Energy Weapon;
 - iv. Baton;
 - v. Pepper ball Device; and/or
 - vi. OC Spray.
- h) **“Level 1 Incident”** refers to an incident involving:
 - i. Serious injury or the death of any person which may have resulted from the actions of a peace officer or police officer, or
 - ii. A matter of a serious or sensitive nature related to the actions of a peace officer or police officer.
- i) **“Police Review Commission” or “PRC”** refers to a newly established public body created under the *Police Act*, mandated to independently investigate statutory offences—such as those under the *Criminal Code*—that do not meet the threshold for referral to ASIRT. PRC also assumes responsibility for public complaints governed by the *Police Conduct & Oversight Regulation*, which are currently managed by individual police services.

GUIDELINES

1. Level of Complaint Categorization:

1.1 There are 5 levels of complaint categorization with different authorities responsible for investigation

Levels	Description	Authority Responsible for Investigation
1	Incident, or a complaint alleging that an incident occurred, involving serious injury or death of a person that may have resulted from the actions of a peace officer, or There is a matter of a serious or sensitive nature related to the actions of a peace officer.	Police Review Commission (PRC)
2	Complaint alleges an offence committed under an Act of the Parliament of Canada or the Legislature of Alberta but does not meet the criteria of a Level 1 complaint.	Police Service of Jurisdiction

3	Complaint alleges contravention of the regulations governing discipline and relates to non-criminal conduct or conduct where the criminal matter has concluded but does not meet the criteria of a Level 1 or 2 complaint.	Authorized Employer
4	Complaint alleges unsatisfactory performance but does not meet the criteria of Level 1, 2, or 3 complaints.	Authorized Employer
5	Complaint focuses on policies or/or services provided by a police service.	Authorized Employer

1.2 All Type Level 2 to Level 5 incidents or complaints shall be reported in accordance with Sections 2 - Incident & Investigation Reporting Requirements or Section 3 - Administrative Type Incidents & Reporting Requirements of this policy.

2. Incident & Investigation Reporting Requirements:

Requirement to report under this section must be completed on Incident Report Form PS3535 and submitted to popprogram@gov.ab.ca

Reportable Incident Type	Submission Timeline	Details & Reporting Requirements
Discharge of firearm Use of Firearm or Conducted Energy Weapon (CEW)	Immediate —24 hours	<ul style="list-style-type: none"> Discharge of shotgun in response to perceived threat or accidentally during training Discharge of shotgun not related to duties under <i>Animal Protection Act, Dangerous Dog Act, Stray Animals Act, or Wildlife Act</i> Discharge of shotgun NOT related to a training situation Use includes display for compliance Any use of a firearm or weapons that resulted in a training accident
Allegations of excessive use of force	Immediate	<ul style="list-style-type: none"> Any allegation that a CPO used excessive force as identified through an internal reporting process or complaint
Serious injury or death involving a CPO	Immediate or as soon as practicable Director shall be notified immediately following notification of CEO-PRC	<ul style="list-style-type: none"> Any incident with a CPO involving serious injury or death of any person Does not include circumstances where the CPO provided traffic control for police at a fatal or serious MVC

<p>Serious or sensitive incident situation related to the actions of a CPO</p>	<p>Immediate or as soon as practicable</p> <p>Director shall be notified immediately following notification of CEO-PRC</p>	<ul style="list-style-type: none"> Any incident or complaint matter of a serious or sensitive nature related to actions of a CPO If uncertain, PRC shall be notified to receive direction report the matter Director must also be notified through Peace Officer Program by email submission of PS3535
<p>Allegations of pursuit</p>	<p>Immediate</p> <p>24 hours</p>	<ul style="list-style-type: none"> Provide in-car & body camera video Submit PS3535 with CPO notes, Employer decision to suspend or place on admin leave pending outcome of Employer-initiated investigation Employer-initiated investigation & disposition reporting upon completion.
<p>Use of weapon (extendible baton, OC Spray, weapons other than firearms)</p>	<p>24 hours —2 days</p>	<ul style="list-style-type: none"> Each use of a weapon, against a person, except in relation to duties under <i>Animal Protection Act, Dangerous Dog Act, Stray Animals Act, or Wildlife Act</i> Use includes display for compliance
<p>Weapons used by another person</p>	<p>Immediate</p>	<ul style="list-style-type: none"> Every incident in which a CPO while carrying out their duties may have been involved in an incident involving a weapon used by another person
<p>CPO charged or convicted of an offence under <i>Criminal Code, Controlled Drugs & Substances Act</i> or any other enactment of Canada</p>	<p>24 hours /Immediate</p>	<ul style="list-style-type: none"> Any event in which CPO has reported a charge or arrest to the employer for an offence under the <i>Criminal Code, Controlled Drugs & Substances Act</i> or any other enactment of Canada <p>CPO shall notify employer within 24 hours</p> <p>Employer provides notification as soon as known</p>
<p>CPO arrested or charged of an offence under a provincial statute of Alberta (<i>Child, Youth & Family Enhancement Act; Gaming, Liquor & Cannabis Act; TSA; Maintenance Enforcement Act</i>)</p>	<p>24 hours /Immediate</p>	<ul style="list-style-type: none"> Any event in which CPO has reported a charge or arrest to the employer for an offence under a provincial statute of Alberta Public Security Division suggests that arrests or charges under the following be considered serious: <ul style="list-style-type: none"> <i>Child, Youth & Family Enhancement Act</i> <i>Gaming, Liquor & Cannabis Act</i>

		<ul style="list-style-type: none"> ○ Suspension/cancellation of driver's license under <i>TSA</i> if CPO is involved in traffic enforcement as part of their duties ○ Careless driving charges/arrests under <i>TSA</i> s.115 if CPO is involved in traffic enforcement as part of their duties ○ <i>Maintenance Enforcement Act</i> <p>CPO shall notify Employer within 24 hours</p> <p>Employer provides notification as soon as known</p>
Allegations of criminal acts by a CPO	24 hours /Immediate	<ul style="list-style-type: none"> ● Reported to RCMP & Director immediately ● Employer may proceed with Public Complaint or employer-initiated investigation unless police are investigating
Disposition of charges by the courts (including withdrawal)	48 hours	<ul style="list-style-type: none"> ● CPO to report to Employer & Director
Public complaint under <i>POA</i> s. 14	<p>Within 30 days of receipt of complaint</p> <p>Every 45 days until file is concluded</p> <p>Conclusion of investigation</p>	<ul style="list-style-type: none"> ● Submit PS3535 with complaint, acknowledgement & notification letters ● Submit follow-up PS3535 with updates ● Submit final PS3535 with investigation report, disposition letters, discipline if any ● Public complaint files are reviewed by Program staff to ensure legislative compliance, and an appropriate and administratively fair investigation process is followed.
Code of Conduct violation <i>(Employer initiated investigation)</i>		Incidents in which a CPO has violated the employer's CPO Code of Conduct Policy.
Employer initiated investigation under <i>POA</i> s.16	Conclusion of Employer investigation (unless addressed elsewhere in the reporting requirements)	<ul style="list-style-type: none"> ● Incident in which a CPO failed to comply with terms of appointment. ● Submit final PS3535 with investigation report, notice of investigation, disposition letter, discipline if any ● Employer-initiated investigation files are reviewed by Program staff to ensure legislative compliance, and an appropriate

		and administratively fair investigation process is followed.
TSA violations issued out of jurisdiction	30 days	<ul style="list-style-type: none"> Describe why ticket was issued, where, when, ticket # Identify if RCMP or CPO of jurisdiction was contacted prior to incident Does not apply to violation tickets issued as part of a JFO or where expanded jurisdiction is in place due to shared service agreement

3. Administrative Type Incidents & Reporting Requirements:

Requirement to report under this section is submitted to peaceofficerinfo@gov.ab.ca.

Reportable Incident Type	Submission Timeline	Details & Reporting Method
Policy amendments & new policy requirements	Immediate	<ul style="list-style-type: none"> Any changes or additions to the mandatory policy requirements for employers must be submitted immediately
Change of contacts	Immediate	<ul style="list-style-type: none"> Changes to primary & secondary contacts or contact information submitted to ensure effective communication between Employer & Program
CPO leave of absence for medical or maternity leave of > 6 months	Immediate on notification	<ul style="list-style-type: none"> Employer must retain original appointment, ID cards, equipment. Provide start & end dates (update as required)
Employer -Suspension or termination of CPO appointment CPO terminates employment	24 hours 10 days	<ul style="list-style-type: none"> Employer initiated suspension or termination with cause reported on PS3535; include employer rationale Ceased appointment resulting from change in status – retired, resigned, change of position; <ul style="list-style-type: none"> Reported by email to peaceofficerinfo@gov.ab.ca Original appointment & ID cards returned to Program If appointment ceased while under investigation, send summary of allegations to Program <p>CPO initiated; Employer reports & returns ID card</p>

Return to active-duty following suspension, administrative leave or hold	10 days prior to return to active duty	<ul style="list-style-type: none"> Provide notice of return as amendment appointment must be issued prior to return to duty In some instances, a review of the Director is required prior to return to duty
Employer annual report (POMR s.12) <i>(Program use only; not released publicly)</i>	Annually in January (unless other date approved)	<ul style="list-style-type: none"> Provide brief overview, describe services provided including special activities or events, changes to operational practices, enforcement & enforcement related activities including statistical data. State name & contact information for employer representative (CAO); list of CPOs employed including their position, appointment numbers
Loss of CPO identification card	Immediately	CPO reports to RCMP, Employer & Director
Loss of CPO Authorized Weapons	Immediately	CPO reports to RCMP, Employer & Director

4. Level 1 Incidents or Complaints – Reporting Procedures

- 4.1 All Level 1 incidents or complaints must be immediately reported to the CEO-PRC by the authorized employer, or as soon as practicable
- 4.2 Authorized employers must contact the CEO-PRC at 1-866-238-3313 OR 780-441-6277.
- 4.3 Once the incident has been reported to the CEO-PRC, the authorized employer shall also report the incident to the Director by way of a PS3535 form and submitted to the Peace Officer Program (poprogram@gov.ab.ca)
- 4.4 In cases of uncertainty, the County shall contact the CEO-PRC for direction.

5. Serious Injury/Death & Serious/Sensitive Misconduct Notification Guide

- 5.1 Attached to this policy is Appendix A - PRC Notification Guide for Assistance, which serves to assist the County in identifying incidents involving serious injury or death to any individual, as well as allegations of serious or sensitive matters concerning peace officers.
- 5.2 In cases of uncertainty, the County shall contact the CEO-PRC for direction.

6. Roles & Responsibilities

6.1 Supervisors:

- 6.1.1 Contact the CEO-PRC regarding all Level 1 incidents immediately or as soon as practicable when the authorized employer becomes aware of the Level 1 Incident.
- 6.1.2 Notification shall include, but not limited to, the following:
 - a) Date/time of the incident

- b) Type of incident (e.g., serious injury/death or serious sensitive matter)
 - c) Location of incident
 - d) Peace officer(s) and police officer(s) involved
 - e) Affected person's name (if known)
 - f) Affected person's injuries and prognosis (if known)
 - g) Summary of the incident
 - h) Contact person
- 6.1.3 Contact the police service of jurisdiction to request their assistance to establish and preserve the integrity of the location.
- a) If unavailable, peace officers (not including the alleged subject peace officer) shall secure the location by restricting unauthorized access and maintaining a log of all personnel entering or exiting the area until relieved by the police service of jurisdiction, ASIRT, or supervisory personnel.
- 6.1.4 Once the location is secured, peace officers (not including the alleged subject peace officer) may identify and engage civilian witnesses solely for the purpose of collecting accurate contact information to facilitate follow-up by ASIRT or the police service of jurisdiction
- 6.1.5 Conduct a prompt assessment of the incident's severity or sensitivity. If safe and operationally appropriate, attend the location in person; otherwise, provide remote oversight and guidance. Prioritize the safety of all involved peace officers and members of the public, and ensure the location is secured to preserve all relevant evidence.
- 6.1.6 When an incident or complaint referred to in the *Peace Officer Act*, s.19(1.1) will be investigated, the supervisor shall, to the extent that is practicable, segregate all the peace officers involved in the incident or complaint from each other.
- a) Peace officers shall not communicate with any other peace officer(s) and/or police officers who was/were involved in the complaint concerning the details of the incident or complaint until the person in charge of the investigation or a person acting under the authority of that person determines that the investigation is complete.
- 6.1.7 A witness peace officer must complete in full their officer's notes in accordance with *POMR* s.21.5(2) in respect of an incident or complaint referred to in the *Peace Officer Act* s.19(1.1).
- 6.1.8 Subject to *POMR* s.21.5(4), s.21.5(2) further states that witness peace officer must provide the peace officer's notes of the witness peace officer to the authorized employer within 24 hours after a request for the peace officer's notes is made by person in charge of the investigation or a person acting under the authority of person to the authorized employer.

- a) Supervisor shall provide copies of witness peace officer's notes to person in charge of the investigation or a person acting under the authority of that person on request no later than 24 hours after the request was made.
 - b) Person in charge of the investigation or a person acting under the authority of that person may extend the time within which copies of the peace officer's notes of a witness peace officer must be provided by the authorized employer.
- 6.1.9 Supervisor shall ensure the Director is notified by submitting a PS3535 through the Peace Officer Program at poprogram@gov.ab.ca regarding the Level 1 incident referred to in the *Peace Officer Act*, s.19(1.1).
- 6.1.10 Accurately document preliminary incident details, ensuring all pertinent information is recorded in a timely and objective manner.

6.2 Peace Officers:

- 6.2.1 Peace officers are required to follow the outlined procedures when involved in incidents resulting in serious injury/death to any individual, or when facing allegations of serious/sensitive matters involving themselves or other peace officers.
- 6.2.2 Immediately (or as soon as practicable) report the incident or complaint to their direct supervisor using the designated communication channels.
- 6.2.3 Do not initiate evidence processing unless there is an imminent risk of evidence being compromised (e.g., due to inclement weather), and only upon explicit direction from ASIRT or the police service of jurisdiction.
- 6.2.4 Refrain from engaging with the media or the Office of the Chief Medical Examiner; all communications and coordination shall be deferred to ASIRT or the police service of jurisdiction, which holds exclusive responsibility for public and interagency liaison.
- 6.2.5 Any allegations of serious/sensitive misconduct involving a peace officer—including self-disclosure—must be reported immediately to the supervisor through the appropriate channel.

6.3 Person in Charge of Investigation

- 6.3.1 Person in Charge of the Investigation or the person acting under the authority of that Person shall:
 - a) Before requesting copies of peace officer's notes under *POMR* s.21.5 or directing an interview with a peace officer under *POMR* s.21.6:
 - i. Determine (where possible) whether the peace officer is a subject or witness peace officer, and
 - ii. Advise the peace officer in writing concerning the determination of whether the peace officer is a subject or witness peace officer, and
 - iii. As soon as practicable, advise the authorized employer in writing concerning the determination of whether the peace officer is a subject or witness peace officer.
- 6.3.2 If, after interviewing a peace officer who was considered to be a witness peace officer when the interview was requested under *POMR* s.21.6, or after obtaining a copy of the

peace officer's notes who was considered to be a witness peace officer when the officer's notes were requested, the person in charge of the investigation or a person acting under the authority of person decides that the peace officer is a subject peace officer, the person in charge of the investigation or a person acting under the authority of that person shall:

- a) Advise the authorized employer and the peace officer in writing that the peace officer is now considered to be a subject peace officer,
- b) Give the peace officer the original and all copies of the record of the interview, if any, and,
- c) Give the authorized employer the original and all copies of the peace officer's notes.

6.4 Subject Peace Officers:

- 6.4.1 Any peace officer involved in an incident as defined under the *Peace Officer Act*, s.19(1.1)(a) or subject to a complaint under the *Peace Officer Act*, s.19(1.1)(b), must promptly identify themselves to their immediate supervisor.
- 6.4.2 Final determination of subject officer status rests with ASIRT or the police service of jurisdiction.
- 6.4.3 Must not speak with anyone involved, including police officers and other peace officers at the location.
- 6.4.4 Shall complete in full the peace officer's notes of the subject peace officer in respect of an incident or complaint referred to in the *Peace Officer Act*, s.19(1.1) in accordance with the procedures of the authorized employer and *POMR*, s.21.5(5).
- 6.4.5 Are not required to provide the peace officer's notes of the subject peace officer to an investigator, and no other person may provide the peace officer's notes of the subject peace officer to the investigator without the express permission of the subject peace office in accordance with *POMR*, s.21.5(6).

6.5 Witness Peace Officer Officers:

- 6.5.1 Witness peace officer(s) are to identify themselves to their immediate supervisor.
- 6.5.2 Witness and subject peace officers must be segregated from each other until they have completed their notes and/or have been interviewed by ASIRT or the police service of jurisdiction.
- 6.5.3 Witness peace officer(s) cannot discuss the incident with anyone except for ASIRT or the police service of jurisdiction.
- 6.5.4 Witness peace officers must provide a detailed report at the first reasonable opportunity after the incident unless there are exceptional circumstances before going off duty. Supervisors shall request permission from ASIRT or the police service of jurisdiction before releasing witness peace officer(s) from their duty.
- 6.5.5 If the subject of a Level 1, 2 or 3 incident or complaint is a police officer and a peace officer (Community Peace Officer or Sheriff) was at the location where the

incident/complaint occurred, the *Police Conduct & Oversight Regulation* can compel peace officers to write a witness statement and/or attend a witness interview.

6.6 After Hours Availability:

- 6.6.1 All authorized employers shall have a “duty” supervisor on-call after normal working hours in the event of a Level 1 incident or complaint.
- 6.6.2 If an incident or complaint is reported after hours, the matter shall be immediately reported to the CEO-PRC at 780-441-6277.

6.7 Intervention Option(s) Seizure:

- 6.7.1 Under the direction of ASIRT or the police service of jurisdiction, supervisors shall seize only the intervention options(s) utilized by the subject peace officer(s) during the incident.
- 6.7.2 If the intervention weapon is a firearm (handgun, carbine, shotgun rifle) supervisors shall ensure it is safely unloaded and rendered inoperative. Place the ejected round in a clearly labeled transparent exhibit bag and record the action in your notes.
- 6.7.3 A copy of the notes shall be provided to ASIRT or the police service jurisdiction upon their arrival and shall include, but not be limited to the following:
 - a) Date and time of seizure
 - b) Source of the item (individual or location)
 - c) Make, model, and serial number of the intervention option
 - d) Use separate lockers for each distinct intervention option
 - e) Exhibit number
- 6.7.4 Supervisors shall secure the intervention option(s) seized in a designated temporary exhibit locker to maintain evidentiary integrity until ASIRT or the police service of jurisdiction takes responsibility of the intervention option(s).

6.8 Support

- 6.8.1 Supervisors shall provide support for the involved peace officers, such as mental health services, Occupational Health & Safety, peer support, trauma response or any other support deemed necessary or requested by the peace officer(s) when appropriate in accordance with the authorized County Human Resources Policies.

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~~ 2026.
- 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 Access to Information Act, SA 2024, c A-1.4~~
- 5) ~~Protection of Privacy Act, SA 2024, c P-28.5~~
- 6) County Human Resources Policies (as applicable)

Attachments

- 1) Appendix A – PRC Notification Guide

Effective: ~~Upon Receiving Authorized Employer Status~~ July 7, 2026

Approved by: Council **Resolution No:** ~~2023~~ 2026-xxx

Replaces: N/A

Last Review: ~~N/A~~ 2026

Next Review: ~~2026~~—2029

To be Approved

Appendix A – PRC Notification Guide

<p><u>Peace Officer Act – s.19(1.1) Notification Guide</u></p> <p><u>Notification Protocol – Serious injury</u></p> <p>An authorized employer must notify the Chief Executive Officer (CEO) of the Police Review Commission (PRC) and provide a report to the Director of Law Enforcement (DLE) as soon as they become aware of:</p> <ul style="list-style-type: none"> (a) an incident occurs involving serious injury to, or the death of, any person that may have resulted from the actions of a peace officer, or (b) a complaint is made alleging that <ul style="list-style-type: none"> (i) serious injury to, or the death of, any person may have resulted from the actions of a peace officer
<p>Report as soon as practicable (ideally within 60-90 minutes if an officer-involved shooting).</p> <ul style="list-style-type: none"> • Where a delay is expected, witness separation protocols should be followed and the DLE should be advised that a notification is pending, and perishable evidence could be at risk. • With reportable events that are not time-sensitive from an evidentiary or investigative perspective, reasonable delays will be accepted while the authorized employer gathers relevant information • If the event is complete and all perishable evidence is collected, the requirement for immediate reporting is diminished, and can be conducted during daytime hours.
<p>Serious injury is not a clinical or medical term. Following questions should assist with assessment:</p> <ul style="list-style-type: none"> • Did the person die in, or shortly after, custody? Are there evident duty-of-care concerns? • Did the person sustain serious injury because of use of force by a peace officer? • Does the allegation involve the discharge of a firearm at a person or motor vehicle by a peace officer? • Does the injury require surgery (immediate or delayed) or care in hospital? • Was the injury or death the result of a pursuit? • If a serious injury resulted from canine deployment, was the canine under an expected level of control? <p>Did the injury involve:</p> <ul style="list-style-type: none"> • Burns affecting more than 5%-10% of the body. • Loss of mobility or consciousness (paralysis to a major portion of the body that is expected to be permanent or prolonged). • Crushing injuries. • Abrasions which affect a complete limb. • Fetal loss (possibly delayed onset). • Severe disfigurement that is expected to be permanent or prolonged. • Injuries resulting in nerve damage expected to be permanent/prolonged loss of sensation, and result in a loss of function such as mobility and strength. • Loss of any part of the body. • Loss of vision or hearing. <p>Note: Where a prolonged delay may be likely before the nature and seriousness of injury can be assessed, it is understood seriousness of injury may be assumed.</p>
<p><u>Notification Protocol – Serious & Sensitive Allegations</u></p> <p>An authorized employer must notify the Chief Executive Officer (CEO) and provide a report to the Director of Law Enforcement (DLE) as soon as they become aware of</p> <ul style="list-style-type: none"> (a) a complaint is made alleging that <ul style="list-style-type: none"> (i) there is any matter of a serious or sensitive nature related to the actions of a peace officer.
<p>Report as soon as practicable (no later than 24 hours once the context of the event is understood).</p> <p>Notification Considerations:</p> <ul style="list-style-type: none"> • Where there is doubt if a matter is in scope of the <i>Peace Officer Act</i> s.19, notify the CEO of the PRC and provide a report to the DLE as soon as practicable.
<p>Serious and sensitive nature is not a precise term. There is no set definition. The following questions should assist with assessment:</p> <ul style="list-style-type: none"> • Is there an allegation that the peace officer may have contravened the Criminal Code? Factors to consider could include the extent of loss or damage, number of alleged victims, and any previous allegations. • Is there potential to bring the peace officer program or justice system into considerable disrepute? • Is the incident likely to garner provincial/national/international media attention?

- Does the allegation relate to:
 - potential systemic prejudice or discrimination
 - gender-based (including intimate partner and sexual) violence?
 - protected rights (e.g. right to protest)?
- Does the allegation involve criminal fraudulent or corruption activities by a peace officer?
- Does the allegation involve the release of:
 - confidential intelligence?
 - information about a confidential informant?
- Will the incident have an impact on public confidence in law enforcement (local and general)?
- Is there evidence that the incident involves a breach of trust or misuse of a position of power?
- Would the matter obstruct or prevent the detection, investigation, or prosecution of crime or cause serious prejudice to the public interest?

To be Approved



TO: COUNCIL

RE: 2027 YELLOWHEAD REGIONAL LIBRARY (YRL) PER CAPITA FUNDING

ISSUE:

YRL Board of Trustees is recommending an increase of \$0.75 per capita in 2027 and requires member municipalities to respond in favour or opposed to the recommendation.

BACKGROUND:

- December 2011 – Master Membership Agreement (MMA) signed between 54 municipalities and 4 (now 3) school divisions.
 - MMA allows for amendment to the levy charged, but any increase in a given year may not exceed the cost of living index applicable to the Province of Alberta, as calculated by Statistics Canada, in any given year.
 - MMA can be amended with at least two-thirds (2/3) of the Parties to the Agreement representing at least two-thirds (2/3) of the population of the membership as defined by this Agreement.
- YRL Board of Trustees met on March 9, 2026, and voted to recommend an increase to the municipal levy of \$0.75 per capita (15.46% increase), which exceeds the increase allowed under the existing agreement.

ANALYSIS:

- County of Barrhead has made the following payments to YRL. Table below includes the proposed rate increase:

Year	Appropriation	Population*	Per Capita Appropriation	% Increase (per capita funding)
2027 PROPOSED	\$32,911.20	5,877 **	\$5.60	15.46%
2026	\$28,503.45	5,877	\$4.85	2.11%
2025	\$27,915.76	5,877	\$4.75	2.15%
2024	\$29,582.30	6,357*	\$4.65	2.42%
2023	\$28,715.50	6,325*	\$4.54	1.79%
2022	\$28,749.16	6,446*	\$4.46	0%
2021	\$28,044.48	6,288	\$4.46	1.59%
2020	\$27,604.32	6,288	\$4.39	2.09%
2019	\$27,038.40	6,288	\$4.30	

* For 2022 – 2024 Municipal Affairs did not publish an Official Population List, instead they provided a population estimate. Official Population for other years align with Statistics Canada Census data

** 2026 census data not available, used 2021 census

- Proposed increase to the 2027 municipal levy is a 15.46% increase to the levy, which exceeds the estimated max increase of 2.0% allowed under the existing agreement.
- YRL provided 6 documents (attached) relating to the proposed municipal levy increase to aid Council in their decision on the proposed levy increase:
 - Levy Increase Letter and Sample Notifications
 - The Case for Investment – Enabling Sustainable YRL Funding
 - Business Case for Proposed Increase to Municipal Levy
 - 2026 Actual and 2027 Proposed Municipal Levies
 - 2025 YRL Annual Report
 - 2025 Return on Investment (ROI) Statement
- This is not a request to fund enhancements or new services but to fund costs of services municipalities are already receiving under the MMA.
- Member Councils will decide if this increase goes ahead. To pass, it requires written notification from two-thirds (2/3) of the Parties to the YRL MMA for both members **and** population.
 - As at June 15, 2026:
 - 41 out of 54 (76%) of municipalities have voted in favour.
 - Population target is still short by approximately 9,500, however there are at least 6 municipalities that will be discussing the topic in the next couple of weeks at an upcoming Council meeting.
- Following Council deliberation and vote, the Reeve is required to provide the following written response to YRL:

*Be it resolved, that in accordance with resolution # _____, passed on July 7, 2026, the County of Barrhead **[agrees to / opposes]** an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.*

Date: _____

Reeve Name: _____

Reeve Signature: _____

STRATEGIC ALIGNMENT:

Council's review and consideration of YRL municipal levy increase request aligns with the County 2022 – 2026 Strategic Plan as follows:

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

ADMINISTRATION RECOMMENDS THAT:

Council select the appropriate response to consider:

County of Barrhead **[agrees to / opposes]** an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027, with Reeve to provide notification to YRL by July 30, 2026.

April 1, 2026

Dear Municipal Administrators,

Thank you for being a member of the Yellowhead Regional Library (YRL). This consortium delivers resources, training and support to local libraries, leverages our collective buying power, and helps ensure equitable access to materials in a range of formats.

We greatly value the collaboration we have with you, and together we can grow stronger in our services to residents in our region.

From time to time, adjustments are needed to the municipal levy amount (also known as the membership fee) to sustain our operations, and to meet growing public demand for services. YRL last sought, and received, an increase to the municipal levy amount in 2008. And, while we have been able to manage with modest inflationary increases over the past six years, it is no longer sustainable.

At the YRL Board of Trustees meeting on March 9, 2026, the Board voted to recommend an increase to the municipal levy to the members.

The proposal calls for the municipal levy to increase by \$0.75 per capita in 2027, from \$4.85 to \$5.60 per capita.

Member Councils will decide if this increase goes ahead. To pass, it requires written notification from two-thirds of the Parties to the [YRL Master Membership Agreement](#), representing two-thirds of the member population. If the double-majority is achieved, then the levy rate increase will apply to all member municipalities.

To support this request, the following information is attached:

- *The Case for Investment – Enabling Sustainable YRL Funding* summarizes the need for the increase
- *Business Case for Proposed Increase to Municipal Levy* fully explains the rationale for the increase
- *2026 Actual and 2027 Proposed Municipal Levies* outlining the current and proposed levy rates, and the difference between the two
- *2025 YRL Annual Report*
- *2025 Return on Investment (ROI) Statement* for your library(s) (if applicable)

Libraries
**VALUE
BEYOND**
words

Members are asked to notify YRL **by July 30, 2026**, of their decision, by providing a written copy of the resolution (sample notifications below); YRL will tabulate the results and provide written notice back to the municipal members on the outcome.

YRL Board representatives and Administration are available to meet with CAOs and Councils to answer any questions; please contact Laurie Haak at lhaak@yrl.ab.ca to arrange a meeting or presentation.

Thank you for your time and attention to this matter.

Yours truly,



Tara Elwood, Board Chair
Yellowhead Regional Library



Karla Palichuk, Director
Yellowhead Regional Library

SAMPLE NOTIFICATION IN FAVOUR

Be it resolved, that in accordance with resolution # _____, passed on [Date], the [City, County, Town, Village, Summer Village] of _____ agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Date: _____

Mayor Name: _____

Mayor Signature: _____

SAMPLE NOTIFICATION OPPOSED

Be it resolved, that in accordance with resolution # _____, passed on [Date], the [City, County, Town, Village, Summer Village] of _____ opposes an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Date: _____

Mayor Name: _____

Mayor Signature: _____



The Case for Investment

Enabling Sustainable Yellowhead
Regional Library Funding

Overview



54
Municipalities



301,000
Residents



86
Public and School
Libraries

YRL delivers comprehensive services across 54 municipalities and three school divisions. YRL serves approximately 301,000 residents through 44 public libraries and 42 school libraries. The services offered represent a significant investment by member municipalities and school divisions, and deliver measurable and meaningful community impact.

A Decade of Deferred Increases

However, for 11 years—from 2008 through 2019—YRL’s board made a choice to freeze municipal library funding. While costs climbed and demands grew, the local appropriation rate stood still. The modest 2% annual increases since 2019, though helpful, have merely slowed the bleeding. They haven’t healed the wound.

Implications of the Status Quo

For Member Libraries

- ▶ Receiving contractually obligated services at below actual costs
- ▶ Creating unsustainable dependency on provincial funds for core operations
- ▶ Benefiting from reserve depletion which cannot continue
- ▶ Risk of service disruption when reserves can no longer subsidize operations
- ▶ Misalignment between Master Membership Agreement obligations and actual municipal contribution

For Regional System Development

- ▶ Delays in implementing shared technology or other shared initiatives
- ▶ Postponed investments in staff training
- ▶ Deferred initiatives that would benefit all member libraries
- ▶ Slower rollout of support and infrastructure
- ▶ Reduced capacity to provide expertise and support

For YRL

- ▶ \$300,000 annually is being diverted from regional system development to subsidize municipal service obligations
- ▶ Reduced capacity to invest in digital services
- ▶ Limited ability to support member libraries with training, expertise and provincial initiatives
- ▶ Delayed implementation of system-wide improvements and modernization projects
- ▶ Vulnerability if provincial funding formulas change
- ▶ Inability to fully leverage provincial partnership opportunities
- ▶ Cannot continue with deficit operations. The responsible drawdown of excess reserves has eliminated the buffer that previously masked this problem

For the Province

- ▶ Creates accountability concerns around fund use and reporting

The Hidden Cost of Inaction

Here's what most Councillors and residents don't see:



Nearly one in five provincial dollars, meant for innovation, new resources, and expanded services, is instead being quietly diverted to “keep the lights on.”

Provincial funds designated for enhancing your library's YRL experience—for digital resources, interlibrary cooperation, and strategic growth—are instead subsidizing basic operations that municipalities agreed to fund.

This isn't sustainable as it takes away from YRL's operational capabilities to pay for today's artificially suppressed costs.

What Could Be Accomplished with Properly Allocated Provincial Funds?

If the \$300,000 annual provincial diversion was restored to the administrative budget, YRL could redirect the funds to benefit member libraries and their communities

Immediate Priorities:

Enhanced Materials Funding

- ▶ Increase the per-capita book allotment to member libraries by \$0.25 per capita, allowing them to:
 - Expand collections to meet growing community demand
 - Acquire additional print high-demand titles
 - Develop special collections to respond to local interest
 - Keep pace with rising book and media costs

Expand E-Resource Content

- ▶ Review and enhance the digital resources available; expanding the collection and aligning the content to the best vendor.
- ▶ Provide access to additional online learning platforms

Technology Infrastructure

- ▶ Accelerate region-wide technology upgrades currently delayed due to funding constraints
- ▶ Invest in digital infrastructure supporting new technologies
- ▶ Upgrade YRL infrastructure

Capacity

- ▶ Expand staff training and professional development
- ▶ Improve shared service platforms to create efficiencies

Currently, these are either proceeding at a slower pace, have work-arounds or have been deferred entirely because provincial funds are used to cover the municipal allocation gap.

The Path Forward

To deal with these pressures, YRL administration is asking the Board to consider an increase of \$0.75 per capita—raising the rate from \$4.85 to \$5.60. For the average household, this new rate represents the cost of two coffees per year.

This adjustment will:

→ Restore accountability:

Municipalities will fund what they agreed to fund under the Master Membership Agreement

→ Align funding with purpose:

Provincial enhancement dollars will return to their intended purpose

→ Rebuild capacity:

After years of making do with less, our library system can again plan and deliver services strategically, rather than reactively

This isn't about expanding services or pursuing ambitious new programs. But we do need to ensure funding reflects current costs, and the responsibilities outlined in the Master Membership Agreement.

While we recognize the requested increase may be a burden for some municipalities, we are open to an option that includes a payment schedule with annual 5% increases until we reach \$5.60 per capita by 2029.

The Bottom Line



The proposed increase represents the cost of services municipalities are already receiving under the Master Membership Agreement. This is not a request to fund enhanced services or new programs. This is a correction to align municipal contributions with actual service delivery costs as contractually committed. This discussion has been ongoing since 2010, and it is time to take action before the gap grows even wider.

Current Service Delivery

YRL delivers comprehensive services across 54 municipalities and three school divisions, serving approximately 301,000 residents through 44 public libraries and 42 school libraries. The services offered represent a significant investment by member municipalities and school divisions and deliver measurable and meaningful community impact. The core services are defined by Clause 9 of the MMA.

Core Services and Community Impact

Collection Services

YRL provides: A shared collection of 1,852 physical items including professional development materials and 134 kits. A shared collection of 83,149 digital items including eBooks, eAudio, video, comics, magazines, newspapers and 25 additional specialized databases with materials such as employment resources, study skills, grant databases and consumer information.

YRL provides: A per-capital book allotment for each library and school division and this amount comes from the levy to YRL. For library boards without library locations, YRL receives a rural services grant from Municipal Affairs Public Libraries Services Branch. The respective boards allocate funds from this grant to the library locations used by their residents. YRL transfers 100% of the funding to the designated library. Note: other regions do hold back a portion of the rural services grant.

Why YRL offers this: Access to information and recreational reading is fundamental to an informed, literate community. Shared collections provide economies of scale that individual municipalities could not achieve independently.

Why YRL offers this: Provision of a book allotment from the municipal levy paid to YRL is part of the MMA. This amount supports the provision of new material coming into communities and provides additional supports to local boards and their budgets. The amount of the book allotment is not in the MMA.

Related activities

- Selection and acquisition of materials based on community need.
- Cataloging and processing of 47,047 of added items annually (2025).
- Interlibrary loan services facilitating 4,988 items moved between YRL and locations outside of TRAC.
- Collection maintenance including weeding and inventory management.
- Delivery service traveling 166,250 kilometres per year to member libraries weekly to ensure materials reach communities in a timely manner.
- Working with vendors to negotiate pricing on materials and other services, with standard discounts on brand new popular fiction of 40% off list prices.

Digital Resources and Technology Access

YRL provides: 24/7 access to 27 databases, eBooks, audiobooks, streaming media, online learning platforms, and research tools. Public access computers and WiFi at all locations. YRL also provides and supports the websites for public library locations, network and file infrastructure and management services, and cybersecurity.

Why YRL offers this: Digital equity is essential in modern society. Many residents lack high-speed Internet access at home or updated devices. This can create barriers to employment, education, healthcare and accessing government services.

Why YRL offers this: Many libraries do not have access to consistent, dedicated, affordable technical services support, or the staff to monitor and manage the services.

Why YRL offers this: The provision of the online catalogue for residents to find resources is in the MMA.

Related activities

- Licensing and maintaining core business applications, including but not limited to Microsoft Office and websites.

- Tools to educate library staff on cybersecurity.
- Supporting 245 staff machines in libraries.
- Supporting 268 public access computers.
- Technical support for 2,816 assistance requests annually.
- Hot swap of equipment.
- Upgrades to network infrastructure.
- Digital literacy training and one-on-one technical help.
- Website platform, development and maintenance serving 562,255 annual sessions.
- Online catalogue access serving 2,139,316 annual visits.
- WiFi infrastructure supporting 1,220,914 connections annually.

Annual impact: 500,261 digital resource uses, more than 100,000 computer sessions, 1.2 million WiFi sessions, and 112 library staff trained in digital skills.

Children's and Family Services

YRL provides: Regional support for children's services including staff training, issues support, early literacy resources, summer reading program coordination, and specialized expertise to help member libraries deliver quality children's programming and services.

YRL provides: Support for library staff when supporting parents and families in selecting material for home use.

Why YRL offers this: Early literacy is a strong predictor of school success. Regional coordination and expertise help all member libraries, regardless of size, offer evidence-based early literacy programs and developmentally appropriate collections to meet the needs of their individual communities.

Why YRL offers this: Support for programming and collection development is in the MMA.

Related activities

- Training and professional development for library staff.
- Coordination of national summer reading program.
- Early literacy resource distribution.
- Development and maintenance of storytime and other programming kits.
- Consultation support on collection development, programs and policies.
- Support for 30 on-reserve/on-settlement programs or initiatives facilitated by member libraries.
- Specialized expertise in child development and literacy best practices.
- Evaluation and assessment tools for children's services, including Young Reader's Choice Awards, collection assessments and purchase recommendations supporting programs and community need.

Annual impact: Member libraries collectively used 45 kits curated for early literacy support in their programs.

Adult and Teen Programming

YRL provides: YRL provides support infrastructure, training, resources and expertise to enable member libraries to offer quality programming. Member libraries develop and deliver programming based on their individual community needs. YRL does not provide direct public programming.

Why YRL offers this: Regional support allows member libraries to access resources and supports most could not afford individually. The regional system provides resources that may be of interest to a library and community but may not be able to justify the expenditure. YRL provides kits, infrastructure, training, resources and expertise to enable member libraries to offer innovative and quality programming.

Related activities

- Training and professional development for library staff on program development and delivery.
- Access to programming resources and materials.
- Consultation and expertise on program design and community engagement.
- Support for program promotion and registration (website).

- Evaluation tools and best practices sharing across member libraries.

Annual impact: YRL launched Brainfuse in 2025 which supports adults and teens with live tutoring and job seekers with live interview preparation. This resource supported over 3,000 visits in the first three months of usage in 2025.

Information and Reference Services

YRL provides: Research assistance, readers' advisory, community information and data, statistical analysis and specialized support. Policy and procedure review and development. Support for boards on governance issues.

Why YRL offers this: YRL consultants and staff help library managers and boards navigate complex needs from readers' advisory to community data, governance and policy impacts. YRL licenses specialized statistical resources out of reach of most library boards.

Related activities

- Learn with Novelist (2025) provides 42 courses to support readers' advisory skill development.
- Provide in-depth support for community development and statistical interpretation through Environics.
- Support for library staff learning through Niche Academy and LinkedIn Learning, including the Librarian's Guide to Homelessness Academy.

Annual impact: 113 library staff trained in readers' advisory, over 10 libraries supported with plan of service development in the past three years, supporting informed, balanced decision-making across communities.

Social and Cultural Supports

YRL provides: Regional support for communities on a local interest level supporting the recreational and cultural needs of communities. This includes virtual reality kits; learning and making kits; kits supporting Indigenous ways of knowing including Métis cultural kits; smudging kits, including resources needed when working with Elders and Knowledge Keepers.

YRL provides: Supports to library staff to manage increasingly demanding customer interactions.

Why YRL offers this: The mission of YRL includes the requirement to support the informational, educational, recreational, and cultural needs of the communities we serve.

Why YRL offers this: YRL is positioned to obtain recommendation for training, programs and resources to support member libraries in addressing social issues including negative customer interactions, policy changes and critical incident debriefing activities.

Related activities

- Launch of Patron Incident Tracking System (PITS) in 2025 to support safety and security in member public libraries.
- Training and professional development for library staff, training more than 400 staff annually.
- Critical incident debriefing and crucial conversations facilitation for libraries after impactful events (covid, climate disaster, organizational change).
- Coordination of national summer reading program that promotes inclusion and accessibility.
- Development and maintenance of storytime and other programming kits, including 12 Indigenous kits developed over the last three years and World Language kits with resources covering eight languages.
- Consultation support on collection development, programs, and policies.

Annual impact: Member libraries offer inclusive, accessible programming supported by YRL programming kits and access to the TD Summer Reading Club to support patrons with print disabilities, newcomers and offer cultural learning as a commitment to Truth and Reconciliation in their communities.

Outreach and Accessibility Services

YRL provides: Large print, audio and video collections. Membership in consortia extends access to specialized services to those experiencing a print disability. Resources in multiple languages; programming support for seniors and special populations. Participation in pilot and research projects.

Why YRL offers this: Libraries serve all residents, including those facing barriers due to mobility, language, literacy, or other challenges.

YRL provides: Coordinated communication when programs and services impacting libraries and communities change, when services are offered at the provincial level. Most recently, changes to the Residential Tenancy Dispute Resolution Service process.

YRL provides: Presence and representation on projects with the potential to benefit YRL libraries. Recent projects include the development of supports for newcomers in rural areas (Rural Development) and supports for digital literacy training for senior populations (Simon Fraser University).

Why YRL offers this: In positioning YRL with projects that could have broad, rural impact, member library staff have opportunities to inform and influence the development of programs and services.

Related activities

- Participation in pilot and research projects (senior digital literacy, supports for newcomers in rural areas).
- Access to special collections through Centre for Equitable Library Access (CELA) and National Network for Equitable Library Service (NNELS).
- Multilingual materials in eight languages.

Annual impact: Statement from Stony Plain Public Library (SPPL) regarding The Happiness Programme: “Remarkably, this resident, who typically remains in their room and avoids activities, actively engaged with the programme. I wanted to share this wonderful story with you all and express my sincere gratitude for your unwavering support of this initiative. Your contributions have enabled SPPL to make a meaningful impact in the community.”

Facilities and Infrastructure

YRL provides: The board is responsible for YRL facilities. YRL does not own or operate public libraries; municipal library boards are responsible for operation and maintenance of their own facilities. YRL provides technology infrastructure, systems support and expertise to support library boards in maintaining modern and efficient library spaces.

Why YRL offers this: Centralized technology infrastructure and shared expertise create efficiencies and consistency across member libraries while allowing library boards to focus on local facilities management.

Why YRL offers this: Provision of centralized IT support is in the MMA.

Related activities

- Technology infrastructure and support for 44 public library locations and 513 computer workstations for staff and the public.
- Integrated library system maintenance and support.
- Technical consultation on facility technology needs.
- Coordination of system-wide technology standards.
- Support for accessibility and technology compliance.
- Assistance with space planning and technology integration.

Annual impact: 44 public library facilities supported with technology infrastructure and expertise. 76 visits annually to member libraries. More than \$300,000 cost avoidance to member library boards to connect to the Provincial SuperNet.

Operational Excellence

Behind the public-facing services, significant operational activities ensure quality and efficiency:

- Financial management and reporting to 54 municipalities.
- Human resources supporting 22.5 full-time equivalent (FTE) staff.

- Information technology infrastructure supporting 534 staff users.
- Strategic planning and policy development.
- Governance support for the board.
- Advocacy and community engagement.
- Performance measurement and continuous improvement.
- Compliance with legislation and professional standards.

Current Situation

Funding Model Overview

YRL operates with the following funding model:

- Municipal allocation: Member municipalities provide per-capita funding based on population and at a rate agreed upon as part of the budget process, not to exceed the cost of inflation or the highest rate charged (2.5%) whichever is lower. Under the MMA, the municipal levy is intended to cover the cost of delivering the services as outlined in Clause 9.
- Provincial grant: The province provides a slightly higher per capita rate than the municipal allocation; however, not at current population levels. Provincial funding is intended to support resource sharing activities, innovation, province-wide initiatives, and strategic activities beyond the services as outlined in Clause 9.
- Other revenue: There is limited additional revenue available to YRL.

Historical Rate Context

Understanding the history of YRL's per capita rate structure is essential to evaluating the current request for adjustment. Major rate decision points are outlined below.

Year	Per Capita Rate	Change From Previous	Cumulative Inflation Rate From 1971	Real Value (Adjusted to 2026)
1971	\$1.00	Base year	–	\$7.92
2008	\$4.30	\$3.30	350%	\$6.23
2020	\$4.38	\$0.38	555%	\$5.29
2027 Proposed	\$5.60	\$1.22	727%	\$5.60

YRL was established in 1971 with an initial municipal levy rate of \$1.00 per capita. This rate was designed to provide baseline services and included book allotment for member libraries.

Time of Troubles: A levy increase of over \$1 per capita started a discussion around YRL programs and services, along with debates about the value of YRL membership. Once an agreement was reached, and a new MMA established, the board froze the levy rate at \$4.30 per capita. This freeze was in spite of inflationary and operational pressures. Staff layoffs and service reductions were put into place. The YRL Board requested during this time that the capital and general reserves be increased. The levy rate was frozen until 2020.

In 2019, the board approved the resumption of modest annual adjustments starting in 2020. These averaged 2% per year; however, in response to the covid pandemic and recognizing the financial strain on municipalities, the levy rate was frozen for one year. The levy rate increase resumed in 2022, and has not kept pace with post-pandemic inflation, or addressed the accumulated deficits from the 2008–2019 freeze.

Critical Funding Gap

Due to the extended rate freeze and insufficient rate adjustments since 2019, a structural funding gap has developed.

- Currently, approximately 18% of provincial operating grant funding is diverted to subsidize the core services that should be funded through the municipal allocation.

- This means that provincial funds intended to support resource sharing, service enhancement, innovation, and strategic initiatives are used to maintain basic contractual service obligations.
- YRL is, in effect, cross-subsidizing municipal obligations with provincial funds intended for other purposes.

Implications of This Subsidy

For YRL

- Approximately \$300,000 annually diverted from regional system development to subsidize municipal service obligations.
- Reduced capacity to invest in digital services.
- Limited ability to support member libraries with training, expertise and provincial initiatives.
- Delayed implementation of system-wide improvements and modernization projects.
- Vulnerability if provincial funding formulas change.
- Inability to fully leverage provincial partnership opportunities.
- Cannot continue with deficit operations. The responsible drawdown of excess reserves has eliminated the buffer that previously masked this problem.

For Member Municipalities

- Receiving contractually obligated services at below actual costs.
- Creating unsustainable dependency on provincial funds for core operations.
- Benefiting from reserve depletion which cannot continue.
- Risk of service disruption when reserves can no longer subsidize operations.
- Misalignment between MMA obligations and actual municipal contribution.

For the Province

- Creates accountability concerns around fund use and reporting.
- Advocacy discussions with the province regarding increase in operational funding becomes delicate.

For Regional System Development

- Delays in implementing shared technology or other shared initiatives.
- Postponed investments in staff training.
- Deferred initiatives that would benefit all member libraries.
- Slower rollout of support and infrastructure.
- Reduced capacity to provide expertise and support.

The \$0.75 Increase in This Context

The discussion in 2025 was for a levy increase of \$0.85 per capita. This request has been adjusted down to recognize the 2% increase for 2026 of approximately \$0.10 per capita.

The proposed increase is designed to:

1. Create a step towards restoring proper funding alignment. Ensures municipal allocation fully cover the services municipalities wanted to receive under the MMA.
2. Realign provincial funds for intended purposes. Allow provincial grant to support YRL development, technology, staff and strategic initiatives.
3. Strengthen provincial partnerships: Demonstrates municipal commitment and proper stewardship of provincial funds.
4. Ensure fiscal sustainability: Create a stable funding model that does not rely on cross-subsidization or deficit budgets.
5. Reduce and work towards elimination of deficit operation: YRL cannot continue to run deficits now that reserves have been responsibly right-sized.

What This Means for Municipalities

The proposed increase represents the cost of services municipalities are already receiving under the MMA. This is not a request to fund enhanced services or new programs. This is a correction to align municipal contributions with actual service delivery costs as contractually committed.

Realignment of the funding would prevent service reductions in the short and medium term. Long term, with continued predictable, consistent levy increases, YRL could address the following service priorities:

Enhanced Materials Funding

- Increase the per capita book allotment to member libraries by \$0.25 per capita, allowing them to:
 - Expand collections to meet growing community demand.
 - Acquire additional high demand print titles.
 - Develop special collections to respond to local interest.
 - Keep pace with rising book and media costs.

Expand eResource Content

- Review and enhance the digital resources available, working with partner libraries to ensure the best use of funds to support reasonable access.

Technology Infrastructure

- Accelerate region-wide technology upgrades currently delayed due to funding constraints.
- Participate in innovative process to issue and maintain provincial library access.
- Invest in digital infrastructure supporting new technologies.
- Upgrade YRL infrastructure.

Capacity

- Expand staff training and professional development.
- Improve shared service platforms to create efficiencies.

Currently, these are either proceeding at a slower pace, have workarounds or have been deferred entirely because provincial funds are used to cover the municipal allocation gap.

Why Further Adjustment is Required

While the 2% annual increases, when implemented have been essential to preventing complete collapse, they have not fully addressed the accumulated deficit from the 11-year freeze. Cost pressures include:

- Cumulative inflation based on Statistics Canada's Consumer Price Index of 21.1-22% between 2019 and late 2025. This results in cost increases that exceed the 2% annual levy rate adjustments when they were applied.
- Wage increases of 53% (Note: YRL is in competition with some of the highest-paying libraries in Alberta for trained staff at all levels).
- Utility cost increases of 14.2%.
- Benefits cost increases by 30%, even with service reductions and elimination.
- Insurance premium increases of 54%.
- Material costs for books have increased approximately 14% on hardcovers and 16% on paperbacks.
- Digital licensing costs increases of 10%, even with collection reductions.
- Population growth of 3% across municipalities requiring expanded services and increasing licensing costs for the higher population and to meet rising demand.
- Increase in fuel rates for delivery raise costs to move the 2.08 million items requested or purchased by YRL libraries (2025).
- Necessity to add increased technological monitoring to guard against and protect YRL and member libraries from cyberattacks.
- Increased need to educate library staff about cyberattacks and other threats.

Efficiency Measures Already Implemented

To absorb these costs without significant rate increases or service decline, the board has undertaken extensive strategic cost management activities:

Compensation Strategy

- Adopted a living wage commitment: The board made a strategic decision to ensure all staff positions receive a living wage, recognizing this as an ethical imperative in line with organizational values, and essential for staff retention in a competitive labour market.
- Implemented a compensation philosophy and policy: Established a benchmark of 15% above average market rate for positions to attract and retain qualified staff capable of serving member libraries effectively. (Note: YRL is in competition with some of the highest-paying libraries in Alberta for trained staff at all levels; this includes, but is not limited to St. Albert, Strathcona County, Edmonton, and the University of Alberta).
- Most positions now meet the benchmark. A systematic approach prioritized support positions.
- The compensation approach has been essential to prevent turnover, attract high-quality skilled staff, and maintain service quality but does represent a significant cost pressure that 2% increases cannot fully address.

Strategic Staffing Management

- Positions filled only when operationally necessary, not automatically upon vacancy.
- Careful evaluation of every vacancy to determine if it must be filled immediately, or if deferral is possible.
- Not all positions are filled at the level or classification they were originally positioned.
- Cross-training and workflow redesign to maximize efficiency of existing staff.
- Consolidated administrative functions, including the removal of a dedicated communications staff person and using a communications firm on contract at significant cost savings.

Benefits Plan Optimization

- Annual comprehensive review of benefits plan costs and utilization.
- Strategic elimination of underutilized services to control premium increases.
- Negotiated plan modifications to balance cost containment with employee needs.
- Despite these reductions, benefits costs continue to increase due to market factors beyond YRL's control.

Professional Development Reductions

- Professional development highly valued by the board as essential to service quality and required to maintain currency.
- Per-staff professional development budgets reduced to manage overall costs. Exception: Director position maintains professional development allocation in recognition of sector leadership requirements, professional obligations, and the need to maintain current knowledge for strategic decision-making.
- Staff encouraged to pursue low-cost and free professional development opportunities.
- Professional development tied to position requirements and benefit to YRL.

System-Wide Professional Development Restructuring

- Annual conference model completely redesigned: Transitioned from self-hosted conference to partnered conference model. Budget reduced from approximately \$25,000 to \$7,000 annually – a reduction of approximately \$18,000 or 72%.
- Now utilizing professional conference planner: Reduces staff workload and administrative burden and overall costs while maintaining event quality.
- Any conference surplus applied to following year: Priority is keeping costs down and ensuring fiscal sustainability.

- This restructuring maintains professional development opportunities for member library staff while dramatically reducing costs and administrative overhead.
- Demonstrates commitment to creative solutions that preserve service while controlling expenses.

Technology Infrastructure Transformation

Transitioning from local software hosting to cloud-based vendor hosting in partnership with other library systems in late 2026.

- This strategic shift will reduce annual hosting revenue by \$90,000 as partners move to the vendor.
- Full financial impact on YRL won't be known until 2027 as the transition completes and costs stabilize.
- The \$90,000 revenue reduction may be offset by anticipated savings in utilities, overtime, downtime and on-call costs.

This represents a strategic investment in the broader library partnership ecosystem.

- Potential for reduced overall costs across partner libraries: Vendor-managed cloud hosting could provide better economies of scale than the regional hosting model, though this will be evaluated as the transition proceeds.
- Reduced financial burden: For YRL and the other partners to fund and replace servers.
- Reduced electrical costs for regional system: Decreased server infrastructure and associated power consumption.
- Reduced staff on-call requirements: Eliminates need for 24/7 local technical support coverage, reducing operational burden.
- Eliminated server maintenance burden: Vendor assumes infrastructure management.
- Strengthened regional partnerships: Collaborative approach to shared systems and troubleshooting.
- Distributed support model: Partner organizations can now assist with troubleshooting and user support.
- Faster access to current software: Less downtime to plan and support upgrades.
- Improved system reliability and redundancy: Vendor-managed infrastructure typically offers better uptime and disaster recovery.

This transformation aligns operational changes with anticipated workforce transitions, creating a sustainable model that reduces technical infrastructure burden while maintaining service quality.

- Demonstrates strategic planning that coordinates technology decisions with long-term staffing considerations.
- Positions the partnership for modern cloud-based infrastructure without long-term financial burden.
- Aligns technology infrastructure with contemporary best practices in the library sector and positions the partnership for future innovation.

Board Governance Cost Reductions

- Eliminated or significantly reduced meeting catering costs: Board meetings now operate with minimal or no catering expenses.
- Transitioned to hybrid meeting model: Board and committee meetings now utilize Zoom technology, permitting online attendance.
- Reduced committee member travel costs: Members can attend remotely, eliminating mileage and travel time for those who choose virtual attendance.
- Maintained governance effectiveness while reducing associated operational costs.
- Board leading by example in cost containment measures.

Additional Efficiency Measures

- Implemented record purchasing from trusted vendors, reallocating 1 FTE library technician from cataloguing to serving school member libraries, saving \$50,000 per annum.
- Negotiated consortium purchasing agreements reducing material costs by 30-40%.
- Transitioned to energy-efficient systems.
- Automated routine processes to improve efficiency.

- Reduced discretionary operational spending across all budget categories.
- Budget clearly linked to strategic plan.

What These Measures Demonstrate

The board and administration have taken a comprehensive, strategic approach to cost management balancing:

- Service quality and staff retention (living wage, competitive compensation).
- Operational efficiency (strategic hiring, process improvements).
- Fiscal responsibility (benefits optimization, reduced professional development).
- Long-term sustainability (avoiding cuts that would create larger future costs).

These measures enabled YRL to continue providing quality services despite the smaller rate adjustments but has reached its practical limit.

Strategic Provincial Infrastructure Investment (2017-2020)

Between 2017 and 2020, the library system secured provincial infrastructure funding to undertake critical building upgrades, including:

- Complete window replacement improving energy efficiency and building envelope integrity.
- New door systems enhancing accessibility, security, and climate control.
- Full HVAC system modernization reducing energy consumption and improving air quality.

Impact of Infrastructure Investment

While the 2017-2020 infrastructure upgrades have reduced some facility operating costs, they do not address the core operational pressures driving this rate increase request:

- Reduced annual utility costs, partially offsetting operational cost increases.
- Deferring major capital replacement costs needed to be funded by the board.
- Improved accessibility and user comfort, contributing to increased facility usage.
- Created modern, welcoming spaces that serve as a gathering space for member library staff.

Important Note on Infrastructure vs. Operating Costs

These infrastructure improvements have:

- Personnel costs (the largest budget component) continue to rise.
- Collection costs (books, databases, digital licenses) have increased significantly above general inflation.
- Technology systems and infrastructure require ongoing investment and replacement.
- Programming and service delivery costs have grown with increased demand.

The infrastructure improvements, while valuable, represent one-time capital investments that have now been fully realized, and has removed significant pressure from the budget in the short and medium term.

Service Impact Without Rate Adjustment

Failure to implement a rate increase will necessitate service reductions. As the reductions would impact Clause 9 of the MMA, the final determination would need to be done by the board and ratified as a change by the members. At this time, the following service reductions are anticipated:

- Elimination of any new kit development.
- Decreased book allotment, resulting in fewer new materials.
- Decreased eResource purchases.
- Reduced staffing levels impacting customer service quality.
- Reduced absorption of technology costs, passing them to the library boards and risking erratic service and increased cybersecurity risks.
- Postponement of critical building maintenance creating future liability.

Proposed Solution

Rate Adjustment Details

We propose adjusting the municipal per capita rate from \$4.85 to \$5.60, representing an increase of \$0.75 per capita.

Why \$0.75 Is Necessary

This adjustment addresses:

- Funding model misalignment: Eliminates the unsustainable practice of diverting provincial funds to cover core municipal service obligations.
- The 2008-2019 structural deficit: The 11-year rate freeze created a cumulative gap that has never been fully recovered.
- Accelerated cost pressures: Digital licensing, wages, utilities and facilities costs have all increased well above the general inflation rate.
- Service agreement obligations: Ensures municipalities fully fund the services they have contractually agreed to receive.
- Provincial partnership integrity: Restores provincial grants to their intended purpose of supporting enhancement and innovation rather than subsidizing basic services.
- Strategic technology transition impacts: The cloud hosting transformation reduces annual hosting revenue by \$90,000 while improving service quality and operational efficiency; this revenue loss must be absorbed while maintaining service levels.

Context for the \$0.75 Request

If the rate had been indexed to inflation from 1971, the levy would be \$7.92 or 65% higher than the current rate.

If the rate had been indexed to inflation from 2008, it would be approximately \$6.23, or 30% higher than the current rate.

The proposed rate is still below the rate paid by municipal members of Parkland Regional Library System; they are the closest benchmark to YRL as neither region charges library boards.

The proposed rate is also below the provincial average paid by municipalities of all Alberta regional systems, accounting only for the municipal portion paid.

Regional Library System	Location	Member Public Libraries	2026 Municipal Levy (based on current population figures)	2026 Provincial Operating Grant (based on 2019 population figures)
Chinook Arch Regional Library System	Lethbridge	33	\$7.76	\$4.75
Marigold Library System	Strathmore	37	\$6.75	\$4.75
Northern Lights Library System	Elk Point	49	\$5.55	\$4.75
Parkland Regional Library System	Lacombe	49	\$9.99	\$4.75
Peace Library System	Grande Prairie	46	\$7.36	\$4.75
Shortgrass Library System	Medicine Hat	14	\$5.19	\$4.75
Yellowhead Regional Library	Spruce Grove	44	\$4.85	\$4.75
2026 Provincial Average with YRL	\$6.78		YRL Current Rate	\$4.85
2026 Provincial Average without YRL	\$7.10		YRL Proposed Rate	\$5.60

Notes

The seven Alberta regional library system boards establish their levy rate, based on their membership agreements. Of the seven, Parkland and Yellowhead have the same funding model (only charging municipalities).

The other five regional library systems charge both municipalities and library boards (the library board funding is ultimately paid for by the municipality through the budget request to council from their library boards), and they charge municipalities without a library board a higher rate; only the rate charged to municipalities with library boards is used here.

At this time YRL does not want to change the funding model and charge the library boards in addition to the municipalities, as the funds would still be provided to the library through the municipality.

Implementation

Immediate increase of \$0.75 per capita effective January 1, 2027.

Advantages

- Provides immediate operational stability.
- Simplifies budgeting with single adjustment.
- Preserves existing services and supports to member libraries.
- Ensures adequate regional staffing levels to provide expertise, training and technical support.
- Manages the structural deficit: Supports activities leading to balanced budget operations without relying on unsustainable provincial fund diversion.
- Restore proper funding alignment: Ensures municipal contributions fully cover contractual service obligations under the regional service agreement.
- Maintains modest operating reserves for financial sustainability, as recommended by sector best practices.
- Allows future planning for purchase of materials, collection development, training.
- Position the system competitively for future provincial grants and initiatives by demonstrating proper fund stewardship and matching requirements.

Challenges

- Additional pressure on municipal budgets.
- Municipalities may feel it appropriate to reduce the amount of support to local library boards. This is not a recommended approach; both need adequate funding to work.

Note: The recommendation is to return to regular, planned increases of up to 2% per year once the initial jump is complete.

Long-Term Sustainability

This rate adjustment establishes a foundation for financial sustainability and maximizes the return on previous investments. We commit to:

Financial Stewardship

- Annual budget transparency reports to all member municipalities.
- Regular rate reviews aligned with actual cost trends (avoiding future long-term freezes).
- Efficiency initiatives to control costs where possible.
- Exploration of alternative revenue sources to minimize municipal burden.

Protecting Past Investments

The 2017-2020 infrastructure upgrades represent a significant capital investment of provincial funds, totalling over \$1 million.

- Adequate operating funding is essential to maintain these improved facilities and maximize their useful life.
- Underinvestment in operations can lead to premature deterioration of capital assets, wasting the infrastructure investment.
- Current rate levels permit proper maintenance of upgraded facility.

Risk Analysis

Risks of Not Proceeding

- Funding model sustainability: The diversion of provincial funds to subsidize core municipal obligations is unsustainable and violates the intended purpose of provincial grants. This creates vulnerability if provincial funding priorities or formulas change.

- Reserve depletion: Excess reserves that previously masked the funding gap have been responsibly drawn down to appropriate levels. The organization cannot continue to run deficit budgets – without rate adjustment, service reductions to member libraries are inevitable by 2028.
- Service agreement breach risk: Municipalities are receiving contractually agreed services without fully funding them, creating a structural imbalance that cannot continue indefinitely.
- Provincial partnership jeopardy: Using provincial enhancement funds for basic operations undermines the library system's ability to pursue provincial strategic initiatives.
- Equity concerns: Service cuts will disproportionately affect vulnerable populations who rely most heavily on the services from their libraries and YRL.
- Competitive disadvantage: Neighboring systems with adequate municipal funding will be better positioned to leverage provincial enhancement funds for innovation, setting higher service expectations and attracting residents.
- Deferred costs: Postponing facility maintenance and technology upgrades creates larger future expenses that will eventually require even more significant rate increases.
- Staff retention: Inability to offer competitive compensation will result in turnover and service quality decline.
- Loss of provincial investment ROI: The 2017-2020 infrastructure upgrades represent significant provincial capital investment. Inadequate operating funding undermines the return on this investment and may affect future capital funding opportunities.

Mitigation Strategies

Enhanced Accountability

- Enhanced quarterly reporting on service outcomes and return on investment.
- Annual presentation to municipal councils on performance metrics.
- Transparent budget documentation with detailed line-item breakdowns.
- Key performance indicators tied to municipal funding levels.

Additional Revenue Strategies

- Joint pursuit of provincial and federal grant funding to offset municipal contributions.
- Leveraging the municipal-provincial partnership model to maximize provincial operating grants (which exceed municipal per capita rates).
- Exploration of philanthropic partnerships for capital projects and special initiatives.
- Possible revenue generation from enhanced fee-based services (meeting room rentals, special programs) or charge back to library boards for specific services.
- Regional collaboration opportunities to share costs.
- Advocacy for increased provincial operating grant rates to reduce municipal burden over time.

Service Guarantee

- Commitment to maintain service levels outlined in this document.
- Continued investment in services showing highest community demand and impact.

Recommendation

We respectfully request that member municipalities approve a \$0.75 per capita increase, raising the rate from \$4.85 to \$5.60 effective January 1, 2027. This adjustment is essential to maintain the quality library services our communities deserve and expect.

We welcome the opportunity to present this business case in detail, answer questions, and discuss the implementation, while meeting municipal budgeting processes and ensuring library service sustainability.

YRL 2026 Actual and 2027 Proposed Municipal Levies

Municipality	Alberta Municipal Affairs 2024 Official Populations as of Jan. 2025	2026 Actual Municipal Levy at \$4.85/capita (based on 2024 populations)	Alberta Municipal Affairs 2025 Official Populations as of Jan. 2026	2027 Proposed Municipal Levy at \$5.60/capita (based on 2025 populations)	2026 to 2027 Municipal Levy Difference
ALBERTA BEACH	864	\$ 4,190.40	864	\$ 4,838.40	\$ 648.00
BARRHEAD	4,320	\$ 20,952.00	4,320	\$ 24,192.00	\$ 3,240.00
BARRHEAD NO. 11, COUNTY OF	5,877	\$ 28,503.45	5,877	\$ 32,911.20	\$ 4,407.75
BEAUMONT	20,888	\$ 101,306.80	20,888	\$ 116,972.80	\$ 15,666.00
BIRCH COVE	67	\$ 324.95	67	\$ 375.20	\$ 50.25
BRAZEAU COUNTY	7,179	\$ 34,818.15	7,179	\$ 40,202.40	\$ 5,384.25
BRETON	567	\$ 2,749.95	567	\$ 3,175.20	\$ 425.25
CALMAR	2,183	\$ 10,587.55	2,183	\$ 12,224.80	\$ 1,637.25
CASTLE ISLAND	15	\$ 72.75	15	\$ 84.00	\$ 11.25
CLYDE	415	\$ 2,012.75	415	\$ 2,324.00	\$ 311.25
CRYSTAL SPRINGS	74	\$ 358.90	74	\$ 414.40	\$ 55.50
DEVON	6,545	\$ 31,743.25	6,545	\$ 36,652.00	\$ 4,908.75
DRAYTON VALLEY	7,291	\$ 35,361.35	7,291	\$ 40,829.60	\$ 5,468.25
EDSON	8,374	\$ 40,613.90	8,374	\$ 46,894.40	\$ 6,280.50
GRANDVIEW	143	\$ 693.55	143	\$ 800.80	\$ 107.25
HINTON	9,817	\$ 47,612.45	9,817	\$ 54,975.20	\$ 7,362.75
JASPER, MUNICIPALITY OF	4,738	\$ 22,979.30	4,738	\$ 26,532.80	\$ 3,553.50
KAPASIWIN	24	\$ 116.40	24	\$ 134.40	\$ 18.00
LAC STE. ANNE COUNTY	11,300	\$ 54,805.00	11,300	\$ 63,280.00	\$ 8,475.00
LAKEVIEW	29	\$ 140.65	29	\$ 162.40	\$ 21.75
LEDUC	36,060	\$ 174,891.00	36,060	\$ 201,936.00	\$ 27,045.00
LEDUC COUNTY	14,416	\$ 69,917.60	14,416	\$ 80,729.60	\$ 10,812.00
MA-ME-O BEACH	128	\$ 620.80	128	\$ 716.80	\$ 96.00
MAYERTHORPE	1,343	\$ 6,513.55	1,343	\$ 7,520.80	\$ 1,007.25
MILLET	1,890	\$ 9,166.50	1,890	\$ 10,584.00	\$ 1,417.50
NAKAMUN PARK	78	\$ 378.30	78	\$ 436.80	\$ 58.50
NORRIS BEACH	71	\$ 344.35	71	\$ 397.60	\$ 53.25
ONOWAY	966	\$ 4,685.10	966	\$ 5,409.60	\$ 724.50
PARKLAND COUNTY	32,205	\$ 156,194.25	32,205	\$ 180,348.00	\$ 24,153.75
POPLAR BAY	113	\$ 548.05	113	\$ 632.80	\$ 84.75
ROSS HAVEN	126	\$ 611.10	126	\$ 705.60	\$ 94.50
SANDY BEACH	278	\$ 1,348.30	278	\$ 1,556.80	\$ 208.50
SEBA BEACH	229	\$ 1,110.65	229	\$ 1,282.40	\$ 171.75
SILVER BEACH	55	\$ 266.75	55	\$ 308.00	\$ 41.25

YRL 2026 Actual and 2027 Proposed Municipal Levies

Municipality	Alberta Municipal Affairs 2024 Official Populations as of Jan. 2025	2026 Actual Municipal Levy at \$4.85/capita (based on 2024 populations)	Alberta Municipal Affairs 2025 Official Populations as of Jan. 2026	2027 Proposed Municipal Levy at \$5.60/capita (based on 2025 populations)	2026 to 2027 Municipal Levy Difference
SILVER SANDS	214	\$ 1,037.90	214	\$ 1,198.40	\$ 160.50
SOUTH VIEW	72	\$ 349.20	72	\$ 403.20	\$ 54.00
SPRING LAKE	711	\$ 3,448.35	711	\$ 3,981.60	\$ 533.25
SPRUCE GROVE	38,985	\$ 189,077.25	38,985	\$ 218,316.00	\$ 29,238.75
STONY PLAIN	17,993	\$ 87,266.05	17,993	\$ 100,760.80	\$ 13,494.75
SUNRISE BEACH	153	\$ 742.05	153	\$ 856.80	\$ 114.75
SUNSET POINT	257	\$ 1,246.45	257	\$ 1,439.20	\$ 192.75
SWAN HILLS	1,201	\$ 5,824.85	1,201	\$ 6,725.60	\$ 900.75
THORSBY	967	\$ 4,689.95	967	\$ 5,415.20	\$ 725.25
VAL QUENTIN	158	\$ 766.30	158	\$ 884.80	\$ 118.50
WARBURG	676	\$ 3,278.60	676	\$ 3,785.60	\$ 507.00
WEST COVE	222	\$ 1,076.70	222	\$ 1,243.20	\$ 166.50
WESTLOCK	4,921	\$ 23,866.85	4,921	\$ 27,557.60	\$ 3,690.75
WESTLOCK COUNTY	7,186	\$ 34,852.10	7,186	\$ 40,241.60	\$ 5,389.50
WETASKIWIN	12,594	\$ 61,080.90	13,409	\$ 75,090.40	\$ 14,009.50
WETASKIWIN COUNTY NO. 10	11,217	\$ 54,402.45	11,217	\$ 62,815.20	\$ 8,412.75
WHITECOURT	9,927	\$ 48,145.95	9,927	\$ 55,591.20	\$ 7,445.25
WOODLANDS COUNTY	4,558	\$ 22,106.30	5,254	\$ 29,422.40	\$ 7,316.10
YELLOWHEAD COUNTY	10,426	\$ 50,566.10	10,426	\$ 58,385.60	\$ 7,819.50
YELLOWSTONE	117	\$ 555.75	117	\$ 655.20	\$ 99.45
TOTALS	301,223	\$ 1,460,919.85	302,734	\$ 1,695,310.40	\$ 234,390.55

REVITALIZE

REFRESH

RENEW

**Evolving Our Impact,
Strengthening Our Services**



**2025
Annual Report**

REVITALIZE

EVOLVING OUR IMPACT FROM WITHIN

Although change is often described as the only constant in life, 2025 proved to be a year of remarkable growth and renewal for Yellowhead Regional Library (YRL). Across the organization, new initiatives took root, long-term projects achieved milestones, and collaborative efforts served to strengthen the services we provide to our member libraries and communities.

This is even more noteworthy given a number of changes in YRL staff and board members that occurred in 2025. YRL said farewell to two long-term staff members and promoted two staff members within the organization to new positions. As well, YRL's long-time Board Chair concluded his 11-year term, with the heartfelt thanks and gratitude of staff and other board members. These changes reflect YRL's adaptability and evolution, and highlights the collective dedication of our staff, partners, and stakeholders as we continue shaping a vibrant future for library service in the region.

The Director and Deputy Director consulted and provided support to member library boards during times of change, critical events and challenges which meant that library patrons were able to experience continuity in library services with little service disruption.

QUICK STAT



We gained a member library!

Spruce Grove opened a second location in Heavy Metal Place in 2025.

Our staff reach beyond our walls and our region. YRL staff volunteer and are asked to work with other boards and provincial, national and international associations to support collaboration and leadership across the library ecosystem. This work allows our member libraries to be informed about trends, events and services that lead to innovative services for library patrons.

QUICK STAT



Bibliothèque de Beaumont Library

We supported the Bibliothèque de Beaumont Library Community Gathering Space project which saw a large collection and space refresh of their library.

information services. These staff are helping to teach the next generation of trained, qualified candidates to work in our member communities. This expertise in library services reinforces YRL's role as a trusted leader in librarianship.

QUICK STAT



**We launched the new
TRACpac+ discovery layer!**



QUICK STAT

We launched Brainfuse!

Brainfuse is a leading online learning platform with over two decades of experience and millions of tutoring sessions delivered. Accessible from home or the library anytime! Its HelpNow suite offers live online tutoring, homework help, and study support for learners of all ages. JobNow is an innovative service that features expert resume assistance, live interview preparation, career coaching, career resources, and much, much more.

REFRESH

SUPPORTING MEMBER LIBRARIES TO BE THEIR BEST

In 2025, YRL supported member libraries through a major service transition by delivering LEAP training to 26 locations, enabling library staff to offer improved membership and circulation services. YRL also provided 22 in-person training sessions to more than 77 member library staff, to help them feel confident and prepared to use the new library system.

YRL coordinated 58 training events for member libraries, building staff capacity across a wide range of skills and directly enhancing the quality of service delivered to patrons. Keeping current with professional librarianship skills, technology and practices helps local library staff to deliver effective, efficient services to the patrons they serve.

The Library Development Services (LDS) department onboarded eight new library managers to the region, strengthening leadership capacity across member libraries. Library patrons were able to benefit from well-supported staff and consistent, high-quality services. At the same time, the Technology Services department developed and deployed an onboarding and offboarding tool for member libraries so that they could report staff changes more

accurately and promptly, which meant that library patrons were able to be confident their personal information was only being accessed by authorized users.

The Collections and Resource Sharing (CRS) department purchased 40,558 items at significant discounts for member libraries, saving more than \$150,000 in 2025. CRS also implemented new standards for cataloguing for items purchased by members libraries which meant that library patrons had an easier time finding and accessing them in the catalogue.

The Technology Services department supported the technology infrastructure setup of a new library location, Spruce Grove North East Branch, so that the library could open its doors fully operational and ready to serve patrons.



QUICK STAT

We supported community literacy and reading encouragement through Beanstack!

Participants logged over 430,000 minutes read in 2025.

QUICK STAT

We supported family history research through Ancestry with over 5,800 searches in 2025.

A 46% increase from the previous year.



Technology Services also purchased, configured and installed new firewalls and switches at member libraries, committing more than \$300,000 over five years, so that they could connect to Supernet with reliable, secure and up-to-date equipment. Upgrading public computers from Windows 10 to Windows 11 helped member libraries meet operating system support and security requirements.



QUICK STAT

We supported early literacy development and family language learning through 2,757 book views in Tumblebooks and 432 stories viewed in LOTE4Kids.

RENEW

BENEFITTING MEMBER LIBRARY PATRONS

The CRS department moved more than two million items through YRL headquarters to its member libraries, sharing books, movies, music, video games, educational materials, and more. CRS purchased, processed, catalogued, and delivered 47,047 new items to its member libraries which meant that library patrons were able to enjoy the hottest releases and that new book smell! Library patrons across the region were able to access an enormous wealth of knowledge, information, art, and recreation that would not otherwise be possible without this shared model. YRL also facilitated inter-library loans, further expanding the capabilities of member libraries to meet their patrons' needs.

YRL helped prepare member library staff for the launch of TRACpac+, a major enhancement to the former catalogue website. Supported by YRL's extensive training, member library staff are well equipped to guide patrons through the new and improved features of TRACpac+, enriching their overall library experience.

Website tutorials were provided to member libraries so that they could easily learn how to edit specific features of their website. This resulted in library staff being better able to update and tailor the information on their respective websites. Timely, accurate information helps deliver better services to patrons.

A Year in Review

TRAINING

58
EVENTS
HELD

525
PARTICIPANTS
TRAINED

NEW ITEMS

Items Ordered:

40,558

Items Added:

47,047

TECHNOLOGY SERVICES

Helpdesk
Tickets
Resolved:

2,718

Website Visits:

41,926

Onsite Visits:

76

157 Pieces of
computer
equipment ordered
for member libraries

**PUBLIC LIBRARY
AND SCHOOL
CONSULTATIONS**

67

In-person Visits

1,744

Virtual Interactions

INDIGENOUS SERVICES

offered or facilitated by YRL



15

Hours of
training
or events



75

Participants

eRESOURCES

hoopla

31,452
Checkouts



CloudLibrary

9,336
Checkouts



432
Stories Watched

OverDrive®

2,467 eBook + 1,418 Audiobook

Licenses added to TRAC in 2025

301,800
YRL checkouts |

1,037,322
Total checkouts |



DELIVERIES
210 Per Month
2,520 Per Year
2,038,328
Items Moved

eResource
Support

901
Emails

Yellowhead Regional Library

Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

Building Location

433 King Street, Spruce Grove, AB T7X 2C6

Phone

780-962-2003

Toll-free

1-877-962-2003

yrl.ab.ca

For every **\$1.00** you pay to YRL, your local library receives **\$19.65** in services.

Your Direct Benefits

\$951,553.87

(Direct Financial Return + Direct Benefits of YRL Services)

Your Return on Investment

\$1.00 = \$19.65

2025 Membership Levy Your Municipality Paid to YRL **\$48,435.75**

Direct Financial Return

Local Library Collections YRL returns \$0.75 per capita of the \$4.75 per capita levy rate directly to local public libraries to purchase collections material.

- 2025 Materials allotment from YRL **\$4,407.76**
- Allotment from other municipalities (if applicable) **\$3,240.00**

Direct Benefits of YRL Services to Your Two Local Libraries

Note: Cost avoidance means your library does not budget or pay for these services.

Technology

Services your libraries receive to support public access to Internet, WiFi and more.

- Website \$646.00
 - Software and licensing \$6,442.82
 - SuperNet and hardware \$12,134.79
- Cost avoidance \$19,223.61**

Resource Sharing

Services your patrons receive because of your membership in YRL.

- Items borrowed from other libraries: **12,861** \$186,484.50
 - Digital items borrowed through YRL: **14,250** \$712,500.00
- Cost avoidance \$898,984.50**

Library Operations Software, Kits and Materials

Services your libraries receive to support programming, professional development and more.

Cost avoidance \$22,198.00

Training

Services your library staff receive to support high-quality, professional and responsive library services in your community.

- Free YRL training/workshop participation in hours 25
Note: May not reflect all training provided, such as informal sessions.

Cost avoidance \$3,500

Total Financial Savings \$943,906.11

With YRL membership, residents gain:

- Access to more than three million items in the TRAC¹ collection.
- Free digital content access of eAudiobooks, eBooks, eComics and eManga, eMagazines, movies, music, and television shows through 25 online resources, including:
 - **Accessible Alberta, Centre for Equitable Library Access and National Network for Equitable Library Service:** provincial and national collections for those with print disabilities.
 - **Beanstack:** creation support for a community of readers in the YRL region.
 - **LinkedIn Learning:** business and computer technology video tutorials to help develop the skills to participate in the modern workforce.
 - **Brainfuse:** online learning platform to support homework help and study support for learners of all ages, and career supports for interviewing, career coaching and more.

And your two libraries have access to:

- Free broadband Internet connection via SuperNet (paid for by the Government of Alberta) and WiFi.
- IT support and services including password managers for library leadership teams, cybersecurity awareness training, and Microsoft 365.
- The library software that manages borrowers, circulation, and materials.
- A new online catalogue and mobile app for the public to access library resources, manage their personal account and self-checkout items on the app.
- A bulk discount of 37% on library books purchased through YRL.
- Cataloguing and shelf-ready processing of purchased and donated materials.
- Free delivery and pick up of materials at least once every week.
- Physical library cards at no cost.
- Professional library expertise and access to regional knowledge sharing.
- Training and materials for onboarding, skill building and professional development of library staff and board members.
 - In 2025 this included: Learn with Novelist, handling public and media challenges in libraries, community of practice meet-ups, programmers' workshop, Indigenous cultural training, and LEAP software training.

¹Originally formed in 2001, The Regional Libraries Computer Automation Systems Consortium (TRAC) Society is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and Yellowhead Regional Library in Spruce Grove.



TO: COUNCIL

RE: PROPOSED LAND USE BYLAW AMENDMENT APPLICATION (3RD READING) – DATA PROCESSING FACILITIES – AXIOM OIL AND GAS INC.

ISSUE:

Application has been received to amend Land Use Bylaw No. 4-2024 to add “Data Processing Facility” as a Discretionary Use in subsection 12.3 (Agricultural Land Use District).

BACKGROUND:

- Land Use Bylaw No. 4-2024 s.3.1.63 currently defines “Data Processing Facility” as:

“a building, dedicated space within a building, or a group of buildings used to house computer systems and associated infrastructure and components for the digital transactions required for processing data. This includes, but is not limited to, digital currency processing, non-fungible tokens, and blockchain transactions.”
- Although defined, “Data Processing Facility” is not listed within the Permitted or Discretionary Uses, of any Land Use District, and therefore an application for a Data Processing Facility could not even be considered by the Municipal Planning Commission (MPC).
 - a) A Permitted Use “must be approved” if it meets all the standard regulations, whereas Discretionary Use “may be approved.”
- January 6, 2026 – Council gave 1st reading of Bylaw No. 2-2026, amending Land Use Bylaw 4-2024 to add “Data Processing Facility” as a Discretionary Use in Section 12. Agricultural Land Use District (AG), subsection 12.3.
- Proposed amendment was referred to the Town of Barrhead, Woodlands County and Lac Ste. Anne County as per the Intermunicipal Development Plans (IDPs). No concerns were raised.
- January 20 & 27, 2026 – Public Hearing advertised in the newspaper.
- February 3, 2026, at 1:00 pm – Public Hearing held and recessed.
- March 24 & 31, 2026 – Public Hearing advertised in the newspaper.
- April 7, 2026, at 1:00 pm – Public Hearing held and closed.
- June 16, 2026 – Council gave 2nd reading of Bylaw 2-2026 amending Bylaw 4-2024 to add “data processing facility” as a Discretionary Use in Section 12. Agricultural Land Use District (AG), subsection 12.3 with amendments as follows:
 - a) In Section 12 Agricultural Land Use District (AG), subsection 12.3 Discretionary Uses, add “Data Processing Facility (Minor)” to the list of discretionary uses.
 - b) In Section 12.1 Definitions, add:

3.1.64 “**DATA PROCESSING FACILITY (MINOR)**” means a data processing facility consisting of modular or portable structures. Such facilities include on-site power generation systems less than 10 MW, as part of the development and do not require the use of

water-based cooling systems. These are generally for temporary, mobile or lower capacity operations;”

3.1.65 **“DATA PROCESSING FACILITY (MAJOR)”** means a data processing facility that requires 10 MW or more regardless of whether that power is supplied by the electrical grid, on-site generation, or a combination thereof;

c) In section 10.11 Data Processing Facilities, amend subsection 10.11.7 to read as follows:

Any development shall be designed to mitigate all off-site nuisance factors including excessive noise, odour, traffic, dust, light pollution and other impacts to the satisfaction of the Development Authority. A mitigation plan shall be provided at the time of development permit application to demonstrate that these nuisance factors have been mitigated.

d) In Section 10.11 Data Processing Facilities, add:

10.11.8 A Data Processing Facility (Minor) shall not involve the use of water-based cooling systems.

10.11.9 A Data Processing Facility (Minor) is permitted as a discretionary use only where on-site energy generation is utilized and where the facility is co-located with an existing oil and gas facility.

10.11.10 A development permit for a Data Processing Facility shall not be issued until any necessary permits/licenses/approvals are obtained from the Provincial Government and any applicable provincial regulatory agencies, where required.

10.11.11 Proponent of a Data Processing Facility (Minor) may be required to submit a Reclamation Plan to the County for its ratification and approval, prior to, or as a condition of, development permit approval.

10.11.12 Proponent of a Data Processing Facility (Minor) may, at the discretion of the Development Authority, be required to post with the County, security in the form of an irrevocable letter of credit to ensure that reclamation will be completed to the satisfaction of the County’s Development Authority.

10.11.13 A disturbed area shall be reclaimed to:

a. At least its former capability; or

b. Any other use, which the Development Authority feels, will be beneficial to the County.

10.11.14 Public consultation shall be completed within 1,500 m of the proposed site, and details included with the application.

ANALYSIS:

General Process:

- Once the Public Hearing is concluded and Council has reviewed all matters it considers appropriate, Council has the following options (MGA s.216.4(5)):
 1. Pass the bylaw or resolution,
 2. Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
 3. Defeat the bylaw or resolution.
- A Bylaw is not approved until it receives the 3rd and final reading of Council.

- Approval of Bylaw 2-2026, amending the LUB 4-2024, to include “Data Processing Facility” to the list of discretionary uses in the Agricultural Land Use District does not guarantee issuance of a Development Permit. It does, however, allow MPC to consider a development permit application.
- Council has approved 2nd reading of Bylaw 2-2026 with amendments.
- Next steps in the process for Council to consider on July 7, 2026, regular meeting of Council:
 1. Consider 3rd reading of Bylaw 2-2026 with no further amendments (see attached)
 2. Consider 3rd reading of Bylaw 2-2026 with further amendments
 3. Consider not passing 3rd reading and defeating Bylaw 2-2026 in its current state.

STRATEGIC ALIGNMENT:

Consideration of the request to amend LUB 4-2024 to include Data Processing Facility as a Discretionary Use in the Agricultural Land Use District aligns with the County 2022 – 2026 Strategic Plan as follows:

PILLAR 1 Economic Growth & Diversity

Outcome *1 County increases its tax base.*

Goal 1.1 County attracts & encourages investment.

Strategy 1.1.3 Manage growth while reducing barriers to development with reievew of LUB and policies.

PILLAR 4 Governance & Leadership

Outcome *4 Council is transparent & accountable.*

Goal 4.2 County demonstrates open & accountable government.

Goal 4.3 County demonstrates leadership.

ADMINISTRATION RECOMMENDS THAT:

Council consider 3rd and final reading of Bylaw 2-2026.



COUNTY OF BARRHEAD NO. 11

Province of Alberta

BYLAW NO. 2-2026

Amending Land Use Bylaw No. 4-2024

Page 1 of 2

A Bylaw of the County of Barrhead No. 11, in the Province of Alberta, to amend the Land Use Bylaw No. 4-2024.

WHEREAS, the *Municipal Government Act*, of the Revised Statutes of Alberta 2000, and amendments thereto, authorizes the Council to establish and amend a Land Use Bylaw, and

WHEREAS, Council deems it necessary and desirable to amend the Land Use Bylaw to add "Data Processing Facility" as a Discretionary Use in the Agricultural Land Use District;

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

1. That the Land Use Bylaw of the County of Barrhead No. 11, Bylaw 4-2024, be amended as follows:

a) In Section 12. Agricultural Land Use District (AG), subsection 12.3 Discretionary Uses, add "Data Processing Facility (Minor)" to the list of discretionary uses.

b) In Section 3.1 Definitions, add

"DATA PROCESSING FACILITY (MINOR)" means a data processing facility consisting of modular or portable structures. Such facilities include on-site power generation systems less than 10 MW, as part of the development and do not require the use of water-based cooling systems. These are generally for temporary, mobile or lower capacity operations;"

AND

"DATA PROCESSING FACILITY (MAJOR)" means a data processing facility that requires 10 MW or more regardless of whether that power is supplied by the electrical grid, on-site generation, or a combination thereof;

c) In Section 10.11 Data Processing Facilities, amend subsection 10.11.7 to read as follows:

"Any development shall be designed to mitigate all off-site nuisance factors including excessive noise, odour, traffic dust, light pollution and other impacts to the satisfaction of the Development Authority. A Mitigation Plan shall be provided at the time of development permit application to demonstrate that these nuisance factors have been mitigated."

d) In Section 10.11 Data Processing Facilities, add

10.11.8 A Data Processing Facility (Minor) shall not involve the use of water-based cooling systems.

10.11.9 A Data Processing Facility (Minor) is permitted as a discretionary use only where on-site energy generation is utilized and where the facility is co-located with an existing oil and gas facility.

10.11.10 A development permit for a Data Processing Facility (Minor) shall not be issued until any necessary permits/licenses/approvals are obtained from the Provincial Government and any applicable provincial regulatory agencies, where required.

10.11.11 Proponent of a Data Processing Facility (Minor) may be required to submit a Reclamation Plan to the County for its ratification and approval, prior to, or as a condition of, development permit approval.

10.11.12 Proponent of a Data Processing Facility (Minor) may, at the discretion of the Development Authority, be required to post with the County



COUNTY OF BARRHEAD NO. 11

Province of Alberta

BYLAW NO. 2-2026

Amending Land Use Bylaw No. 4-2024

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security in the form of an irrevocable letter of credit to ensure that reclamation will be completed to the satisfaction of the County's Development Authority.

10.11.13 A disturbed area shall be reclaimed to:

- a. At least its former capability; or
- b. Any other use, which the Development Authority feels, will be beneficial to the County.

10.11.14 Public consultation shall be completed within 1,500 m of the proposed site, and details included with the application.

- 2. Invalidity of any section, clause, sentence, or provision of this bylaw shall not affect the validity of any other part of this bylaw, which can be given effect with such invalid part or parts.
- 3. This bylaw comes into force upon third and final reading and signing in accordance with the *Municipal Government Act*.

FIRST READING GIVEN the 6th day of January 2026.

SECOND READING GIVEN the 16th day of June 2026.

THIRD READING GIVEN the ____ day of _____ 2026.

Reeve

Seal

County CAO

ADVERTISED IN THE BARRHEAD LEADER ON:

- JANUARY 20 & 27, 2026
- MARCH 24 & 31, 2026

PUBLIC HEARING HELD ON FEBRUARY 3, 2026, AND RESUMED ON APRIL 7, 2026



presented to Council on July 7, 2026
 (items shaded have changed since last meeting)

2026 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2026-225	Accepted 2026 Spring Enforcement Services report for info	CPO/Comm	Posted to website	Complete Jun 18/26
2026-223	Approved contract Premier Fire & Flood Restoration Inc. for Bldg Renos for \$658,800.19 plus GST; 10% contingency of \$65,880 if required.	CAO		Underway
2026-222	Approved JUPA with PHSD	CAO	Notified PHSD Jun 17/26; awaiting signatures	Underway
2026-221	Approved proceeding with current County Admin Bldg renovations and reject proposal from CW	CAO	Notified C&W of Council decision; initiated short-term lease vs. purchase	Complete Jun 17/26
2026-218	Accepted 2025 ASB Business Plan Status Report (as per ASB Act)	RD	Report included in pkg to GOA	Complete Jun 17/26
2026-215	Proclaimed June 27th as PTSD Awareness Day	COMM/EA	Posted in office and on website	Complete Jun 16/26
2026-211	Approved contract with Volker Stevin Highways for BF 77644 for \$99,435.00 including site occupancy and GST.	PW/CAO		Underway
2026-210	Awarded contract for Ft Assiniboine gravel crush to 2128222 AB Ltd. O/A Paragon Custom Crushing, for a total cost of \$1,547,350.	PW/CAO		Underway
2026-205	Authorized CAO to offer financial assistance to Town of Barrhead for contract services up to \$13K to support transition of FCSS programs and services to municipality	CAO	CAO advised Town CAO of Council decision on Jun 2/26	Complete Jun 2/26
2026-201	Directed Admin to explore options for common branding of Councillor clothing to support promotion of County.	CAO		Not started
2026-200	Authorized signing letter of support re: request from ALUS regarding Provincial Cancellation of Watershed Resiliency & Restoration Program (WRRP).	EA/CAO	Letter signed and emailed; Drafted for signature	Complete Jun 17/26

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2026-199	Authorized signing letter of support re: request from Woodlands County for West Coast Oil Pipeline Project.	EA/CAO	Letter submitted to Woodlands County	Complete Jun 4/26
2026-196	Approved Policy HR-001 - Elected Officials Remuneration Policy amendment	EA/CAO	Updated in Mfiles and website	Complete Jun 3/26
2026-195	Approved Natural Assets Project Public Engagement Plan	RD	Staff advised of approval to proceed with public engagement on this project	Complete Jun 2/26
2026-194	Approved 2025 County Annual Report	CS/CAO	Posted to website	Complete Jun 4/26
2026-193	Appointed additional Certified Panelist for CRASC	EA/CAO	CRASC notified	Complete Jun 2/26
2026-191	Approved contract with Saddle Valley Ventures for Culvert replacement for BF 74972 & 76144 for \$613,420.50 including site occupancy	PW/CAO	Contract finalized	Complete Jul 3/26
2026-190	Approved signing landowner agreements for Road Construction project # 26-440	PW/CAO	Agreement signed	Complete Jun 3/26
2026-184,224	Directed Administration to bring back 2nd reading on Land Use Bylaw No. 2-2026 to Council with amendments as discussed.	DO/CAO	Presented to Council on June 16, 2026 for further consideration.	Complete Jun 16/26
2026-183	Directed Administration to work with Council to draft a response to the delegate's concerns by mid-June.	CAO	Response reviewed with Council & sent to delegate	Complete Jun 15/26
2026-181	Directed Administration to invite the Lac Ste. Anne Métis District representatives to a future Council meeting.	EA/CAO		Not started
2026-177	Set Nov 18 at 2:00pm for Public Auction and CAO to be auctioneer	CAO	Date updated on website	Complete May 21/26
2026-176	Received the request for sponsorship from Borealis Acres Shires for information.	RD	Applicant notified of Council decision	Complete May 19/26
2026-175	Proclaimed May 25 – 29, 2026, as Alberta Rural Health Week.	EA/COMM	Proclamation posted in office and on website	Complete May 20/26
2026-173	Approved contract with Stuber's Cat Service for 2026 Road Rehabilitation (Shoulder Pull) program for a cost of \$162,000 for 13.5 miles	PW/CAO	Contract Signed	Complete May 21/26
2026-172	Approved signing landowner agreements for Road Construction project # 26-740	PW/CAO	Agreement signed	Complete May 19/26
2026-171	Approved signing landowner agreements for Road Construction project # 26-340	PW/CAO	Agreement signed	Complete May 19/26

2026-160	Approved Bylaw 5-2026 Records Management	EA/CAO	Signed and Posted to website	Complete May 6/26
2026-155	Proclaimed May 4-9, 2026, as Safety & Health Week in the County of Barrhead.	EA/COMM	Proclamation posted in office and on website	Complete May 5/26
2026-153	Approved the purchase of herbicide from Advantage VM in the amount of \$112,435.75 to conduct the 2026 spray program.	AG	Herbicide ordered	Complete May 5/26
2026-150-152	Appointment of Weed & Pest Inspectors	AG/CAO	Identification issued	Complete May 13/26
2026-149	Accepted history of additional landfill lands and correspondence from Mr. Sutherland for information	CAO	Priority work completed (May 22/26), Council updated on est. total cost of project (May 19/26); Council accepted for info; site inspected - immediate concern re integrity of perimeter to be completed in 2026, with total project cost exceeding general fencing budget to be discussed during budget wkshops (incl discussion with Town)	Complete May 19/26
2026-147	Approve contract with Marshall Lines 2014 for 2026 Crack Sealing Program on County roadways and the airport for a total cost of \$112,145	PW/CAO	Contract signed; Contractor notified	Complete May 6/26
2026-146	Approved signing landowner agreements for Culvert replacement BF 74972	PW/CAO	Agreement signed	Complete May 6/26
2026-145	Approved signing landowner agreement for Culvert replacement BF 76144	PW/CAO	Agreement signed	Complete May 6/26
2026-144	Approved purchasing 1 Caterpillar motor grader from Finning (\$568K) & trade-in unit #207 2021 JD grader (\$221K); purchasing 2 John Deere motor graders from Brandt (\$571K each) & trading in unit #206 2022 JD grader (\$215K), unit #212 2021 JD grader (\$225K)	PW/CAO	Distributor's notified	Underway
2026-140	Supported FCSS Board's request as discussed in-camera	CAO	FCSS partners advised of decision, preliminary mtg held to discuss transition (more work will be required to support the transition)	Complete Apr 23/26
2026-136,154	Directed Admin to bring back Hemmerling Fire Invoice at next Council meeting	EA/CAO	Landowner phoned May 6/26 w follow up letter sent May 12; Council let their motion stand with no reduction for 25-332-CFR; Scheduled for May 5/26 mtg	Complete May 12/26

2026-133	Adopted 2025 Property Tax Bylaw 3-2026	CS/EA	Posted to website	Complete Apr 23/26
2026-129	Approved 3-Year Financial Plan & 10-Year Capital Plan	CS/COMM	Posted to website April 22, 2026	Complete Apr 22/26
2026-128	Revised 2026 Capital Budget from \$10,624,042 to \$11,017,056	CS/COMM	Posted Operating Budget, Capital Budget, Budget Presentation and Budget Overview to website April 22, 2026	Complete Apr 22/26
2026-127	Adopt 2026 Operating Budget as presented with operating expenditures & revenue of \$20,134,180	CS/COMM		Complete Apr 22/26
2026-126	Approved Emergency Management Plan	CAO	Finalized	Complete Apr 21/26
2026-124	Approve signing landowner agreement for Culvert replacement on Jansen Project SE-8-59-2-W5	AG/EA	Agreement Signed	Complete Apr 23/26
2026-115-116	Updated Library Board appointment to reflect end of term	EA/CAO	Library Executive Director notified	Complete Apr 9/26
2026-110	Rescind 6 obsolete policies	EA/CAO	Updates made in M-Files	Complete Apr 8/26
2026-109	Appointment of Fire Guardians	EA/CAO	Fire Chief & Guardians notified & website updated	Complete Apr 8/26
2026-107	Accepted 2025 Strategic Plan Report Card for info (to be posted on website)	COMM	Posted to website	Complete Apr 13/26
2026-103-105	Approve 2025 audited financial statements(FS) & FIR; post FS to website	CS/COMM	Posted to website	Complete Apr 14/26
2026-096	Support the CAO to participate on Women in Agriculture Panel if schedule permits.	CAO	CAO recognized to participate on Women in Agriculture Panel (no charge to attend); contacts made, shared with staff & to be incl in future Council agenda	Complete Mar 13/26
2026-092	Approved Corporate Use of Social Media Policy	COMM/CAO	Finalized	Complete Mar 4/26
2026-091	Approved Corporate Communications Plan	COMM/CAO	Finalized	Complete Mar 4/26
2026-090	Authorized signing of Misty Ridge 10-year operating agreement	EA/CAO	Fully executed and sent to Misty Ridge Committee	Complete Mar 27/26
2026-089	Approved Community Grant of \$1,600 to Pembina Arts Festival	EA/CAO	Recipient notified and cheque issued	Complete Mar 6/26
2026-088	Approved admendments to Policy AG-001 Beaver Program	EA/CAO	Policy updated	Complete Mar 5/26

2026-087	Appointed 2 additional members-at-large to ECDC	RD	New members notified	Complete Mar 6/26
2026-085	Adopted Bylaw 4-2026 - ECDC Bylaw	EA/CAO	Signed and posted to website	Complete Mar 27/26
2026-080	Include in Dev Agreement for DP 05-2026 that County would build road and make intersection improvements as discussed, and developer would be charged 90% of road builders rates as per County Rates & Fees Bylaw.	DEV/PW	Negotiation of DA underway as authorized by Council	Underway
2026-077	Accepted Boat Launch Maint report for info, Admin to bring back info on engineering & design costs (x2) for 2026 Budget to support permitting for work in 2027	RD/PW/CAO	Incorporated into DRAFT Final Budget for Council consideration.	Complete Mar 26/26
2026-076	Directed RCMP to maintain the policing priorities of Rural Visibility and Prolific Offender Management for the County of Barrhead.	CAO	Council provided input to RCMP on annual policing priorities.	Complete Mar 3/26
2026-074	Approved purchase of a Degelman 1820 Sidearm & Rev 1500 Mower from Horizon Ag & Turf for \$100,650; consign units #326 & #329 to auction.	PW	Consigned units sold; Received new units Apr 7; Ordered new units; consigned old units to Michener Allen to auction April 24	Complete Apr 24/26
2026-072	Tabled discussion on Communities in Bloom Participation until a future meeting and to bring forward budget request.	RD/CAO		Underway
2026-065	Inform the FCSS board that COB preference is 2 representatives from the County on the FCSS board.	CAO	Councillors to share info at earliest convenience; decision made by Council	Complete Feb 17/26
2026-063	CAO to bring back recommendation to rescind outdated resolutions; add context to 2024-225	CAO	Postponed to April 7 due to lack of time; Tentative scheduled in CAO Report to Council on Mar 3/26	Complete Apr 7/26
2026-061	Approved 2025 year-end financial reports subject to audit adjustments and year end finalizations.	CS/CAO	Auditors here beginning of March and presenting to Council on April 7	Complete Apr 7/26
2026-060	Approved Bylaw 3-2026 Records Management	EA/CAO	Signed and Posted to website; Awaiting signatures	Complete Mar 27/26
2026-056	Investigate the costs of livestreaming Council meetings	COMM/CAO	Shared with Council during Budget Workshop, no cost for pilot; Conducting research	Complete Mar 26/26
2026-053-55	Appointed ARB officials for CRASC	EA/CAO	CRASC notified	Complete Feb 18/26

2026-051	Approved purchase 2026 Caterpillar 420 Backhoe from Finning Canada Ltd. for \$220,430 and further, to trade-in Unit #301 to Finning Canada Ltd. for \$47,000	PW	New backhoe received and unit 301 traded in; Dealership notified of Council decision with approx delivery of June 2026	Complete Apr 27/26
2026-050	Approved purchase 2026 Dodge Ram 2500 crew cab 4x4 truck from Stephani Motors at a price of \$68,476.00 plus GST and applicable fees.	PW	Letter sent to dealership confirming purchase with approx delivery of June 2026	Complete Jun 1/26
2026-049	Accepted 2025 Annual Enforcement Services Report to be posted	COMM/CPO	Report submitted to GOA and posted to website	Complete Feb 19/26
2026-048	Approved amended Policy PS-016 CPO Ride Along Program & rescinded Policy 26.13	CPO/EA/CAO	Policy submitted to GOA	Complete Apr 10/26
2026-047, 071	Create a public info pkg prior to the continuance of the Public Hearing for Bylaw 02-2026 set for April 7, 2026, at 1:00 pm	DEV/CAO	Info pkg released via website, hardcopy, etc. Research is underway; RFD to Council on Mar 3 for further direction	Complete Mar 13/26
2026-042	Provide a letter of support for MR Ski Hill to apply for Co-op Community Spaces Grant.	EA/CAO	Notified MR Ski Hill that Co-op Community Spaces Grant is not available in 2026; will request Council to rescind	Rescinded Feb 17/26 2026-062
2026-040	Directed CAO to draft content for Ministerial Forum question period at Spring RMA convention re: Federal announcement to close Lacombe Research & Development Center.	CAO	BN provided to support Council; Research on commission responses, federal ag committee testimony; Discussion at Pembina Zone	Complete Mar 10/26
2026-038	Supported EAC recommendation to direct ASB to review draft Livestock EMP	AF/CAO	Directed to ASB	Complete Feb 3/26
2026-036	Postponed discussion on scheduling of Council meetings until next Council meeting	CAO	Direction provided to explore cost of live streaming (resol 2026-056); Included in Feb 17/26 agenda pkg	Complete Feb 17/26
2026-035, 120	Recessed the public hearing for bylaw 2-2026 until a future date	DO/CAO	Council closed public hearing; New date (Apr 7/26) brought to Council Feb 17/26 for consideration.	Complete Apr 7/26
2026-034	Denied the request to reduce or cancel the charges for fire incident report 25-332-CFR.	EA/CAO	Letter sent to landowner informing them of the decision.	Complete Feb 6/26
2026-028	Approved the additional funding sources for the 2025 capital projects	CS/CAO	Done	Complete Feb 3/26
2026-025	Approved purchase 2026 John Deere 744P from Brandt Tractor Ltd. for \$620,000 and to trade-in Unit #303 to Brandt Tractor Ltd. for \$86,000	PW/CAO	Notified and expected delivery approx June 2026	Complete May 28/26

2026-020	Administration to bring a report to Council on snow clearing programs & options for County to support seniors.	PW/CAO	Conducted research on rural municipalities in Pembina Zone (13), prep report to Council Mar/26	Underway
2026-018	Accepted Enforcements Services Report, 2025 Winter Edition for info	CPO/Com	Posted to website	Complete Jan 7/26
2026-017	Approve 2025 cancelled tax transactions as presented.	CS/CAO	Complete.	Complete Jan 6/26
2026-016	Accepted allowance for doubtful accts of \$1,453.39 for info.	CS/CAO	Complete.	Complete Jan 6/26
2026-015	Write off 3 outstanding AR accounts for \$2,250.76	CS/CAO	Complete.	Complete Jan 6/26
2026-013,037	Mtg to be scheduled outside of RMA Conference; Administration to arrange mtg with Minister of Transportation to discuss road maintenance and other concerns regarding provincial highways	CAO	July 13/26 confirmed; Potential dates sent to AT (Apr 28/26); Call for feedback from staff, Council & public underway	Complete May 26/26
2026-012	Sell Engine 33 to Village of Riverhurst, SK for \$45,000 conditional upon their satisfactory inspection.	CS/CAO	Village of Riverhurst inspected unit on January 20, 2026, and deemed it satisfactory. Payment received and Village staff drove unit back to Riverhurst.	Complete Jan 20/26
2026-011	Approved resolution "Access to Liability Insurance for Agritourism Operators" to be presented at Pembina Zone	CAO	Presented at Pembina Zone & passed	Complete Jan 12/26
2026-010	Respond to Alberta Geographical Names Program, with no objection to naming of water feature	RD/CAO	Reponse submitted	Complete Jan 6/26
2026-009	Appoint Ms. Noble to Barrhead Library Board	EA	Library Executive Director notified	Complete Jan 14/26
2026-008	Appoint Mr. Ruhl to SDAB	EA/DEV	Applicant notified	Complete Jan 14/26
2026-005-007	Appointments made to ALUS PAC	ALUS	Members notified	Complete Jan 8/26
2026-004	Set public hearing for Bylaw 2-2026 for Feb 3 at 1:00 pm in Council Chambers	DEV/CAO	Advertised as per MGA, additional adv also completed.	Complete Feb 3/26
2026-003	1st reading Bylaw 2-2026 amending LUB 4-2024 to add Data Processing Facility	EA/CAO	Decision tracked	Complete Jan 14/26
2025-430	Councillors provide written report to be included in agenda pkg for Regular Council mtg to be submitted by end of day preceding Thursday.	EO/CAO	Shared template with Councillors; incl in agenda pkg	Complete Jan 06/26

2025-416	Authorized Reeve & CAO to sign BRWC Operational Agreement	EA/CAO	Agreement finalized; awaiting signature	Complete Jan 24/26
2025-403	Purchase (3) 2026 Cat motor graders, trade in (2) 2021 Cat motor graders to Finning Canada; sell 2016 Cat motor grader to Wallis Bros. Construction	PW/CAO	Received final 2 graders; Received 1/3 new grader, sold 2016 grader to Wallis Bros. Construction as per Council resolution; Suppliers notified	Complete Apr 10/26
2025-394-400	Appointed Members-at-large to County Committees	EA/CAO	All applicants notified; website to be updated in January	Complete Jan 7/26
2025-383	New initiatives be brought back to a future Project Priority session with Council to explore consideration for the 2026 Budget.	CAO	Discussed at COW, further discussion to occur during budget workshops; Tent. Sched. COW Jan 29/26	Complete Jan 29/26
2025-377	Approved up to a 90-day extension for offering Council Orientation under the MGA s. 201.1(2)	CAO	Info sharing ongoing, leg req. met. w orientation/info on a variety of programs, assets Jan 29/26; Legal session, Assessment 101, Roads 101, P&D 101, CPO program complete; others planned	Complete Jan 29/26
2025-254	Directed Admin to finalize scheduling with NRCB & ILWG - Stock Talk Initiative in the new year; include ASB members	CAO	NRCB (April 7/26); ILWG (Mar 10/26); NRCB has committed, ILWG has provided possible dates; Email sent to ILWG, looking at dates.	Complete Feb 24/26
2025-228	Directed Admin to proceed with prelim geo-technical and develop work plan re partnership project with LSAC.	PW/CAO	Call sched w new LSAC CAO - Feb 2/26; Discussed during budget wrkshp in Nov; LSAC project lead contacted Sep 22/25, Oct 8/25, LSAC advised on July 25/25	Underway
2025-194	Proceed with the acquisition of related vehicle & officer equipment up to \$77,141 to be funded by unrestricted reserves	CPO/CAO	All complete; Tentative completion for Mar/26 (last item is Axon in-car camera); Vehicle equipment has been purchased with installation occurring Oct-Jan.	Complete Mar 20/26
2025-193	Award the contract to Wolfe Chevrolet for the purchase of a 2025 Chevy Silverado SSV at a cost of \$57,359 excluding GST	CPO/CAO	All complete; Starlink installed, testing & inspection of unit underway; Expected to be in service Jan/26; Patrol vehicle received Jun 20/25; scheduled for outfitting on Oct 27/25.	Complete Mar 6/26
2025-190	Engage legal counsel to explore options for alternative access to SE 26-59-06-W5	CAO	Legal counsel has been engaged, file review underway	Underway
2025-189	Directed Policy Committee to review Policy 32.04 Road Construction Standards.	PW/CAO	Admin has started the review of Policy 32.04 & associated policies	Underway

2025-187	Approve Manola Lagoon Sounding & Assessment Project at a cost of \$27,087 with additional funding coming from current year revenue	PW/CS	Final report received, analysis required to dev proj plan; Sounding completed, awaiting final report; Manola lagoon sounding is scheduled for August 18, 2025.	Complete Dec 1/25
2024-449	Bring back options/recommendations on use of sand/salt on County roads in Thunder Lake.	PW/CAO	Draft report submitted to CAO for review; Preliminary discussions with staff	Underway
2024-398	Directs CAO to move forward with exploring/negotiating options with GOA to become anchor tenant of ADLC.	CAO	Formal project complete; Discussed during budget wrkshps in Nov; Mtgs with AB Infrastructure & a developer; Reeve & CAO engaged Minister Infrastructure at RMA, followed up requested by Minister; Mtg rescheduled Feb 25/25; Preliminary contact made with GOA to schedule mtg in new year; Draft Concept Floor Plans complete	Complete Jan 29/26
2024-225	In next LUB review, discuss definition of "Agriculture, Small Scale Operation" and provide examples	CAO/DEV	Topic added to the list of proposed changes and areas for clarification	Underway
2024-149, 179	Approved purchase salt/sand storage building incl installation from Coverco Buildings Ltd. for the price of \$395,426.65 excluding GST.	PW	Door Installed; Door hung (Jan 22/26), door springs to be installed, holdback in place. Complete except for door installation; Contractor currently building structure; Pad constructed by COB; Contracts awarded for paving, building; Company notified	Complete Feb 9/26
2024-062	Council approved signing the land exchange agreement and to cancel the portion of Road Plan 2000MC north of NW 2-62-4-W5 containing approximately 0.938 ha (2.32 acres).	EA/DEV	Submitted to Land Titles for Registration; Approval received and sent to surveyor to finalize road plan; Alberta Transportation contacted for permission to close portion of road plan	Underway
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Revisions made & resent to pit owner; Letter of Intent sent to pit owner; Discussion with owner to confirm specifications, letter drafted; Gravel pit owner notified verbally of County's intent	Underway
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	Recommend to Rescind; New minister, revising message	Rescinded Apr 7/26
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Manola project approved, to be incorporated into report upon completion; 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	Recommend to mark as complete Mar 5/24 following VSU presentation to Council thanking CAO for efforts; Met with VSU representative (Jan 16/23) to better understand situation/impact; Rough draft prepared	Complete Apr 7/26
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Recommend to Rescind - this was a joint meeting with Town related to BARCC; Notes distributed vs. formal letter	Rescinded Apr 7/26
2018-029	Service Contract Review	FIN/EA/CAO	Initial list has been compiled.	Underway
2017-245	Policy for Special Events	CAO/Dev	Admin completed final review of draft bylaw Mar 9/26; Hiring of CPO, Director Rural Development, & new D.O. has moved this bylaw forward and will come to Council in early 2026; Discussion with Council at Dec 5/24 Committee of Whole; Reviewing policies from neighbouring municipalities	Underway



County Admin Bldg. Renovation

July 7, 2026

F1

R	Milestone <u>will be</u> missed	G	No major issues	B	Not yet started
Y	Milestone <u>may be</u> missed	W	Completed		

Progress Since Last Report	Milestone Status			
<ul style="list-style-type: none"> ▪ PHSD Board Room booked for Council meetings through to end of August/26 (requires resolution) ▪ Confirmed no renovation permit required from Town ▪ Confirmed suitability with Town re: temporary location ❖ Preferred lease space identified ▪ IT solution for internet connectivity with PW identified 	Key Milestone	Planned Start Date	Planned Completion Date	Status / % Complete
	Floorplans Drafted/Reno Contractor Onsite	Feb 1/26	Jul 27/26	80%
	Digitizing/Purging/Packing	Feb 1/26	Jul 17/26	60%
Work in Progress/Planned				
<ul style="list-style-type: none"> ▪ Coordination of IT requirements (on site, remote, PW, etc.) ▪ Negotiation of lease agreement for temporary location ▪ Continue purging & packing (further digitization limited) ▪ Schedule moving service ▪ Update plans for program needs & closure communications ▪ PHSD obtaining additional roof repair quotes & confirming 50% 	Coordinate & Relocate to Temporary Location	May 1/26	Jul 27/26	50%
	Service & Comms Strategy Complete (program needs, closures, etc.)	May 25/26	Jul 20/26	60%
Potential Issues / Warnings				
<ul style="list-style-type: none"> • Timely roof repair quotes & decision by PHSD • Availability of IT service provider & movers • Staff holidays • Ability to maintain climate controlled space for server 	Renovations Complete (incl. final inspection)	Jul 27/26	Nov 9/26	0%
	Re-entry & Re-opening Celebration	Nov 13/26	Nov 16/26	0%



Graders

- Operators are grading roads when conditions allow. High traffic and rough roads have been prioritized after the significant rainfall.
- County Gravel Program is being carried out utilizing contract trucks (typically, 4-7 trucks). Currently gravelling the southeast corner of the County.

Dust Control Program

- Approximately 50% of the program has been completed. Rain has caused major delays. Product cannot be sprayed when it is too wet, and if rain follows too soon after application, it can be washed away.
- An additional 3 days of favourable weather are required to complete both the private and County dust controls.

Flooding

- During the weekends of June 20-21 and June 27-28, flooding occurred throughout the County due to heavy rainfall events. This resulted in multiple road closures due to water overtopping roads and culverts not keeping up.
- Property flooding occurred in the Idle Hours Subdivision and White Rock Subdivision at Lac La Nonne. County staff worked both weekends pumping water.
- A plugged culvert on Range Road 25 caused significant water to back up, putting the paved roadway at risk for washing out. Staff carried out operations to unplug the culvert as well as pumping for 3 days utilizing an in-house pump and two rentals. This location remains a concern due to the presence of beavers, however water levels have continued to drop.
- Staff continue to carry out repairs on washout areas, which have only required gravel and grading with no major damage being sustained.

Labour

- Crews continue to carry out the normal duties of campground maintenance, transfer station clean up, grass cutting, etc. Additional time has been spent removing fallen trees due to wind and wet ground conditions.
- Crews spent several days removing fire-damaged trees from the Thunder Lake reserve lands.

Shop

- Repairs and ramp modifications were carried out on Unit 522, which is the tilt-deck backhoe trailer.
- New crew pickup, Unit 125, was rigged up and put into service.
- All other maintenance and as-needed repairs are being carried out on County fleet equipment.

Utilities

- Staff have been working closely with the contractors that are carrying out major water and sewer service upgrades at the Richardson Mill in Manola. The new set-up should help to alleviate the

sludging issues that have been experienced in their wastewater service line as well as our forcemain.

- Staff attended several service calls to ratepayers during the high rainfall as issues arose in their private hamlet wastewater systems. County infrastructure functioned as required with no issues noted.
- Planned re-opening of the Dunstable Lagoon has been delayed to August due to high water levels. With high rainfall and mild temperatures, the lagoon has not experienced enough evaporation to drop its levels.
- All other testing and monitoring are being carried out as per normal operations.



TO: COUNCIL

RE: COUNCILLOR REPORT – REEVE ERIK MUNCK, DIVISION 1

DATE: June 2026

COUNCIL APPOINTED COMMITTEES/ACTIVITIES:

- Regular Council Meeting June 2
- BARCC meeting June 11
- Regular Council Meeting June 16
- 30 Jun CAO Performance Review Part 1
- 30 Jun Intermunicipal Meeting - Town/County

Airport

- 22 Jun Airport committee meeting

Economic Development Committee

Policy Committee

Barrhead Regional Water Commission

VOLUNTEER ACTIVITIES/EVENTS:

- June 13 - Attended the 526 Air Cadet Squadron annual review

OTHER:

- 12 Jun Feral Cats in Greendale
- 21 Jun (Rain) Flooding at Idle Hours Drive
- 25 Jun discussions with CAO re preparations for upcoming rainfall
- 27-28 Jun (Rain) Flooding around Lac La Nonne and elsewhere in Div 1
- 29 Jun Twinning Letter for Japan visit by Councillor Preugschas



COUNCILLOR REPORT

TO: COUNCIL

RE: COUNCILLOR REPORT – COUNCILLOR CRISLER, DIVISION 2

DATE: June 1-30, 2026

COUNCIL APPOINTED COMMITTEES/ACTIVITIES:

- Council Meeting June 2, 2026
- Council Meeting June 17, 2026

Barrhead Regional Airport Committee

- Meeting June 22/26
-

Athabasca Watershed Council

- Held a Tour at Tar Sands
-

Barrhead Regional Crime Coalition

- B.A.R.C.C. Meeting June 11, 2026
- Update on our Emergency Calander
-
-

RMA Spring Conference March 16, 17, 18 2026

-
-

Barrhead District Seed Cleaning Co-op Committee

- Meeting June 11, 2026
-
-

Pembina River District 3 Meeting

-
-

VOLUNTEER ACTIVITIES/EVENTS:

-
-

OTHER:



COUNCILLOR REPORT

TO: COUNCIL

RE: COUNCILLOR REPORT – COUNCILLOR ELLWEIN, DIVISION 5

DATE: Jun. 17 – Jul. 6, 2026

COUNCIL POINTED COMMITTEES/ACTIVITIES:

Council Meeting

- Jun. 2 – Regular scheduled meeting
- Jun. 16 - Regular scheduled meeting
- Jun. 30 – Intermunicipal meeting with the town.

Barrhead & District Agricultural Society

- Lots of work going on in prep for the 3 events coming up.
 - o Demolition Derby July 4, 2026 – At risk of being cancelled due to lack of interest.
 - o Blue Heron Fair and Rodeo Aug. 8 and 9, 2026
 - o Wildrose Rodeo Finals Sept. 17 – 20, 2026

Fire Services Committee

- Nothing new to report.

VOLUNTEER ACTIVITIES/EVENTS:

OTHER:

- Had a few concerns on road condition on the following roads.
 - o TWP Rd 612 to Hwy 769, road could possibly use a bit of material and maybe look at shaping up the road. Looks like there was some traffic on the section with wet road conditions.
 - o TWP Rd 602 from Hwy 769 to RR31. Concerns of the lack of grading and poor grading when it happens. Road has some potholes and washboard.
 - o Washboard at the intersection of TWP Rd 610 and Hwy 769.



COUNCILLOR REPORT

TO: COUNCIL

RE: COUNCILLOR REPORT – COUNCILLOR PREUGSCHAS, DIVISION 6

DATE: June 12 to June 30th, 2026

ACTIVITIES:

Agriculture Service Board:

- Attended Open Farm Days committee meeting.

Economic Development Committee:

Museum:

- Hired student for the summer and getting a 2nd student to extend hours.
- Open Tuesdays to Saturdays from 9 till 5. Open on stat holidays.

Barrhead Attraction and Retention Committee (ARC):

- Have been posting individual health care worker profiles on social media.

FCSS:

- Operations being overseen by Board until transition complete.
- Summer hours only 3 days a week.
- Consultant hired by town for the transition.

Twinning Committee:

- Held planning meeting for hosting AGM for 2027 for provincial association. Tentative dates June 4, 5th, 2027. Theme – 100 years of Barrhead in its present location.
- Getting everything together for our trip to Tokoro, Japan – Aug 7 till Aug 22, 2026.

Policy Committee:

Budget meetings:

VOLUNTEER ACTIVITIES/OTHER:

Northwest of 16:

- Presentation at Travel-ING in High Prairie regarding collaboration amongst tourism operators and associations.
- Completed Strategic Plan.

Other:

- Attended Neeralta Open House.
- Went to Chamber of Commerce meeting in Barrhead
- Participated in Indigenous Day at Cecile Martin Park.
- Numerous Pembina West Co-op meetings and events. Re-elected to Co-op Board for a 3-year term.
- Attended Street Festival in Barrhead.
- Town and County councils informal get together at Fire Hall.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

I

AR122590

June 17, 2026

Reeve Erik Munck
County of Barrhead
5306 - 49 Street
Barrhead AB T7N 1N5

Dear Reeve Munck:

I am pleased to confirm the 2026 funding allocations for your community.

For the County of Barrhead:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$1,276,618.
 - This includes \$57,288 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2026 LGFF Operating allocation is \$345,476.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$403,579.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$1,434,265. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Williams", with a long horizontal flourish extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Debbie Oyarzun, County Manager, County of Barrhead



From: Kelly Kopinsky <kpkopin@gmail.com>
Subject: Re: [EXTERNAL] - Dunstable Waste Transfer Station
Date: May 31, 2026 at 8:58:56 PM MDT
To: Erik Munck <emunck@countybarrhead.ab.ca>
Cc: Kelly Kopinsky <kpkopin@gmail.com>

Hello Erik, firstly thank you for your prompt response.
As for the current schedule for Dunstable Landfill it's not that it doesn't work for me, I just find it very restrictive and at times not that convenient especially in the summer months. Then you get a day like today(all day rain). I have talked to other residents and they have the same opinion and would like to see greater options as well.

See below the hours the County of Lac Ste Anne operates the Rich Valley Landfill during the summer (April to October) which I find very productive. I do believe Sunday is an important day to be open therefore any other weekday would work. I am not sure starting in April is necessary but I would like to see it starting, maybe by the middle of May. If the second day is not an option this year, do believe an earlier time to open than the current 1:00 PM (10:00 AM) should be very doable and appreciated for most users.

Fridays 3:00 PM to 7:00 PM
Sundays 10:00 AM to 2:00 PM

Thank you
Kelly

On Sun, May 31, 2026 at 7:14 PM Erik Munck
<emunck@countybarrhead.ab.ca> wrote:

Hi Kelly,

It sounds like Sunday afternoon/evening doesn't work well for you. You are

correct that balancing costs & services is a key focus area for the County, and we share landfill operating costs with the Town of Barrhead. Worker schedules and overtime also come into play.

What specific time windows do you think would work best, and that you would like the County to consider?

Thanks,

Erik Munck
Reeve, County of Barrhead
Councillor, Division 1
emunck@countybarrhead.ab.ca
c. 780.284.6048

On May 28, 2026, at 3:09 PM, Kelly Kopinsky
<kpkopin@gmail.com> wrote:

May 28 2026

County of Barrhead No. 11
Box 4189, 5014 – 50 Avenue
Barrhead, AB T7N 1A2

RE: Request for Extended Operating Hours at the Dunstable Waste Transfer Station

Dear Reeve Erik Munck and County of Barrhead Administration Staff

I am writing to you as a ratepayer and resident to formally request that the County of Barrhead evaluate and extend the operating hours at the Dunstable waste transfer station (located near Lac La Nonne) during the summer season.

Currently, this transfer station operates on a highly restricted schedule. While I understand and appreciate the county's need to balance operational costs and supervise the site, the limited window of access—specifically operating only on Sundays (6 hours)—creates bottlenecks, illegal dumping (waste left at the gate), and an inconvenience for the community.

Other nearby counties do have seasonal expanded days (hours) for summer months - Lac St Anne / Rich Valley Landfill Site and with the growth of our community over the past few years, expanding to one additional weekday, or increasing


current (earlier) hours would be a welcome to many property owners and would vastly improve service to the ratepayers in the area.

As a community reliant on this critical piece of local infrastructure, I kindly request that the council review and consider expanding the Dunstable transfer station hours for the upcoming summer season and continuing the policy for future years.

Thank you for your time, consideration, and ongoing dedication to the residents of the County of Barrhead. I look forward to hearing from you regarding potential solutions.

Sincerely,

Kelly Kopinsky

	<h1>Misty Ridge Ski Hill</h1>	
		Date May 6, 2026
Meeting Minutes		



Attendance: Matt, Daniella, Dee, Shelley, Brad, Greg

Call to Order: Matt called the meeting to order @ 8:08 pm

Approval of Agenda: Dee would like to add ski stats. Dee approved with amendments. AIF

Approval of Minutes: Tyson approved minutes, AIF

Secretary Report: Website and google page updated to show we are closed for the season. Starlink subscription changed to standby for the off months.

Treasurer Report: see attached.

General account: \$292, 680

Casino account: \$30, 412.52.

Schools: 10 extra days with 503 students.

Gross income from schools \$11, 232. Ski club income: \$925

Operator's report: We came to hill early today and got the tow rope, and fencing down. Cleaned up some garbage and emptied garbage/can bins.

Old Business:

-Quad blade: leave till fall

-reno: Shane plans to fit us in between projects this fall. We need to get underground services marked. Daniella will call about this.

-Cat tracks: Daniella to follow up with Aaron when he's back from holidays.

-Fuel tank: coming in mid May 6, 2026- through Barrhead Co-op

New Business:

-First aid kit: Dee will get before season starts.

-Invest money camp creek: need some things done yet. Dee will email us with what she requires from the board.

Dee would like to change banks to reduce some fees. Shelley motions that Dee look into different banking options. Brad seconds. AIF.

-Stats: see attached.

Highlights: Family day Feb 16: 97 people. 3 down (closed) days this year. 30 days open to public, does not include school days, which was 10 days. 34.8% increase in riders this year. 503 students in 10 school days. 2362 visitors this year. Last year 1151.

-School prices: \$30/rentals & lift ticket, \$20 lift tickets. Shelley will get the packages out to the schools before the end of the school year as they like to plan ahead for their field trips for next school year.

Next Meeting Date: June 17, 2026 @ 7:30 pm.

Adjournment: Daniella motions to adjourn at 9:20 AIF.



Misty Ridge Ski Hill

Date May 6, 2026

Meeting Minutes

Misty Ridge 25/26

26-Dec	20
27-Dec	34
28-Dec	52
29-Dec	200
30-Dec	83
31-Dec	180
01-Jan	82
02-Jan	84
03-Jan	54
04-Jan	24
10-Jan	110
11-Jan	90
18-Jan	59
24-Jan	68
25-Jan	26
31-Jan	83
01-Feb	70
07-Feb	23
14-Feb	22
15-Feb	12
21-Feb	24
28-Feb	15
01-Mar	36
07-Mar	29
14-Mar	18
15-Mar	51
21-Mar	29
23-Mar	65
28-Mar	119

Misty Ridge 24/25

Day	December	January	February
1		56	32
3		16	
4		23	
5		20	20
7			46
8			85
9			15
11		47	
12		54	
15			31
16			3
18		13	
22			76
23			40
25		70	
26	69	29	
27	80		
28	72		
29	63		
30	86		
31	71	34	

1151

11th 99



Misty Ridge Ski Hill

Date May 6, 2026

Meeting Minutes

	Season 25/26	Season 24/25
Dec	569	441
Jan	680	362
Feb	166	348
March	347	0
Total	1762	1151

Number of Days	29	25
Riders per Day	60.8	46.0

Increase of Riders 31.97%

Schools	503	10 days
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Final Total 2265

