

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 MINUTES

3.1 REGULAR MEETING HELD DECEMBER 20, 2022

[Schedule A](#)

4.0 ACTION ITEMS:

**4.1 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-617
PT. SW 25-59-4-W5 (HENSCHL)**

Administration recommends that Council approve subdivision application 22-R-617 proposing to create a farmstead separation of 3.86 ha (9.54 ac) out of the Pt. SW 25-59-4-W5 with the conditions as presented.

[Schedule B](#)

**4.2 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-621
NE 24-59-4-W5 (STOIK)**

Administration recommends that Council approve subdivision application 22-R-621 proposing to create a 2.02 ha (4.99 acre) vacant parcel out of NE 24-59-4-W5 with the conditions as presented.

[Schedule C](#)

**4.3 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-624
SW 18-62-3-W5 (VAN ASSEN)**

Administration recommends that Council approve subdivision application 22-R-624 proposing to create a farmstead separation of 5.27 ha (13.0 ac) out of the SW 18-62-3-W5 with the conditions as presented.

[Schedule D](#)

**4.4 SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-625
SW 7-57-1-W5 (FIELD / AFFLECK)**

Administration recommends that Council approve subdivision application 22-R-625 proposing to create a 2.02 ha (5.0 acre) vacant parcel out of SW 7-57-1-W5 with the conditions as presented.

[Schedule E](#)

4.5 PUBLIC ENGAGEMENT PLAN – COMMUNITY HALLS STRATEGY (2nd Engagement)

Administration recommends that Council approve, in accordance with Public Participation Policy 11.24, the Public Engagement Plan for the 2nd engagement session of the Community Hall Strategy Project.

[Schedule F](#)

4.6 COUNCIL REMUNERATION POLICY

Administration recommends that Council:

- Approve HR-001 Elected Officials Remuneration Policy with the changes presented by administration.
- Direct Administration to update the 2023 Budget to reflect changes in mileage rate, with Council to approve final budget in April 2023.
- Provide direction to Administration on the process to be used to conduct the Remuneration Review as scheduled in HR-001 Elected Officials Remuneration Policy,

[Schedule G](#)

4.7 POLICY FN-004 COLLECTION OF ACCOUNTS RECEIVABLE

Administration recommends that Council approve Policy FN-004 Collection of Accounts Receivable as recommended by the Policy Committee.

[Schedule H](#)

4.8 1-2023 BYLAW – ESTABLISHING RATES & FEES

Administration recommends that Council consider 3 readings of Rates & Fees Bylaw 1-2023 as presented.

[Schedule I](#)

4.9 ALLOWANCE FOR DOUBTFUL ACCOUNTS RECEIVABLE AND WRITEOFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

Administration recommends that Council:

- Authorizes Administration to write-off the two (2) outstanding Account Receivable accounts as at December 31, 2022 as recommended in the amount of \$2,569.15 because of these accounts being uncollectible.
- Accept for information the allowance for doubtful accounts of \$16,917.46 as at December 31, 2022.

[Schedule J](#)

4.10 RESOLUTION FOR ACCESS TO MOBILE WIRELESS (CELLULAR) SERVICES

Administration recommends that Council approve the resolution “Access to Mobile Wireless (Cellular) Services” and further that this resolution be forwarded to the January 23, 2023 Pembina Zone district meeting for endorsement.

[Schedule K](#)

4.11 DIVISION 4 – 2023 TRAINING BUDGET & 2022 LEGAL COSTS

Administration recommends that Council accepts for information the reconciliation of training costs leaving a balance of \$2,557.23 in the 2023 Division 4 – Training & Convention budget, and further that the unbudgeted expense of \$36,959.67 for legal fees (investigation & legal counsel) will be recorded in the General Government Services Department under 11-Council & Legislative for 2022.

[Schedule L](#)

5.0 REPORTS

5.1 COUNTY MANAGER REPORT

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

[Schedule M](#)

5.2 PUBLIC WORKS REPORT

(11:30 a.m.)

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

[Schedule N](#)

5.3 COUNCILLOR REPORTS

6.0 INFORMATION ITEMS:

6.1 Barrhead FCSS Minutes – November 14, 2022

[Schedule O](#)

6.2 BDSHA Minutes – November 15, 2022

[Schedule P](#)

6.3 Ag Society Appreciation Night & AGM – February 7, 2023

[Schedule Q](#)

7.0 DELEGATIONS

7.1 10:00 a.m. CFYE – Presentation of Queen Elizabeth II's Jubilee Medal (Alberta)

8.0 ADJOURNMENT

REGULAR MEETING OF COUNCIL - HELD DECEMBER 20, 2022

Regular Meeting of the Council of the County of Barrhead No. 11 held December 20, 2022 was called to order by Reeve Drozd at 9:00 a.m.

PRESENT

Reeve Doug Drozd
Deputy Reeve Marvin Schatz
Councillor Ron Kleinfeldt
Councillor Bill Lane
Councillor Paul Properzi
Councillor Walter Preugschas
Councillor Jared Stoik (joined at 9:18 a.m.)

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

STAFF

Debbie Oyarzun, County Manager	Ken Hove, Director of Infrastructure
Pam Dodds, Executive Assistant	Travis Wierenga, Public Works Manager
Tamara Molzahn, Director of Finance & Administration	Jenny Bruns – Development Officer
	Adam Vanderwekken, Development & Communications Coordinator

ATTENDEES

Quentin & Teresa Olson, and Dale Kluin – Ft. Assiniboine Bicentennial Voyageur Canoe Brigade (Delegation)
Barry Kerton - Town and Country Newspaper

APPROVAL OF AGENDA

2022-528 Moved by Councillor Preugschas that the agenda be approved as presented.
Carried 6-0.

MINUTES OF REGULAR MEETING HELD DECEMBER 6, 2022

2022-529 Moved by Councillor Lane that the minutes of the Regular Meeting of Council held December 6, 2022, be approved as circulated.
Carried 6-0.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-586
NE 28-59-6-W5 (KON)**

2022-530 Moved by Deputy Reeve Schatz that Council approve subdivision application 22-R-586 proposing to create a 3.74 ha (8.57 acre) farmstead separation out of NE 28-59-6-W5 with the conditions as presented.
Carried 6-0.

**SUBDIVISION APPLICATION – MUNICIPAL PLANNING FILE 22-R-611
SE 12-61-5-W5 (1164733 BC LTD./STEVE MIKULASIK)**

2022-531 Moved by Councillor Kleinfeldt that Council approve subdivision application 22-R-611 proposing to create 14.8 ha (36.6 acre) fragmented parcel out of SE 12-61-5-W5 with the conditions as presented.
Carried 6-0.

Jenny Bruns and Adam Vanderwekken departed the meeting at 9:15 a.m.

Ken Hove, Travis Wierenga, and Tamara Molzahn joined the meeting at 9:17 a.m.

Councillor Stoik joined the meeting at 9:18 a.m.

REGULAR MEETING OF COUNCIL - HELD DECEMBER 20, 2022

PUBLIC WORKS REPORT

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

2022-532 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

2022 PROJECT DASHBOARD

2022-533 Moved by Councillor Properzi that Council accept the 2022 Project Dashboard for information.

Carried Unanimously.

2023 PAVING PROJECT TENDER

2022-534 Moved by Councillor Preugschas that Council postpone the 2023 paving project for another year.

Defeated 5-2.

2022-535 Moved by Deputy Reeve Schatz that Council awards the full 2023 paving contract to Central City Paving at their bid price of \$6,327,384.30 with a full project cost of \$7,332,622.73 and further that grant dollars of \$1,353,196 and aggregate reserve of \$353,698 be used to cover the shortfall from the original Capital Budget.

Carried 5-2.

2022-536 Moved by Councillor Properzi that Council directs Administration to cancel the Landfill Access Road Project under the MSI Grant Program.

Carried 6-1.

2022-537 Moved by Councillor Kleinfeldt that Council directs Administration to amend MSI application for Range Road 22 to increase funding required by \$709,404.

Carried Unanimously.

2022-538 Moved by Councillor Stoik that Council directs Administration to submit a Canada Community Building Fund application for Range Road 22 for \$614,980.

Carried Unanimously.

2022-539 Moved by Deputy Reeve Schatz that Council directs Administration to allocate \$353,698 of Aggregate Reserve for Range Road 22.

Carried 6-1.

2022-540 Moved by Councillor Lane that Council directs Administration to allocate an additional \$28,812 of Canada Community Building Fund to Range Road 40.

Carried 6-1.

Tamara Molzahn departed the meeting at 10:42 a.m.

RECESS

Reeve Drozd recessed the meeting at 10:42 a.m.

Reeve Drozd reconvened the meeting at 10:52 a.m.

Ken Hove, Travis Wierenga, Pam Dodds, and Barry Kerton departed the meeting at 10:52 a.m.

REGULAR MEETING OF COUNCIL - HELD DECEMBER 20, 2022

IN-CAMERA

2022-541 Moved by Deputy Reeve Schatz that the meeting move in-camera at this time being 10:53 a.m under *FOIPP s. 24 Advice from Officials* to discuss a new band (C1) on the 2023 Salaries & Wages Grid.

Carried Unanimously.

2022-542 Moved by Councillor Properzi that the meeting move out of in-camera at this time being 11:11 a.m.

Carried Unanimously.

NEW C1 BAND - 2023 SALARIES & WAGES GRID

2022-543 Moved by Councillor Preugschas that Council approve the addition of the new band (C1) to the 2023 Salaries & Wages Grid.

Carried Unanimously.

Councillors Properzi and Stoik departed the meeting at 11:12 a.m.

Pam Dodds and Barry Kerton rejoined the meeting at 11:12 a.m.

DELEGATION – 2023 FT. ASSINIBOINE BICENTENNIAL VOYAGEUR CANOE BRIGADE

Quentin & Teresa Olson and Dale Kluin met with Council at this time being 11:14 a.m. to discuss the 2023 Ft. Assiniboine Bicentennial celebrations and the voyageur canoe brigade.

Councillor Properzi rejoined the meeting at 11:20 a.m.

Councillor Stoik rejoined the meeting at 11:24 a.m.

Council thanked the delegation for attending and they departed the meeting at 11:40 a.m.

2022-544 Moved by Councillor Preugschas that Council waive the registration fees and reserve the Klondyke Ferry campground for the night of July 10, 2023 for the Voyageur Canoe Brigade and to provide up to 4 porta-potties for their use.

Carried Unanimously.

MTM AGRICULTURAL SOCIETY - COMMUNITY GRANT FINAL REPORT

2022-545 Moved by Councillor Preugschas that Council receive for information the final report from MTM Agricultural Society as a grant recipient of \$550 under the Community Grants Policy.

Carried Unanimously.

2023 MEMBER-AT-LARGE APPOINTMENTS TO LIBRARY BOARD

2022-546 Moved by Councillor Lane that the meeting move in-camera at this time being 11:51 a.m. under *FOIPP s. 19 Confidential Evaluations* for evaluation of member-at-large appointments.

Carried Unanimously.

2022-547 Moved by Councillor Properzi that the meeting move out of in-camera at this time being 11:54 a.m.

Carried Unanimously.

2022-548 Moved by Deputy Reeve Schatz that Council appoint Jane Kusal, Susan McLaren, David Rowe, and Margaret Krikke (Neerlandia Library Rep), to the Barrhead Public Library Board for a 3-year term from January 1, 2023 to December 31, 2025.

Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD DECEMBER 20, 2022

2023 APPOINTMENT MEMBERS TO ALUS PARTNERSHIP ADVISORY COMMITTEE (PAC)

2022-549 Moved by Councillor Lane that Council extends the term of membership for the current ALUS PAC members to December 31, 2023.

Carried Unanimously.

LUNCH RECESS

Reeve Drozd recessed the meeting at 12:02 p.m.

Reeve Drozd reconvened the meeting at 1:00 p.m.

Tamara Molzahn rejoined the meeting at 1:00 p.m.

PUBLIC HEARING FOR TAXATION OF DESIGNATED MANUFACTURED HOMES IN MANUFACTURED HOME PARKS BYLAW (BYLAW NO. 8-2022)

Reeve Drozd declared the Public Hearing open at 1:00 pm to provide an opportunity for public input and comment regarding proposed Bylaw No. 8-2022, Taxation of Designated Manufactured Homes in Manufactured Home Parks bylaw, in order to levy property taxes to the owner of the manufactured home community/park.

Reeve Drozd explained the public hearing process.

Tamara Molzahn, Director of Finance, introduced Bylaw 8-2022 which received 1st reading at the November 15, 2022, Regular Council meeting.

No public were in attendance to speak for or against Bylaw 8-2022.

No correspondence was received.

Reeve Drozd declared the Public Hearing closed at 1:04 p.m.

TAXATION OF DESIGNATED MANUFACTURED HOMES IN MANUFACTURED HOME PARKS BYLAW (BYLAW NO. 8-2022)

2022-550 Moved by Councillor Lane that Council give 2nd reading of Bylaw 8-2022 Taxation of Designated Manufactured Homes in Manufactured Home Parks Bylaw.

Carried Unanimously.

2022-551 Moved by Councillor Properzi that Council give 3rd reading of Bylaw 8-2022 Taxation of Designated Manufactured Homes in Manufactured Home Parks Bylaw.

Carried Unanimously.

OUTSTANDING OIL AND GAS PROPERTY TAX ACCOUNTS – PERC / DIRC FUNDING

2022-552 Moved by Deputy Reeve Schatz that Council direct Administration to apply under the Provincial Education Requisition Credit (PERC) and the Designated Industrial Requisition Credit (DIRC) program for an estimated amount of \$388.34 and \$7.42, respectively which equals the outstanding uncollectible education and designated industrial property tax requisitions for 2022 tax year.

Carried Unanimously.

Travis Wierenga joined the meeting at 11:00 a.m.

2022 CANCELLED TAXES

2022-553 Moved by Councillor Properzi that Council approve 2022 cancelled tax transactions as follows:

- Tax Roll 530253000 in the amount of \$577.86
- Tax Roll 559312008 in the amount of \$595.59
- Tax Roll 529161015 in the amount of \$1,541,45
- Tax Roll 100000009 in the amount of \$60.70

Carried Unanimously.

REGULAR MEETING OF COUNCIL - HELD DECEMBER 20, 2022

2023 INTERIM OPERATING BUDGET & 2023 CAPITAL BUDGET

2022-554 Moved by Councillor Preugschas that Council approve the 7 step salaries & wages grid as recommended by Improve Consulting Group Inc. and as included in the 2023 INTERIM Operating Budget.

Carried Unanimously.

2022-555 Moved by Deputy Reeve Schatz that Council approve the 2023 INTERIM Operating Budget of \$18,673,478 as presented.

Carried Unanimously.

2022-556 Moved by Councillor Lane that Council approve the 2023 Capital Budget of \$14,775,734 as presented.

Carried Unanimously.

3 YEAR FINANCIAL PLAN AND 10 YEAR CAPITAL PLAN

2022-557 Moved by Councillor Kleinfeldt that Council approve the 3-Year Financial Plan and the 10 Year Capital Plan for the County of Barrhead as presented.

Carried Unanimously.

Travis Wierenga departed the meeting at 2:07 p.m.

DIRECTOR OF FINANCE & ADMINISTRATION REPORT

2022-558 Moved by Councillor Preugschas that Council accept the following Director of Finance & Administration's reports for information:

- Cash, Investments, & Taxes Receivable as of November 30, 2022
- Payments Issued for the month of November 2022
- YTD Budget Report for the 11 months ending November 30, 2022
- YTD Capital Recap for period ending November 30, 2022
- YTD Elected Officials Remuneration Report ending November 30, 2022

Carried Unanimously.

Tamara Molzahn departed the meeting at 2:13 p.m.

Councillor Properzi departed the meeting at 2:20 p.m.

REPORT – COUNTY MANAGER

Debbie Oyarzun, County Manager, reviewed the 2022 Council Resolution Tracking List and provided updates to Council:

- Policy meeting scheduled for December 21, 2022

2022-559 Moved by Councillor Kleinfeldt to accept the County Manager's report as information.

Carried 6-0.

AGENDA INFORMATION ITEMS

2022-560 Moved by Councillor Preugschas that the following agenda items be received as information:

- Letter from LSAC to GROWTH Alberta RE: Termination of GROWTH membership – November 24, 2022
- Letter from Minister of Public Safety and Emergency Services – Hon. Mike Ellis RE: Victim Services Redesign – December 2022
- Memo from Alberta Precision Laboratories – RE: Community Lab Services Transition – December 2022
- Misty Ridge Ski Club Minutes – October 25, 2022

Carried 6-0.

Councillor Lane departed the meeting at 2:25 p.m.

Councillor Properzi rejoined the meeting at 2:26 p.m.

COUNCILLOR REPORTS

Councillor Kleinfeldt reported on his attendance at the County Budget Workshop, a Special Library zoom meeting, and the joint ECDC/ASB meeting.

Councillor Preugschas reported on his attendance at the County Budget Workshop, ASB Provincial Committee meeting and the Extension subcommittee, ASB meeting, joint ECDC/ASB meeting, ASB ADM Town Hall, GROWTH/WILD meeting, and attending school Christmas concert.

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

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

Councillor Stoik reported on his attendance at the County Budget Workshop.

Deputy Reeve Schatz reported on his attendance at the County Budget Workshop, the joint ECDC/ASB meeting, ASB meeting, ASB ADM Town Hall, Seed Cleaning Plant meeting, CFYE meeting, and attending school Christmas concert.

Reeve Drozd reported on his attendance at the Air Cadet banquet, County Budget Workshop, Polar Parade in Town of Barrhead, joint ECDC/ASB meeting, ASB ADM Town Hall, attending school Christmas concert, and time spent on County office duties.

ADJOURNMENT

2022-561 Moved by Councillor Stoik that the meeting adjourn at 2:43 p.m.

Carried Unanimously.



REQUEST FOR DECISION
JANUARY 16, 2023

B

TO: COUNCIL
RE: SUBDIVISION APPLICATION – PT. SW 25-59-4-W5
HENSCHEL, MUNICIPAL PLANNING FILE NO 22-R-617

ISSUE:

An application has been received for a farmstead separation of 3.86 ha (9.54 ac) out of the Pt. SW 25-59-4-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land was previously subdivided with a 0.06 acre site created to accommodate a radio tower for APEX Utilities. No structures have been developed.
- Proposed site contains a residence and farm buildings.

ANALYSIS:

- Municipal Development Plan (MDP) requires a maximum of 15 ac out for residential purposes per quarter.
- Size of the proposed parcel meets the requirements of the Land Use Bylaw and MDP.
- Access to proposed parcel will be from Highway 18, and access to the remainder will be from Range Road 41.
 - Approaches to be built to County standards, and southern remainder approach (Range Road 41) requires gravel in the amount of \$237.92 +GST.
 - Alberta Transportation requires a 30 m service road caveat adjacent to Highway 18.
- Road widening required on western boundary.
- Municipal Reserves are not required, as this is considered the 1st residential parcel out (APEX Utilities lot is classified as a public utility lot, not a residential lot).
- Private septic inspection is required.
- Wetlands affect the proposed parcel and the remainder; however suitable building sites still exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.

2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead.
3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation and Economic Corridors for the provision of a 30.0 metre wide service road right of way adjacent to the right of way of Highway 18 throughout the proposed remainder from the western boundary of the quarter section to the western boundary of Lot 1, to be shown on the approved **Schedule A** from Alberta Transportation. To this respect, a Caveat shall be registered against the Certificate of Title by Alberta Transportation concurrently with the registration of the instrument effecting this plan of subdivision.

Alternatively,

That the Plan of Survey implementing the proposed plan of subdivision provide a 30.0 metre wide service road right of way adjacent to the right of way of Highway 18 throughout the proposed remainder from the western boundary of the quarter section to the western boundary of Lot 1, to be shown on the approved **Schedule A** from Alberta Transportation.

4. That prior to endorsement of an instrument affecting this plan, the County of Barrhead receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system(s) within the proposed Lot 1 and the remainder will satisfy the Provincial *Private Sewage Disposal Systems Regulation, AR 229/1997*, and is suitable for the intended subdivision.
5. That the instrument effecting this plan identify the location of the private sewage disposal system on the proposed lot and the distance between the system (or discharge point), any potable water source, and the boundaries of the proposed property lines and water well.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 22-R-617 proposing to create a farmstead separation of 3.86 ha (9.54 ac) out of the Pt. SW 25-59-4-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 22-R-617

DATE RECEIVED: NOV 02 2022

DEEMED COMPLETE: NOV 22, 2022

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

1. Name of registered owner of land to be subdivided Address, Phone Number, and Fax Number
 Harry, Randal & Juanita Henschel/O Marvin Schatz [REDACTED]
2. Name of person authorized to act on behalf of owner (if any) Address, Phone Number, and Fax Number
 Nate Wilson For: Don Wilson Surveys Ltd. Box 4120, Barrhead, AB, T7N 1A1 780-674-228

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the SW 25 1/4 SEC. 59 TWP. 4 RANGE 5 WEST OF 142 225 902 MERIDIAN.
 Being ALL PART of LOT BLOCK REG. PLAN NO. C.O.T. NO.
 Area of the above parcel of land to be subdivided 3.86 hectares (9.54 acres)
 Municipal address (if applicable) 4018 HWY 18

4. LOCATION OF LAND TO BE SUBDIVIDED
- a. The land is situated in the municipality of: County of Barrhead
- b. Is the land situated immediately adjacent to the municipal boundary? YES NO
 If 'YES', the adjoining municipality is
- b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES NO
 If 'YES', the Highway # is: 18
- 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: wetlands
- e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES NO

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

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

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

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

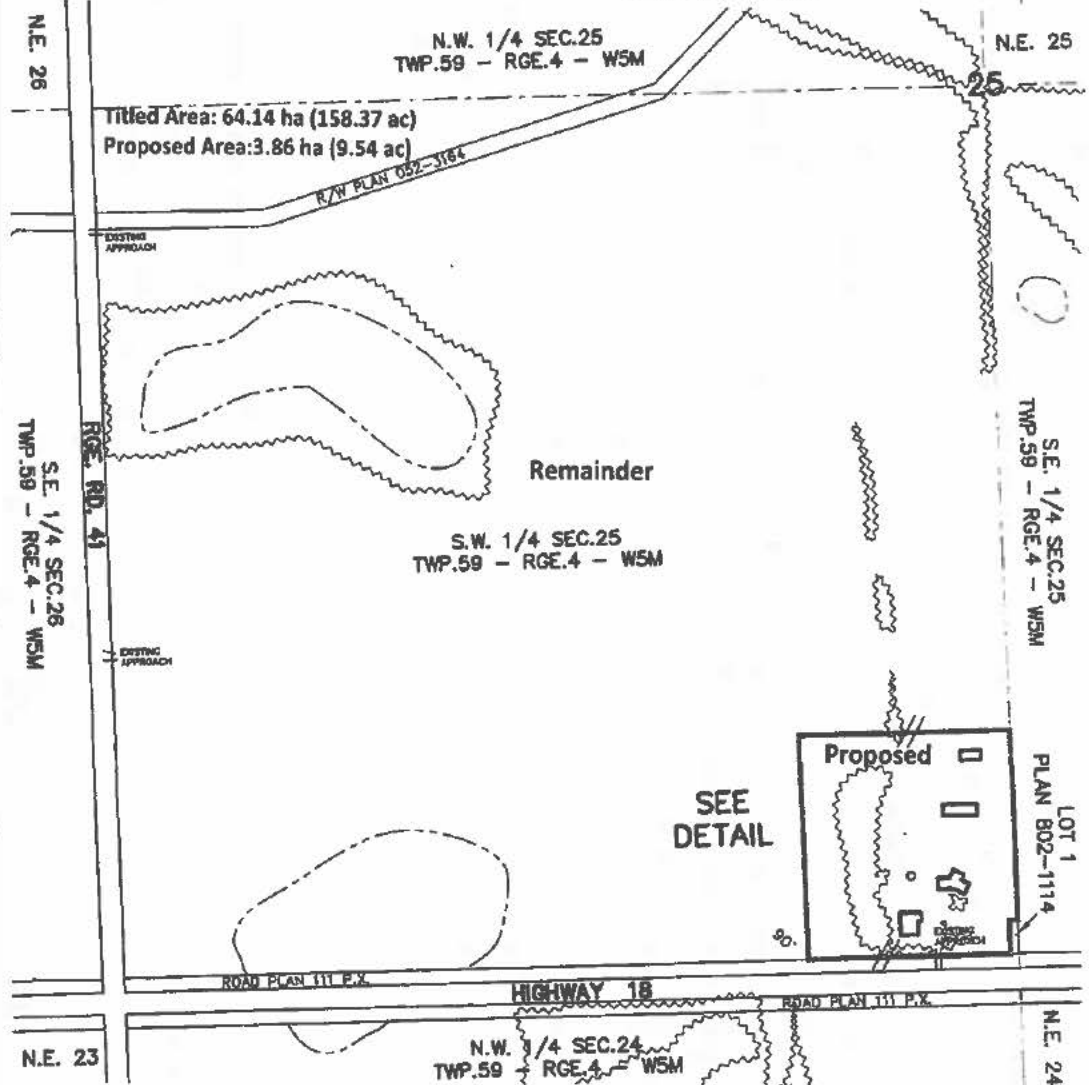
7. STRUCTURES AND SERVICING
- | Describe any buildings/structures on the land and whether they are to be demolished or moved. | Describe the manner of providing water and sewage disposal. |
|---|---|
| 1 Older House, 1 newer house, Sheds, Grain Bin | Water Well & Pumpout |

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

Nate Wilson For: Don Wilson Surveys Ltd. hereby certify that I am the registered owner OR I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

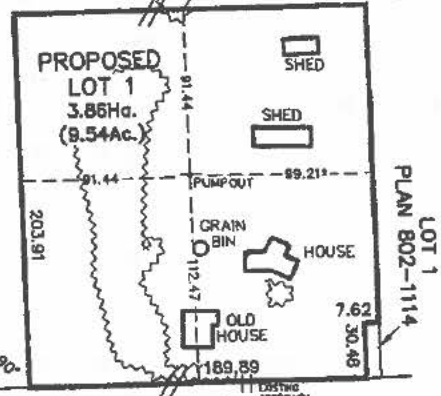
[Signature] October 31, 2022
 Signature Date

PLAN SHOWING PROPOSED SUBDIVISION OF
 PT. S.W. 1/4 SEC.25 - TWP.59 - RGE.4 - W5M
 COUNTY OF BARRHEAD No 11
 SCALE:1:5000 2022 D. WILSON, A.L.S



LOCATIONS OF IMPROVEMENTS
 ARE ALL APPROXIMATE

DETAIL
 1:3000



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

DON WILSON SURVEYS LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FILE: 22499 DATE: OCTOBER 21, 2022

Subdivision Report



FILE INFORMATION

File Number: 22-R-617	Date Acknowledged: November 22, 2022
Municipality: Co. of Barrhead	Referral Date: November 22, 2022
Legal: Pt. SW 25-59-4-W5	Decision Due Date: January 21, 2023
Applicants: Don Wilson Surveys	Revised Decision Date: n/a
Owners: Henry Henschel, Randal & Juanita Henschel, & Marvin Schatz	Date of Report: January 4, 2023

Existing Use: Agriculture	Gross Area of Parcel: 64.14 ha (158.37 ac.)
Proposed Use: Country Residential	Net Area of Lot: 3.86 ha (9.54 ac.)
District: Agriculture (A)	Reserve Status: Not required – 1 st CR parcel
Soil Rating: 9%, 33%, 45% & 63%	

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed country residential parcel from Pt. SW 25-59-4-W5. The proposed country residential use parcel is 3.86 ha (9.54 ac.) in area.

Lot 1, Plan 802-1114 has previously been subdivided from the quarter section and is 0.023 ha (0.06 ac.) in area. A restrictive covenant, registered document 802 105 341 identifies that the lands subdivided from the quarter section by Plan 802-1114 are for a “radio station site” for Plains Western Gas & Electric Co. Ltd., which is now Apex Utilities. Apex Utilities has indicated that they have no concerns with the proposed subdivision and a site visit by the applicant did not identify any above ground infrastructure within Lot 1, Plan 802-1114.

The subject site is in the central portion of the County of Barrhead No. 11, approximately 2.4 km (1.5 miles) west of the Town of Barrhead. The subject site is adjacent to Highway 18 (southern boundary) and Range Road 41 (western boundary).

Access to the proposed parcel is from Highway 18, which Alberta Transportation has indicated may remain on a temporary basis. For future access planning, Alberta Transportation has required a service road from Range Road 41 to the western boundary of the proposed parcel. Access to the remainder is from Range Road 41. Access requirements can be met.

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

- an identified historic resource;
- flood hazards lands; or
- abandoned wells.

The site may be affected by:

- wetlands;
- an approval, license or registration issued by the Minister of Environment of Protected Areas (Registration for Traditional Agriculture Use, Registration 00149154-00-00);
- a pipeline right or way (Plan 052-3164); and

- an AER licensed facility (Licence 33979-1).

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

The proposed lot contains a house, an “old house,” two sheds, and a grain bin. The proposed lot is serviced by a drilled water well and private sewage disposal system (open discharge). The northern and western boundaries of the proposed lot have been set such that they are 91.44 m (300 ft.) from the open discharge and satisfy the *Alberta Private Sewage Systems Standard of Practice*. There appears to be a suitable building site a on the proposed parcel.

The remainder is vacant and contains cultivated lands, wetlands, and areas of open water. The areas of open water may be hydrogeologically connected by wetlands within the site. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as being 25.37 ac. at 9%, 15.0 ac. at 33%, 85.0 ac. at 45%, and 30.0 ac. at 63%. The proposed parcel is developed and is in the corner of the quarter section. In the opinion of the planner, the subdivision of the yard site should not significantly impact the agricultural capability of the balance of the quarter section.

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

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (western boundary). • Accesses and approaches required. • Reserves are not required for the proposed Lot. <i>The planner notes that the previously subdivided parcel, Lot 1, Plan 802-1114 is for public utility use and therefore the quarter section is considered to be an “unsubdivided quarter section,” as defined in s. 1(1)(n)(i) of the Matters Related to Subdivision and Development Regulation, AR 84/2022.</i> • Property taxes are not outstanding. • The proposal conforms to the County’s LUB and MDP. • A private sewage inspection is required. • Site is not within 1.5 km of sour gas facility. • Site is within not within 2 miles of a CFO.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No objection. • Based on the information provided with the application referral, there is no setback associated with the proposed application. • The applicant has indicated that the site is not affected by a sour gas facility. • Applicant has indicated that there are no abandoned wells on the site.
3. Alberta Environment & Parks	<ul style="list-style-type: none"> • No objections.
4. Alberta Transportation	<ul style="list-style-type: none"> • This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application is subject to the requirements of ss. 18 and 19 of the <i>Matters Related to Subdivision and Development Regulation</i>, due to the proximity of Highway 18. • The requirements of s. 18 of the <i>Regulation</i> are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the <i>Provincial Land Use Policies</i> and s.

	<p>648(2)(c.2) of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended.</p> <ul style="list-style-type: none"> The requirements of s. 19 of the <i>Regulation</i> are not met. To ensure future access management requirements are met a service road is required. Pursuant to s. 20(1) of the <i>Regulation</i>, Alberta Transportation grants approval for the subdivision authority to vary the requirements of s. 19 of the <i>Regulation</i>. To satisfy s. 19 of the <i>Regulation</i>, dedication of a 30 metre service road right of way by caveat is required along the highway frontage of the remainder of the parcel as shown on the attached plan. Details on preparing and registering the service road agreement and caveat can be found on Alberta Transportation's website, at https://www.alberta.ca/service-road-agreementand-caveat.aspx. Alberta Transportation has the following additional comments and/or requirements with respect to this proposal: <ul style="list-style-type: none"> The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and s. 618.4 of the <i>Municipal Government Act</i>.
5. Canada Post	<ul style="list-style-type: none"> No response.
6. Town of Barrhead	<ul style="list-style-type: none"> No response.
7. Altgas Services Inc.	<ul style="list-style-type: none"> No response.
8. Wildrose REA	<ul style="list-style-type: none"> No response.
9. FortisAlberta	<ul style="list-style-type: none"> No objections. No easement is required. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
10. Telus Communications	<ul style="list-style-type: none"> No objections.
11. Apex Utilities	<ul style="list-style-type: none"> No objections. Please notify Alberta One Call at 1 (800) 242-3447 to arrange for "field locating" should excavations be required within the described area. Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
12. Pembina Hills School Division	<ul style="list-style-type: none"> No objections. No Reserves requested.
13. Alberta Health Services	<ul style="list-style-type: none"> No objections. Both the owner and the purchaser of the land which is being subdivided, should ensure that the private sewage disposal system meets the requirements of the <i>Alberta Private Sewage Systems Standard of Practice</i>.

Adjacent landowners were notified on 22 November 2022. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP, AND LUB REQUIREMENTS

The subject site is designated "Agriculture" in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in Section 3.2.3(15) of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. Policy 3.2.3(16) states that "a maximum of

two (2) parcels, excluding fragments, may be subdivided from a quarter section for agricultural use.” The proposed subdivision is consistent with this policy. There are no existing country residential parcels within the quarter section. The subdivision creates the third parcel within the quarter section. It will subdivide 3.86 ha (9.54 ac.) for country residential use from the quarter section. **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The normal maximum parcel area for a developed CR use parcel is 6.07 ha (15.0 ac.). The proposed parcel is 3.86 ha (9.54 ac.) and will not exceed the maximum allowed areas for conversion to CR use within a quarter section. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

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

the proposed subdivision appears satisfactory.

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

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

Section 1(1)(n)(i) of the *Matters Related to Subdivision and Development Regulation* defines an unsubdivided quarter section mean “a quarter section, lake lot, river lot or settlement lot that has not been subdivided except for public or quasi-public uses or only for a purpose referred to in section 618 of the *Act*.” Therefore, in the opinion of the planner, s. 663(a) applies to the proposed Lot and Reserves are not due for the proposed lot. Section 663(b) of the *Act* applies to the remainder and Reserves are not due for the remainder.

The subject site is contains areas of open water, contains wetlands identified on the Merged Wetland Inventory, contains facilities with licences issued by the AER, and is subject to an approval, license or registration issued by the Minister of Environment of Protected Areas (Registration for Traditional Agriculture Use, Registration 00149154-00-00), and is adjacent to Highway 13. Therefore, in the opinion of the planner, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

1. Land Acquisition Agreement re: Road Widening
2. Accesses and approaches to the satisfaction of the County & AB Transportation
3. Service Road caveat
4. Private Sewage Location
5. Private Sewage Inspection
6. Taxes up to date

5. RECOMMENDATION

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
3. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into an agreement with Alberta Transportation and Economic Corridors for the provision of a 30.0 metre wide service road right of way adjacent to the right of way of Highway 18 throughout the proposed remainder from the western boundary of the quarter section to the western boundary of Lot 1, as shown on the attached **Schedule A**. To this respect, a Caveat shall be registered against the Certificate of Title by Alberta Transportation concurrently with the registration of the instrument effecting this plan of subdivision.

Alternatively,

That the Plan of Survey implementing the proposed plan of subdivision provide a 30.0 metre wide service road right of way adjacent to the right of way of Highway 18 throughout the proposed remainder from the western boundary of the quarter section to the western boundary of Lot 1, as shown on the attached **Schedule A**.

4. That prior to endorsement of an instrument affecting this plan, the County of Barrhead receive certification from an accredited inspector confirming that the function and

location of the existing sewage disposal system(s) within the proposed Lot 1 and the remainder will satisfy the Provincial *Private Sewage Disposal Systems Regulation*, AR 229/1997, and is suitable for the intended subdivision.

5. That the instrument effecting this plan identify the location of the private sewage disposal system on the proposed lot and the distance between the system (or discharge point), any potable water source, and the boundaries of the proposed property lines and water well.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

1. Application
2. Location map
3. Site plan
4. Proposed Tentative Plan of Subdivision
5. Schedule A – AB Transportation Service Road location



TO: COUNCIL
RE: SUBDIVISION APPLICATION – NE 24-59-4-W5
STOIK, MUNICIPAL PLANNING FILE NO 22-R-621

ISSUE:

An application has been received to create a 2.02 ha (4.99 acre) vacant parcel out of NE 24-59-4-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires vacant parcels be a maximum of 5 acres in size.
- Land is previously unsubdivided.
- Proposed parcel is undeveloped.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
- Municipal Reserves are not required as this will be the 1st parcel out of the quarter.
- Access to proposed parcel is from Range Road 40.
 - Approach to proposed parcel requires improvements in the amount of \$3,461.70 + GST.
- Road widening is required on the eastern boundary.
- As the parcel is vacant, private septic inspection will not be required.
- Wetlands impact the remainder however a suitable building site appears to exist.
- Alberta Environment has requested a 10 m buffer along the unnamed creek. Planner recommends an Environmental Reserve Easement adjacent to the banks of the creek.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
3. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 22-R-621 proposing to create a 2.02 ha (4.99 acre) vacant parcel out of NE 24-59-4-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 22-R-621

DATE RECEIVED: NOV 17 2022

DEEMED COMPLETE: NOV 29, 2022

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

1. Name of registered owner of land to be subdivided

DAVID + CELESTE STORIK

Address, Phone Number, and Fax Number



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

" "

Address, Phone Number, and Fax Number

" "

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the NE 1/4 SEC. 24 TWP. 59 RANGE 4 WEST OF 5 MERIDIAN

Being ALL PART of LOT _____ BLOCK _____ REG. PLAN NO. _____ C.O.T. NO. _____

Area of the above parcel of land to be subdivided 2.02 hectares (4.99 acres)

Municipal address (if applicable) N/A

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrhead

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

If 'YES', the adjoining municipality is _____

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

If 'YES', the Highway # is 18

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

wetlands

If 'YES', the name of the water body/course is _____

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

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

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

Farmland + bush Residential acreage

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

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

Flat sloping

cultivated soil trees

black dirt front

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

N/A

none

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

CELESTE STORIK hereby certify that I am the registered owner OR I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision

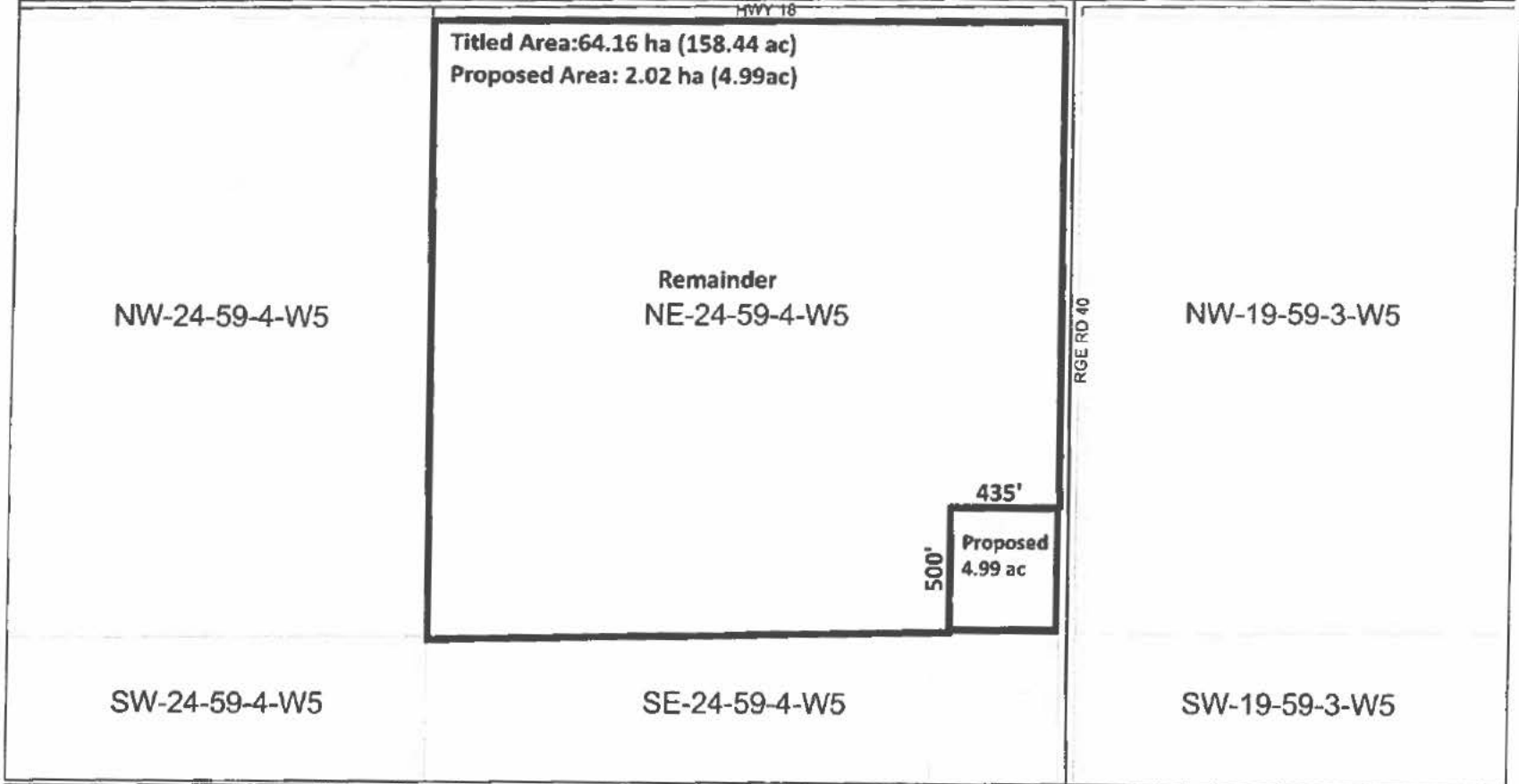
Signature Celeste Storik

Date Nov 7/22

TENTATIVE PLAN
NE 24-59-4-W5
County of Barrhead

MPS FILE 22-R-621

SW-30-59-3-W5



Scale 1: 7,500



County of Barrhead makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Person using this document do so solely at their own risk, and County of Barrhead shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of County of Barrhead. Copyright County of Barrhead. All Rights Reserved.



Subdivision Report

FILE INFORMATION

File Number: 22-R-621
Municipality: Co. of Barrhead
Legal: NE 24-59-4-W5
Applicants: David & Celeste Stoik
Owners: Same as above

Date Acknowledged: November 29, 2022
Referral Date: November 29, 2022
Decision Due Date: January 28, 2023
Revised Decision Date: n/a
Date of Report: January 5, 2023

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 9%, 61% & 47%

Gross Area of Parcel: 64.16 ha (158.44 ac.)
Net Area of Lot: 2.02 ha (4.99 ac.)
Reserve Status: Not required – 1st Parcel

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a vacant 2.02 ha (4.99 ac.) country residential parcel from a previously unsubdivided quarter section (NE 24-59-4-W5), in the County of Barrhead No. 11.

The site is in the central portion of the County of Barrhead, approximately 1.6 km (1.0 miles) west of the Town of Barrhead.

The site is adjacent to Range Road 40 (eastern boundary) and Highway 18 (northern boundary). Access to the proposed parcel and the remainder is from Range Road 40. Access requirements can be met from the local road.

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

- active oil/gas facilities;
- abandoned wells;
- an identified historic resource;
- Flood hazards lands;
- an approval, license or registration issued under an Act for which the Minister of Environment is responsible.

The site may be affected by:

- wetlands;

From the application, the proposed use is “Residential Acreage.”

The proposed lot is undeveloped. It is located in the southeast corner of the quarter section. There are no services present for the proposed lot, as identified on the application form. There appears to be a suitable building site a on the proposed parcel.

The remainder is vacant and contains pasture lands and treed areas and a large wetland. From the aerial photography, it appears that the lands are not currently being cultivated. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 113 acres at 61%, 25 acres at 47%, and 20.44 acres at 9%. In the opinion of the planner, the proposed subdivision should not significantly impact the agricultural capability of the balance of the quarter section.

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

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (along Range Road 40 eastern boundary). • 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 not within 2 miles of a CFO
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No comments provided. • The applicant has indicated that the site is not affected by a sour gas facility. • There is an abandoned well and facilities with AER licences within the quarter section.
3. Alberta Environment & Parks	<ul style="list-style-type: none"> • No objections.
4. Canada Post	<ul style="list-style-type: none"> • No response.
5. Alberta Transportation	<ul style="list-style-type: none"> • The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act. • The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act. <ul style="list-style-type: none"> ○ The Matters Related to Subdivision and Development Regulation states that when the subdivision proposal does not meet the requirements of Section 19(3), the subdivision authority must require the developer to provide service road that is satisfactory to Alberta Transportation. Given the nature of this proposal, to meet the requirements of Section 19(2) of the regulation Alberta Transportation would be satisfied if the subdivision authority required no service road to be dedicated.
6. Canada Post	<ul style="list-style-type: none"> • No response.
7. Town of Barrhead	<ul style="list-style-type: none"> • No response.
8. Wild Rose REA	<ul style="list-style-type: none"> • No response.
9. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
10. Telus Communications	<ul style="list-style-type: none"> • No objections.
11. Apex Utilities	<ul style="list-style-type: none"> • No objections.

	<ul style="list-style-type: none"> • Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area. • Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
12. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
13. Alberta Health Services	<ul style="list-style-type: none"> • No objections. • Both the owner and the purchaser of the land, which is being subdivided, should ensure that their sewage disposal system meets the requirements of the current Alberta Private Sewage System Standard of Practice. • MPS notes that development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and General Sanitation Regulation</i>, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the <i>Nuisance and General Sanitation Regulation</i> must be met.

Adjacent landowners were notified on 29 November 2022. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP, AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the first parcel within the quarter section. It will subdivide 2.02 ha (4.99 ac.) from the quarter section. The total area of country residential parcels within the quarter section to 2.02 ha (4.99 ac.). The country residential parcel does not exceed 6.06 ha (15.0 ac.). **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The maximum parcel area for a vacant CR use parcel is 2.02 Ha (5.0 ac.). The proposed parcel is 2.02 ha (4.99 ac.) and does not exceed the maximum area. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND SDR 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
 - flooding
 - subsidence/erosion

- storm water
- water supply
- sewage disposal
- solid waste
- accessibility
- *Private Sewage Disposal Systems Regulation*
- use of land in vicinity
- other matters

the proposed subdivision appears satisfactory.

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

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

The proposed subdivision will create the first country residential use parcel within the quarter section. In the opinion of the planner, section 663(a) of the *Municipal Government Act* applies to the proposed lot and Reserves are not due.

Since the subject site is affected by wetlands and is in proximity to a provincial highway, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

1. Land Acquisition Agreement Re: Road widening
2. Accesses and approaches
3. Taxes up to date

5. RECOMMENDATION

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the eastern boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
3. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

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



REQUEST FOR DECISION
JANUARY 16, 2023

D

TO: COUNCIL
RE: SUBDIVISION APPLICATION – SW 18-62-3-W5
VANASSEN, MUNICIPAL PLANNING FILE NO 22-R-624

ISSUE:

An application has been received for a farmstead separation of 5.27 ha (13.0 ac) out of the SW 18-62-3-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Land was previously unsubdivided.
- Proposed site contains a residence and farm buildings.

ANALYSIS:

- Municipal Development Plan (MDP) requires a maximum of 15 ac out for residential purposes per quarter.
- Size of the proposed parcel meets the requirements of the Land Use Bylaw and MDP.
- Access to proposed parcel will be from Township Road 622, and access to the remainder will be from Range Road 40 or Township Road 622.
 - Approaches to be built to County standards, proposed parcel is built to County standard, a remainder approach is required in the amount of \$2,630.03 +GST.
- Road widening required on western boundary.
- Municipal Reserves are not required, as this is the 1st residential parcel out of the quarter.
- Private septic inspection is required.
- Wetlands affect the proposed parcel and the remainder; however suitable building sites still exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead.

3. That prior to endorsement of an instrument effecting this plan, the County of Barrhead and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta *Private Sewage Systems Standard of Practice*, and are suitable for the intended subdivision.
4. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority Officer, and the County of Barrhead receive a Real Property Report or a building site certificate prepared by an Alberta Land Surveyor which indicates the distances between the buildings and shelter belts and above-ground appurtenances, including the location of the private sewage disposal system and discharge point on the subject lands and the existing and proposed property boundaries. Should there be structures on the site to be demolished or relocated, we recommend that they be demolished or relocated prior to the preparation of the Real Property Report.
5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 22-R-624 proposing to create a farmstead separation of 5.27 ha (13.0 ac) out of the SW 18-62-3-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 22-R-1024
TO BE COMPLETED BY MPS STAFF

DATE RECEIVED: TO BE COMPLETED BY MPS STAFF NOV 9 2022

DEEMED COMPLETE: DEC 1 2022
TO BE COMPLETED BY MPS STAFF

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

1. Name of registered owner of land to be subdivided
Johannes & Mariha Van Assen PH:780-674-4285

Address, Phone Number, and Fax Number
[REDACTED]

2. Name of person authorized to act on behalf of owner (if any)
Don Wilson Surveys Ltd

Address, Phone Number, and Fax Number
Box 4120, Barrhead, AB, T7N1A1 780-674-2287

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PAR of the SW 18 SEC. 62 TWP. 3 RANGE 5 WEST OF 5 MERIDIAN.

Being ALL PART of LOT BLOCK REG. PLAN NO. C.O.T. NO.

Area of the above parcel of land to be subdivided 5.27 hectares (13.0 acres)

Municipal address (if applicable) 3524 Twp. Rd. 622

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrhead

b. Is the land situated immediately adjacent to the municipal boundary? YES NO
If 'YES', the adjoining municipality is

c. 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 *wetlands*
If 'YES', the name of the water body/course is:

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

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

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

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

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

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.	Describe the manner of providing water and sewage disposal.
House, Shop, Barn, Sheds	Water Well & Pumpout-Surface Discharge

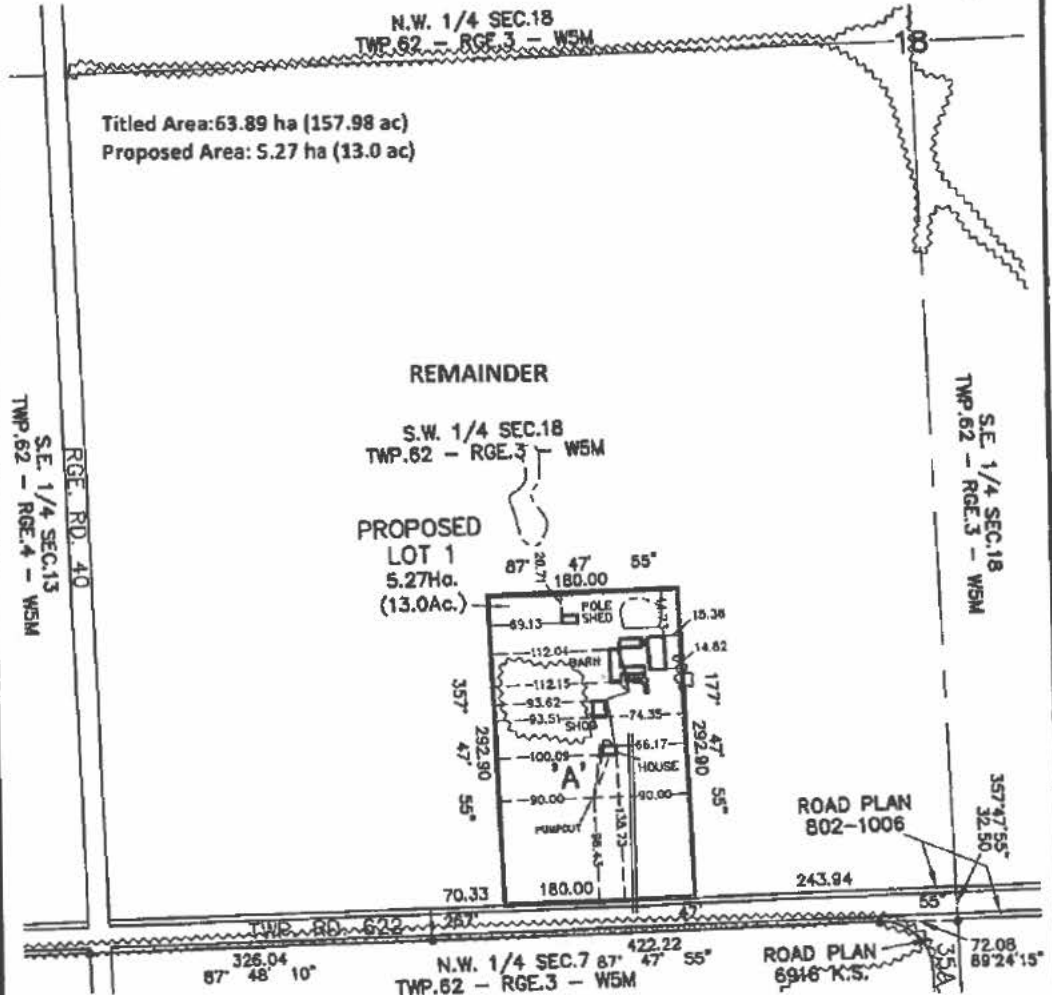
8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I Nate Wilson For: Don Wilson Surveys Ltd. hereby certify that I am the registered owner OR I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

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





PLAN SHOWING PROPOSED SUBDIVISION OF

S.W. 1/4 SEC.18 - TWP.62 - RGE.3 - W5M
 3524 TWP. RD. 622 - COUNTY OF BARRHEAD No 11
 SCALE:1:5000 2022 D. WILSON, A.L.S



Titled Area: 63.89 ha (157.98 ac)
 Proposed Area: 5.27 ha (13.0 ac)



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

DON WILSON SURVEYS LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FILE: 22503 DATE: NOVEMBER 17, 2022



Subdivision Report FILE INFORMATION

File Number: 22-R-624
Municipality: County of Barrhead No. 11
Legal: SW 18-62-3-W5
Applicants: Nate Wilson
Owners: Johannes & Martha Van Assen

Date Acknowledged: December 1, 2022
Referral Date: December 1, 2022
Decision Due Date: January 30, 2022
Revised Decision Date: n/a
Date of Report: December 22, 2022

Existing Use: Agriculture
Proposed Use: Country Residential
District: Agriculture (A)
Soil Rating: 33%, 58%, & 69%

Gross Area of Parcel: 63.89 ha (157.98 ac.)
Net Area of Lot: 5.27 ha (13.0 ac.)
Reserve Status: Not required

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a developed 5.27 ha (13.0 ac.) country residential parcel from a previously unsubdivided quarter section (SW 18-62-3-W5), in the County of Barrhead No. 11.

The site is in the northern portion of the County of Barrhead, approximately 4.7 km (3.0 miles) east of the Athabasca River, which is the boundary between Woodlands County and the County of Barrhead No. 11.

The site is adjacent to Range Road 40 (western boundary) and Township Road 622 (southern boundary). Access to the proposed parcel is from Township Road 622. Access to the remainder may be from Range Road 40 or Township Road 622. Access requirements can be met from the local road.

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

- abandoned wells;
- pipeline right of way;
- active oil/gas facilities;
- an identified historic resource;
- flood hazards lands;

The site may be affected by:

- an approval, license or registration issued under an Act for which the Minister of Environment & Protected Areas is responsible (Registration for Traditional Agricultural Use);
- wetlands identified on the Merged Wetland Inventory;

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

The proposed lot is rectangularly shaped, developed and is 5.27 ha (13.0 ac.) and contains a dwelling and accessory structures (shop, barn, shelter, grain bins and a shed). The lot is serviced by a drilled water well and private sewage disposal system (open discharge). The western and eastern boundaries are identified as being 90 m from the existing open discharge point shown on the Tentative Plan of Subdivision. There appears to be a suitable building site a on the proposed parcel.

The remainder is undeveloped and contains cultivated lands. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as containing 33.980 acres at 33%, 79 acres at 58%, and 72 acres at 69%. The proposed parcel is developed and does not appear to include cultivated lands.

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

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (along Range Road 40 west boundary). <i>MPS notes that road widening has already been provided adjacent to Twp. Rd. 622.</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. <i>The planner reviewed the NRCB Confined Feeding Operations records and confirmed that Permit BA02014 has been issued by the NRCB, which affects SE 7-62-3-W5 & and Permit 27-97-BAR has been issued by the NRCB, which affects SE 12-62-4-W5. SW 7 & SE 12 are approximately 0.8 km (0.5 miles) south of the subject site.</i> • Private sewage inspection required.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by sour gas facilities or abandoned wells. • No facilities with AER licences are located within the site.
3. Alberta Environment & Protected Areas	<ul style="list-style-type: none"> • No objections.
4. Alberta Environment & Protected Areas (Water Act – Capital Region)	<ul style="list-style-type: none"> • No response.
5. Canada Post	<ul style="list-style-type: none"> • No response.
6. Woodlands County	<ul style="list-style-type: none"> • No objections.
7. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
8. Telus Communications	<ul style="list-style-type: none"> • No objections.
9. Apex Utilities	<ul style="list-style-type: none"> • No objections • 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. • Please notify Alberta One Call at 1 (800) 242-3447 to arrange for "field locating" should excavations be required within the described area.
10. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
11. Alberta Health Services	<ul style="list-style-type: none"> • Development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the <i>Public Health Act</i>, R.S.A. 2000, c. P-37, as amended and the <i>Nuisance and</i>

	<i>General Sanitation Regulation, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the Nuisance and General Sanitation Regulation must be met.</i>
--	--

Adjacent landowners were notified on 1 December 2022. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in **Section 3.2.3(15)** of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. The subdivision creates the first parcel within the quarter section. It will subdivide 5.27 ha (13.0 ac.) from the quarter section. The total area of country residential parcels within the quarter section to 5.27 ha (13.0 ac.). The country residential parcel does not exceed 6.06 ha (15.0 ac.). **Therefore the proposed parcel may conform to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The maximum parcel area for a developed CR use parcel is 6.07 ha (15.0 ac.). The proposed parcel is 5.27 ha (13.0 ac.) and less than the maximum area. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation, AR 84/2022*, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

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

the proposed subdivision appears satisfactory.

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

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

The proposed subdivision will create the first country residential use parcel within the quarter section. In the opinion of the planner, section 663(a) of the *Municipal Government Act* applies to the proposed lot and Reserves are not due.

The subject site is affected by ephemeral watercourses and is subject to an authorization issued under the *Water Act* (Traditional Agricultural Use), appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

1. Land Acquisition re: Road Widening
2. Accesses and approaches
3. Private Sewage Inspection
4. Real Property Report, including PSDS location
5. Taxes up to date

5. RECOMMENDATION

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

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

structures on the site to be demolished or relocated, we recommend that they be demolished or relocated prior to the preparation of the Real Property Report.

5. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

NOTES FOR INFORMATION PURPOSES ONLY: (These are not conditions of approval)

1. In order to expedite consideration of the final approval and endorsement of this proposal, a letter from the County of Barrhead indicating that Conditions #1, #2, #3, #4, and #5, above have been satisfied should accompany any request for final approval or endorsement.
2. The subdivision is being approved because the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended, and the proposal is considered by the Subdivision Authority to conform to the provisions of the municipality's Municipal Development Plan and Land Use Bylaw. The Subdivision Authority has not verified the availability of water on-site or the suitability of the soils on the site for sewage disposal; however, trucking services for such are available in the region. The matters listed in Section 9 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022 and any submission made by adjacent property owners were considered with care.
3. Pursuant to **Condition #3**, you are advised to provide your private sewage inspector with a copy of the required Real Property Report (RPR) or building site certificate (BSC), prior to arranging for your private sewage inspection. **The RPR or BSC must indicate the location of the private sewage disposal system(s) on the site in relation to proposed parcel boundaries.** This will enable the inspector to determine if the minimum required setback distances in the current Alberta *Private Sewage Systems Standard of Practice* can be met.
4. All new and existing private sewage disposal systems must meet the requirements of the *Private Sewage Disposal Regulation*, AR 229/1997. In this regard please contact an accredited private sewage inspector or the County's Safety Codes Officer before any sewage system is either constructed or altered. Alternatively, the owner/developer may provide the County of Barrhead No. 11 with a variance to this requirement from the municipality's Safety Codes Officer.
5. To avoid unnecessary complication, you are advised that no site work to effect your proposal should be commenced prior to endorsement of a registrable instrument by this office and/or without prior consultation with the County of Barrhead as to its requirements regarding such development.
6. Please note that development on the subject site must be carried out in a manner that does not create a nuisance, as defined in the *Public Health Act*, R.S.A. 2000, c. P-37, as amended and the *Nuisance and General Sanitation Regulation*, AR 243/2003. Further, setback distances outlined in ss. 15(1) and 15(2) of the *Nuisance and General Sanitation Regulation* must be met.
7. The County of Barrhead No. 11 wishes to advise the landowner that the subject site is within 3.2 km (2.0 miles) of a Confined Feeding Operation, which is located within SE 12-62-4-W5 & SE 7-62-3-W5.
8. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.

9. Please notify Alberta One Call at (800) 242-3447 to arrange for field locating should excavations be required within the described area. It is the landowner's responsibility to ensure they contact Alberta One Call to ensure no facilities are disrupted.
10. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. ***Development or water diversion may not occur in waterbodies, watercourses or Public Lands without prior consultation and approval from Alberta Environment and Parks and may require review in accordance with the Public Lands Act, R.S.A. 2000, c. P-40, as amended.*** If you have any questions about development on or near water bodies, watercourses or public land. Please contact Alberta Environment and Parks prior to undertaking any activity within or near the wetland.
11. The following information is provided as required by Section 656(2)(a) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. Any appeal of this decision lies to the Land and Property Rights Tribunal, whose address is 2nd Floor, Summerside Business Centre, 1229 - 91 Street SW, Edmonton, Alberta, T6X 1E9 (phone 780-427-2444).
12. Please advise your surveyor that the Subdivision Authority for the County of Barrhead is "the Council of the County of Barrhead".

Attachments:

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



TO: COUNCIL
RE: SUBDIVISION APPLICATION – SW 7-57-1-W5
AFFLECK, MUNICIPAL PLANNING FILE NO 22-R-625

ISSUE:

An application has been received to create a 2.02 ha (5.0 acre) vacant parcel out of SW 7-57-1-W5.

BACKGROUND:

- Land is in the Agriculture District under Land Use Bylaw 5-2010.
- Municipal Development Plan requires vacant parcels be a maximum of 5 acres in size.
- Land is previously unsubdivided.
- Proposed parcel is developed with an ATCO storage shack used as a residence, water shed, sea cans, and RV.

ANALYSIS:

- Size of the proposed parcel meets the requirements of both the LUB and MDP.
- Municipal Reserves are not required as this will be the 1st parcel out of the quarter.
- Access to proposed parcel is from Range Road 20.
 - Approach to proposed parcel requires improvements in the amount of \$2,744.83 + GST.
 - Lease oil road will require application for permanent status.
- Road widening is required on the western boundary.
- Private septic inspection will be required.
- Wetlands impact the remainder however a suitable building site appears to exist.

RECOMMENDATION FROM SUBDIVISION AUTHORITY OFFICER (Planner):

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead.

3. That prior to endorsement of an instrument effecting this plan, the County of Barrhead and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta Private Sewage Systems Standard of Practice, and are suitable for the intended subdivision.
4. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

ADMINISTRATION RECOMMENDS THAT:

Council approve subdivision application 22-R-625 proposing to create a 2.02 ha (5.0 acre) vacant parcel out of SW 7-57-1-W5 with the conditions as presented.

FORM 1 | APPLICATION FOR SUBDIVISION

MPS FILE NO. 22-R-625

DATE RECEIVED: NOV 28 2022

DEEMED COMPLETE: Dec 6, 2022

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

1. Name of registered owner of land to be subdivided
Ian William Affleck

Address, Phone Number, and Fax Number
[Redacted]

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

Address, Phone Number, and Fax Number
[Redacted]

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the SW 1/4 SEC. 7 TWP 57 RANGE 1 WEST OF 5 MERIDIAN

Being ALL PART of LOT _____ BLOCK _____ REG PLAN NO. _____ C.O.T. NO. _____

Area of the above parcel of land to be subdivided 2.02 hectares (5 acres)

Municipal address (if applicable) 57107 RR 20

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: County of Barrhead

b. Is the land situated immediately adjacent to the municipal boundary? YES NO
If 'YES', the adjoining municipality is _____

b. Is the land situated within 1.0 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 *wetlands*
If 'YES', the name of the water body/course is _____

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

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

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
<u>Vacant, recreation</u>	<u>Residential</u>	<u>Agriculture</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>Treed</u>	<u>Forrest Soil</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
<u>10x12 Shack (Remainder) 11x12 water shed, 2 sea cans, motor home</u>	<u>septic Tank (Remainder)</u>

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

Ian William Affleck hereby certify that I am the registered owner OR I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

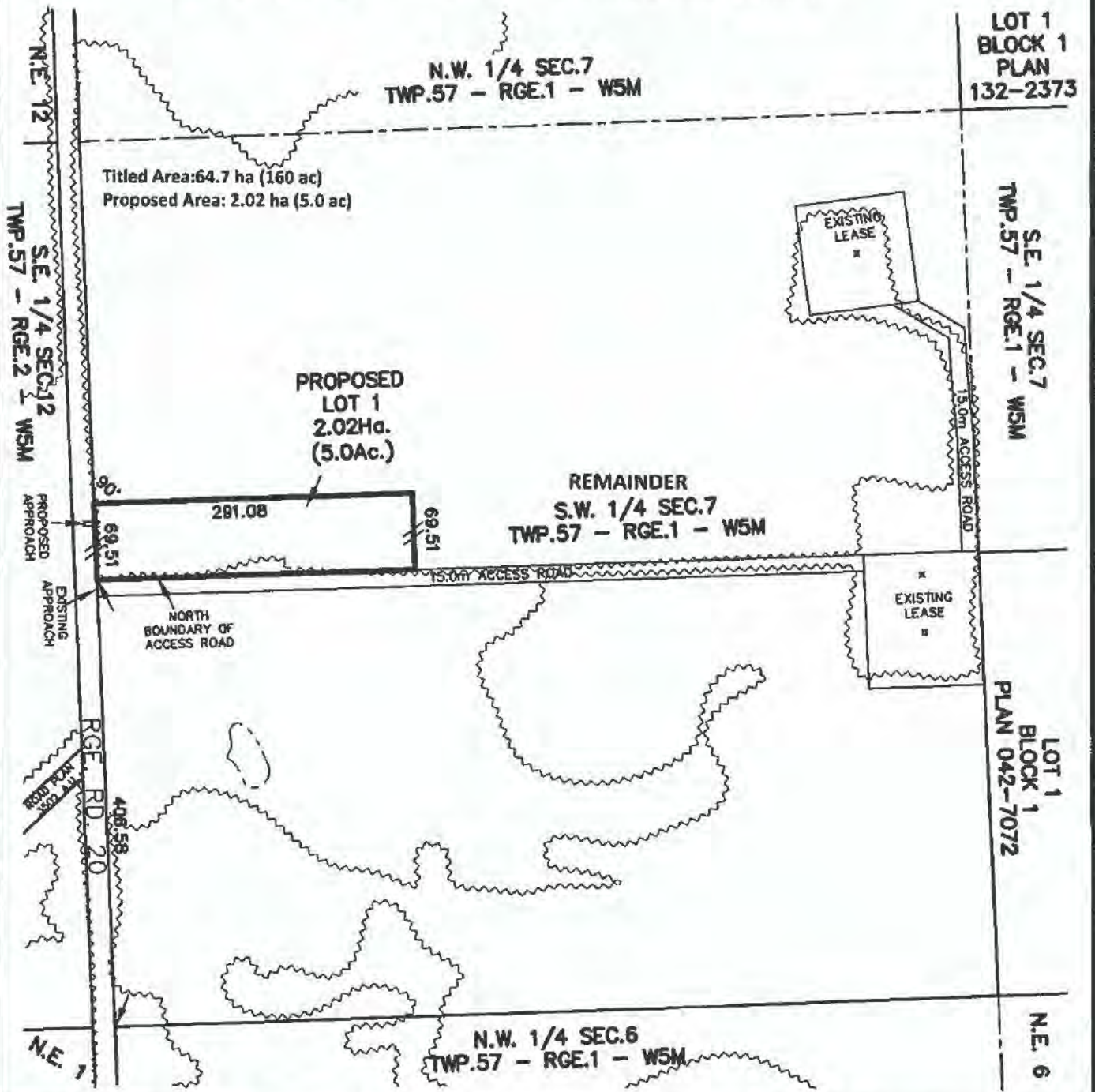
Signature [Signature] Date NOV 25TH 2022

Jane wetland @-

MPS FILE 22-R-625

PLAN SHOWING PROPOSED SUBDIVISION OF S.W. 1/4 SEC.7 - TWP.57 - RGE.1 - W5M COUNTY OF BARRHEAD No 11

SCALE:1:5000 2022 D. WILSON, A.L.S



NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF
 STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS: ●
 PROPOSED LOT BOUNDARY SHOWN THUS: ————
 EDGE OF TREE LINE SHOWN THUS: ~~~~~~
 EDGE OF WATER FEATURES SHOWN THUS: - - - -

DON WILSON SURVEYS LTD.
 BOX 4120, BARRHEAD, ALBERTA
 T7N 1A1 PHONE: (780) 674-2287
 FILE: 22534 DATE: NOVEMBER 28, 2022

Subdivision Report



FILE INFORMATION

File Number: 22-R-625	Date Acknowledged: December 6, 2022
Municipality: Co. of Barrhead	Referral Date: December 6, 2022
Legal: SW 7-57-1-W5	Decision Due Date: February 4, 2023
Applicants: Thomas Field	Revised Decision Date: n/a
Owners: Ian Affleck	Date of Report: January 4, 2023

Existing Use: Agriculture	Gross Area of Parcel: 64.7 ha (160.0 ac.)
Proposed Use: Country Residential	Net Area of Lot: 2.02 ha (5.0 ac.)
District: Agriculture (A)	Reserve Status: Not required – 1 st parcel
Soil Rating: 8% & 46%	

1. SITE DESCRIPTION AND ANALYSIS

This proposal is to subdivide a vacant country residential parcel from SW 7-57-1-W5. The proposed country residential use parcel is 2.02ha (5.0 ac.) in area.

The subject site is in the southeastern portion of the County of Barrhead No. 11, approximately 1.6 km (1.0 miles) north of Lac Ste. Anne County and 5.6 km (3.5 miles) west of Sturgeon County and Westlock County.

The subject site is adjacent to Range Road 20 (western boundary) and 0.8 km (0.5 miles) west of Highway 777. There is no access to the proposed lot or remainder from Highway 777. Access to the proposed parcel and remainder is from Range Road 20. Access requirements can be met.

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

- an identified historic resource;
- flood hazards lands; or
- pipeline rights or way.

The site may be affected by:

- wetlands;
- an approval, license or registration issued by the Minister of Environment of Protected Areas (Registration for Traditional Agriculture Use, Registration 00143921-00-00);
- abandoned wells; and
- an AER licensed facility (Licence P43883-4).

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

The proposed lot is vacant and appears to be treed. The proposed lot may be serviced by private services. The proposed lot is rectangular in shape and is located approximately 406.58 m (1334 ft.) north of the south quarter section boundary. County administration performed a site inspection to the proposed lot. The lot appears to be heavily treed with no noticeable elevation

changes, and the landscape appeared to be solid ground rather than marshy lands. There appears to be a suitable building site a on the proposed parcel.

The remainder is partially developed for country residential use, and contains pasture lands, wetlands, and treed areas. The Abandoned Well Map shows 3 abandoned wells within the remainder, one of which is sour, and are removed from the proposed parcel area. The OneStop Map shows a fourth abandoned well, which is also removed from the proposed parcel. The application form notes that the remainder contains an ATCO storage shack, a water shed, seacans, and a motorhome. The remainder is serviced by a water cistern and septic tank. The remainder appears suitable for agricultural use.

The County assessment sheets show the subject quarter section as being 132 ac. at 8% and 25.0 ac. at 46%. The proposed parcel is developed and is in the corner of the quarter section. In the opinion of the planner, the subdivision of the yard site should not significantly impact the agricultural capability of the balance of the quarter section.

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

2. AGENCY & ADJACENT LANDOWNER COMMENTS

Agency	Comments
1. County of Barrhead	<ul style="list-style-type: none"> • Development Agreement is required for road widening (western boundary). • Accesses and approaches required. • Reserves are not required for the proposed Lot. • The County performed a site inspection and determined no wetland assessment is required. • Property taxes are not outstanding. • The proposal conforms to the County's LUB and MDP. • A private sewage inspection is required. • Site is not within 1.5 km of sour gas facility. • Site is within not within 2 miles of a CFO.
2. Alberta Energy Regulator	<ul style="list-style-type: none"> • No response. • The applicant has indicated that the site is not affected by a sour gas facility, however the AER One Stop Map identifies an abandoned well located within LSD 3 (Licence 0284190) as being sour. • Abandoned wells are located within the site, but are removed from the existing development and the proposed lot.
3. Alberta Environment & Parks	<ul style="list-style-type: none"> • No objections. • Should development be proposed in areas containing potential wetlands, a wetland assessment may be required.
4. Alberta Transportation	<ul style="list-style-type: none"> • This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application is subject to the requirements of ss. 18 and 19 of the <i>Matters Related to Subdivision and Development Regulation</i>, due to the proximity of Highway 777. • The requirements of s. 18 of the <i>Regulation</i> are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the <i>Provincial Land Use Policies</i> and s. 648(2)(c.2) of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended. • The requirements of s. 19 of the <i>Regulation</i> are met and no variance is required.

	<ul style="list-style-type: none"> • Pursuant to Section 678 of the Municipal Government Act, Alberta Transportation is varying the distance for appeals for this subdivision application. Therefore, from the department’s perspective, any appeals can be heard by the local Subdivision and Development Appeal Board. • <i>The planner notes that appeal will be to the Land and Property Rights Tribunal to other requirements of s. 678 of the Act.</i> • Alberta Transportation has the following additional comments and/or requirements with respect to this proposal: <ul style="list-style-type: none"> ○ The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and s. 618.4 of the <i>Municipal Government Act</i>.
5. Canada Post	<ul style="list-style-type: none"> • No response.
6. Cougar Oil & Gas Canada Inc.	<ul style="list-style-type: none"> • No response.
7. Devexo Resources Ltd.	<ul style="list-style-type: none"> • No response.
8. EQUUS REA	<ul style="list-style-type: none"> • No response.
9. Lac Ste. Anne County	<ul style="list-style-type: none"> • No response.
10. Sturgeon County	<ul style="list-style-type: none"> • No response.
11. Westlock County	<ul style="list-style-type: none"> • No objections.
12. FortisAlberta	<ul style="list-style-type: none"> • No objections. • No easement is required. • FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please contact 310-WIRE to make application for electrical services.
13. Telus Communications	<ul style="list-style-type: none"> • No objections.
14. Apex Utilities	<ul style="list-style-type: none"> • No objections. • Please notify Alberta One Call at 1 (800) 242-3447 to arrange for “field locating” should excavations be required within the described area. • Any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.
15. Pembina Hills School Division	<ul style="list-style-type: none"> • No objections. • No Reserves requested.
16. Alberta Health Services	<ul style="list-style-type: none"> • No objections. • Both the owner and the purchaser of the land which is being subdivided, should ensure that the private sewage disposal system meets the requirements of the <i>Alberta Private Sewage Systems Standard of Practice</i>.

Adjacent landowners were notified on 6 December 2022. *No comments or objections from adjacent landowners were received.*

3. STATUTORY ANALYSIS

MDP, AND LUB REQUIREMENTS

The subject site is designated “Agriculture” in the County of Barrhead *Municipal Development Plan Bylaw 4-2010* (MDP). Farming is the intended use of the land. Table 1 in Section 3.2.3(15) of the Plan indicates that country residential uses are allowed, with a normal, combined maximum area of 6.0 ha (15.0 ac.) allowed for residential parcels, and a maximum of 3 country residential parcels and/or fragmented parcels within the quarter section. Policy 3.2.3(16) states that “a maximum of two (2) parcels, excluding fragments, may be subdivided from a quarter section for agricultural use.” The proposed subdivision is consistent with this policy. There are no existing country residential parcels within the quarter section. Policy 3.2.3(16) states that “[a] maximum of three

(3) parcels may be subdivided from a quarter section for residential use, being either three (3) farmsteads, or two (2) farmsteads and one (1) vacant parcel. If, at time of application, there are two (2) agricultural parcels on the subject quarter section then only two (2) residential use parcels may be permitted.” This will create the first vacant country residential parcel within the quarter section. The subdivision creates the second parcel within the quarter section.

Policy 3.2.3(28) states that “subdivisions of vacant land for residential purposes shall normally be a minimum of 0.40 ha (1.0 ac.) and a maximum of 2.02 ha (5.0 ac.) in size. In order to ensure the least amount of potential disruption to existing or future agricultural uses in the area, vacant residential use parcels shall be:

- a. encouraged to locate on the lower capability agricultural lands on the quarter section; and/or
- b. encouraged to locate adjacent to an existing farmstead separation; and/or
- c. encouraged to locate in one of the four (4) corners of the original quarter section.

The proposed parcel contains treed areas and does not contain any cultivated lands. The Farmland Assessment Ratings identify the quarter section as containing non-arable lands. Therefore, even though the proposed parcel is not within in the corner of the quarter section, the planner believes the proposed subdivision is reasonable and is consistent with the requirements of Policy 3.2.3(28).

There proposed subdivision will subdivide 2.02 ha (5.0 ac.) for country residential use from the quarter section.

Policy 3.2.3(29) allows “a maximum of one (1) vacant parcel for residential use will be allowed per quarter section within the Agricultural Use Area at any time.” No other parcels have been subdivided from the quarter section. **Therefore the proposed parcel conforms to the County MDP.**

The subject site is in the Agricultural (A) District in the County of Barrhead *Land Use Bylaw 5-2010* (LUB). Single detached dwellings are allowed. The minimum parcel area is 0.4 ha (1.0 ac.). The normal maximum parcel area for a vacant CR use parcel is 2.02 ha (5.0 ac.). The proposed parcel is 2.02 ha (5.0 ac.) and will not exceed the maximum allowed areas for conversion to CR use within a quarter section. **Therefore, this subdivision conforms to the County’s Land Use Bylaw.**

MGA AND MRS DR REQUIREMENTS

Section 10 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022, requires that the written decision of a Subdivision Authority include reasons for the decision, including an indication of how the Subdivision Authority has considered any submissions made to it by the adjacent landowners and the matters listed in Section 9 of the *Regulation*. Section 9 indicates that, in making a decision, a Subdivision Authority must consider its topography; its soil characteristics; storm water collection and disposal; any potential for flooding, subsidence or erosion; accessibility to a road; the availability and adequacy of water supply, sewage disposal system, and solid waste disposal; whether the proposal complies with the requirements of the *Private Sewage Disposal Systems Regulation*; the use of land in the vicinity; and any other matters that it considers necessary to determine whether the land is suitable for the purposes for which the subdivision is intended.

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

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

the proposed subdivision appears satisfactory.

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

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

In the opinion of the planner, s. 663(a) applies to the proposed Lot and Reserves are not due for the proposed lot. Section 663(b) of the *Act* applies to the remainder and Reserves are not due for the remainder.

The subject site is contains wetlands identified on the Merged Wetland Inventory, contains facilities with licences issued by the AER, is within the referral distance to Highway 777, and is subject to an approval, license or registration issued by the Minister of Environment of Protected Areas (Registration for Traditional Agriculture Use, Registration 00149154-00-00). While Alberta Transportation has waived its right to have an appeal heard by the Land and Property Rights Tribunal, other Provincial licences and issues affect the subject site. Therefore, in the opinion of the planner, appeal of the decision is to the Land and Property Rights Tribunal.

Reserves

The ability to take Reserves is noted above.

4. SUMMARY

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

1. Land Acquisition Agreement re: Road Widening
2. Accesses and approaches to the satisfaction of the County
3. Taxes up to date

5. RECOMMENDATION

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

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into a land acquisition agreement with the County of Barrhead No. 11 pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, which land acquisition agreement shall include provision that the County will acquire a 17-foot wide future road widening on the western boundary of the quarter section. The County's interest will be registered by caveat on title. The caveat will remain on title until such time as the road is widened.
2. That prior to endorsement of an instrument affecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the County of Barrhead No. 11.
3. That prior to endorsement of an instrument effecting this plan, the County of Barrhead No. 11 and Subdivision Authority receive a Certificate of Compliance stating that the existing sewage disposal system(s) on the subject site meet current provincial requirements or have been relocated or redesigned to comply with the current Alberta

Private Sewage Systems Standard of Practice, and are suitable for the intended subdivision.

4. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

Attachments:

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



TO: COUNCIL

RE: PUBLIC ENGAGEMENT PLAN – COMMUNITY HALLS STRATEGY (2nd Engagement)

ISSUE:

Council is required to approve a Public Engagement Plan (PEP) which will support the next steps in the development of the Community Halls Strategy in accordance with Public Participation Policy 11.24.

BACKGROUND:

- Public Participation Policy 11.24 states that Council’s approval is required for a PEP to inform the development of a Community Halls Strategy. The project requires consultation with stakeholders such as volunteers, directors, or board members associated with community halls throughout the County of Barrhead.
- September 20, 2022 – Council approved a Public Engagement Plan for initial stakeholder engagement session.
 - October 5, 2022 – Stakeholder engagement session held at Glenreagh Hall
 - Received first-hand accounts of the real issues faced by community halls and identified priorities & goals for stakeholders
 - November 1-14, 2022 – Stakeholder validation period
 - Draft “What We Heard” Report circulated to community hall stakeholders for comment
- December 6, 2022 – “What We Heard” Report accepted by Council

ANALYSIS:

- Stakeholder engagement throughout the development of a Community Hall Strategy will provide the opportunity for stakeholders to share their recommendations regarding the sustainability of community halls and to assist the County in meeting the goals of transparency and align with the Public Participation Policy 11.24
- Using the Public Participation Spectrum (IAPP, 2016), the highest level of engagement for this project is “INVOLVE”.
- The attached PEP outlines the approach to be used to create the 2nd opportunity for engagement with the end goal of developing the Community Hall Strategy.
 - Lessons learned from the 1st engagement session (attached to PEP) were considered in developing the 2nd engagement session
- Building off the information collected in the 1st engagement session, the County will draft a working template for the Community Hall Strategy. This template will be used to focus conversations on the development of recommendations and strategies to address the following:

- Prioritization of issues and goals
- Methods to achieve goals
- Identify responsibilities of stakeholders & government
- Solutions to address issues and leverage opportunities
- Identify related timelines and budgetary concerns
- How to address future development
- Public engagement is important to help guide the County with its immediate and long-term planning.

STRATEGIC ALIGNMENT

This decision aligns with the following:

- Pillar 3. Rural Lifestyles
 - Goal 3.1 – County has an inventory of natural and community assets.
 - Strategy 3 - Develop a Community Hall Strategy and inventory of historic features.
- Public Participation Policy 11.24

ADMINISTRATION RECOMMENDS THAT:

Council approve, in accordance with Public Participation Policy 11.24, the Public Engagement Plan for the 2nd engagement session of the Community Hall Strategy Project.



NON-STATUTORY PUBLIC ENGAGEMENT:

Public Participation Policy

County of Barrhead Council Policy 11.24 on Public Participation is a guiding document for the County's approach to public engagement.

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

Guiding Principles

1. Public Engagement is Proactive
2. Public Engagement Increases Understanding
3. Public Engagement is Accountable and Transparent
4. Public Engagement Builds Relationship

SECTION 1: PROJECT INFORMATION – COMMUNITY HALLS STRATEGY

Background

Public engagement aims to engage with various stakeholders to explore the viability of community halls and determine solutions to support their sustainability. In assessing the viability of Community Halls, the County will examine their current situation, challenges, and opportunities for improvement. The County will also clarify expected roles and responsibilities of both community hall organizations and the County of Barrhead.

Communities have a range of social, cultural, recreation, and information needs. Strong and healthy communities are built on their capacity to meet these needs by encouraging participation, forming relationships, and creating a sense of belonging.

One way to meet these needs is to provide a base from which to deliver services, which can also act as a focal point for community activities. The spaces themselves can become concrete symbols of community cohesion.

Therefore, community facilities are not just about buildings and space – they are the arena for a range of services, and provide opportunities for people to come together to meet, play, learn, share information, and help each other. They are venues for arts, culture, education, recreation, & leisure activities, provide accommodation for voluntary groups, and are important gathering points in case of emergencies. Access to community facilities plays a vital role in strengthening the County and bringing people together.

Traditionally, planning and construction of community halls in the County has been driven by local volunteers, with financial assistance from fundraising and donations. Even though community involvement in some halls has waned over the years, they remain a vital part of the County's social fabric. Additionally, the management and maintenance of the halls still relies heavily on the willingness and energy of volunteers.

There are 15 community halls in the County of Barrhead. Services provided at these halls vary significantly between facilities, depending on the nature of the building and associated assets. A frequently changing society has also resulted in changing needs for some facilities. Greater mobility,

changes in population and changing leisure preferences have had significant impacts on community halls.

To maintain the social, cultural, information & recreation benefits offered by community halls, there are many diverse and complex issues which must be addressed. In the past, individual issues have been handled on an ad-hoc basis, which can result in inconsistent decision making by the County.

A Community Halls Strategy will address issues faced by community halls by examining challenges and opportunities, as well as provide guidance to Council on short- and long-term decision-making when exploring roles & responsibilities of the County.

The County’s Vision includes the statement “Strong, Healthy and Proud”. This Public Engagement Plan (PEP) will embrace this statement by providing a solid framework to engage stakeholders with the goal of establishing sustainable practices that instill confidence in the community.

Project History

On September 20, 2022, Council approved a PEP to start the Community Halls Strategy project with an initial in-person engagement session. This initial engagement session was held on October 5, 2022 at Glenreagh Hall, with the goal of collecting information that accurately reflects real issues faced by community halls and identifying long- and short-term goals of community hall organizations.

Discussion from the initial engagement session was captured in a “What We Heard” Report and circulated to community hall stakeholders for validation November 1-14, 2022. “What We Heard” Report was accepted by Council for information December 6, 2022.

Decision Making

Council has decision-making authority regarding the approval of the Community Halls Strategy, as well as budget & timeline for implementation of any recommendations in the Community Halls Strategy.

Lead department: Office of the CAO

Information needed to make decisions:

It is anticipated that the following information will be needed to develop the Community Halls Strategy:

- Current status of community halls & community hall organizations
- Identification of issues
- Prioritization of issues
- Identification of opportunities
- Recommendations of solutions to address issues & leverage/capitalize on opportunities

Public Engagement Team

Primary responsibilities of Administration and Council are as follows:

County Manager (CAO)	<ul style="list-style-type: none">• Support content development• Ensure feedback is considered during decision-making• Review findings with Council• Ensure public engagement plan is implemented
Project Coordinator	<ul style="list-style-type: none">• Support content development• Create supporting content for public engagement session• Facilitate communication between community hall stakeholders and County• Develop Community Halls Strategy
Elected Officials	<ul style="list-style-type: none">• Promote and encourage stakeholder participation in the Community Halls engagement session

	<ul style="list-style-type: none"> • Attend engagement sessions to listen and seek clarification • Review and consider stakeholder feedback in the decision-making process
--	--

Stakeholders

For the purpose of the Community Halls Strategy project, stakeholders will be defined as directors, board members, volunteers, or operators associated with community halls throughout the County of Barrhead. However, public users of community halls will not be excluded from participating.

SECTION 2: PUBLIC ENGAGEMENT

Promise to the Community

We will work with the community to ensure that their needs and concerns are accurately reflected in the Community Halls Strategy, which is being developed to provide guidance for current and future decision-making.

The level of public participation expected for this project requires commitment to stakeholders, as the County “will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.” (IAPP, 2016)

Purpose of Public Engagement

Robust and effective public participation will help both County and community hall organizations to be more accountable and responsive.

Public engagement sessions empower community hall stakeholders to share information, solicit constructive feedback, and help guide future decision-making. As stakeholders speak, the County gains a clearer sense of priorities and the preferred path forward. The level of stakeholder participation proposed for this project will contribute to a common understanding, informed decision making, and strengthened relationships.

Goals of Public Engagement

Engagement Goal: All community hall stakeholders will have meaningful opportunities to review concerns, share recommendations regarding the sustainability of community halls, and assist in the development of a Community Halls Strategy.

Engagement Objectives: The following objectives will ensure the public engagement process is transparent, focused, and accessible:

Initial Engagement Session

(Completed October 5, 2022)

1. Involve key stakeholders to identify current issues and opportunities for community halls
2. Document all ideas, questions, or concerns and compile into a clear “What We Heard” Report
3. Validate “What We Heard” Report with stakeholders to ensure accuracy of information

Secondary Engagement Session

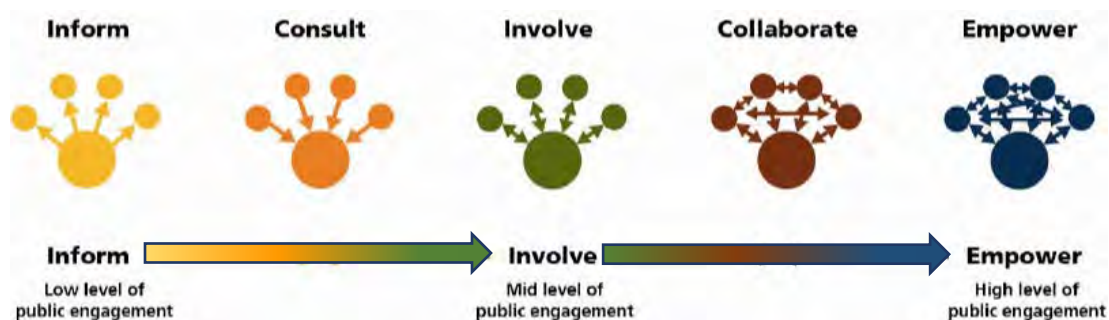
(Not Completed)

4. Involve key stakeholders to identify recommendations, responsibilities, timeline & budgetary concerns
5. Document all stakeholder recommendations to compile a DRAFT Community Halls Strategy
6. Validate DRAFT Strategy with stakeholders to ensure accuracy of information

Level of Engagement

International Association for Public Participation has created a useful tool called the IAP2 Spectrum of Public Participation for matching engagement goals, objectives, and the community promise with

approaches to achieving them. Moving from left to right on the spectrum requires additional rigour and increasing levels of commitment to the public regarding their involvement in decision making.



Using the IAP2 Spectrum, it was determined that the highest level of engagement for this project which is the development of a Community Hall Strategy is “involve”. The expectation of “involve” is to “work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered” (IAPP, 2016).

To achieve the goals of this project, Administration will utilize INFORM, CONSULT, and INVOLVE as levels of public participation.

To effectively consult the stakeholders for the Community Halls Strategy, administration outlines below the key project decisions, tools and resources required.

Project Decisions	Type of Input Required	Level of Engagement	Timeline
Identify concerns, possible solutions, and opportunities	Public engagement to discuss concerns, solutions, and opportunities	Involve	October 5, 2022 (Complete)
Validate concerns, solutions, and opportunities	Confirm current understanding, clarify concerns, solutions, and opportunities	Consult	November 1-14, 2022 (Complete)
Identify recommendations, responsibilities, timeline & budgetary concerns	Public engagement to discuss recommendations & responsibilities	Involve	February 2023 - March 2023
Develop Community Halls Strategy	Compile information and analysis	Inform	March 2023 - April 2023
Validate Community Halls Strategy	Confirm recommendations, responsibilities, timeline & budgetary concerns	Consult	April 2023

Note: depending on implementation of the Community Halls Strategy higher levels of engagement including “collaboration” and “empowerment” may be required.

SECTION 3: LOGISTICS

Required Resources

Event	Initial Community Halls Strategy Public Engagement Session (INVOLVE)
Date	October 5, 2022 (COMPLETE)
Advertising	<ul style="list-style-type: none"> • Administration, Council, Word of Mouth • Email distribution list • Phone calls
Venue	Glenreagh Community Hall
Equipment & Supplies	<ul style="list-style-type: none"> • Microphone • Projector & screen • Tablecloths • Paper handouts & writing utensils • Tables & chairs (provided) • Coffee supplies (provided)
Catering	Beverages and snacks

Event	Public Engagement Session Validation (“What We Heard Report”) (CONSULT)
Date	November 1-14, 2022 (COMPLETE)
Advertising	<ul style="list-style-type: none"> • Administration, Council, Word of Mouth • Email distribution list • Phone calls
Venue	Online and hardcopies available Presented to Council
Equipment & Supplies	<ul style="list-style-type: none"> • DRAFT report prepared (October 2022) • Printed copies of report available upon request
Catering	N/A

Event	Secondary Community Halls Strategy Public Engagement Session (INVOLVE)
Date	February 2023 - March 2023
Advertising	<ul style="list-style-type: none"> • Administration, Council, Word of Mouth • Email distribution list • Phone calls
Venue	Glenreagh Community Hall
Equipment & Supplies	<ul style="list-style-type: none"> • Microphone • Projector & screen • Tablecloths • Paper handouts & writing utensils • Tables & chairs (provided) • Coffee supplies (provided)
Catering	Beverages & snacks

Event	Develop Community Halls Strategy (INFORM)
Date	March 2023 - April 2023
Advertising	<ul style="list-style-type: none"> • Website • Social Media

	<ul style="list-style-type: none"> • Administration, Council, Word of Mouth • Email distribution list • Phone calls
Venue	Online and hardcopies available Presented to Council
Equipment & Supplies	<ul style="list-style-type: none"> • DRAFT report prepared (February 2023) • Printed copies of report available upon request
Catering	N/A

Reporting

The following reports will be generated to share with participants, Administration, and Council:

1. “What We Heard” Report – from 2nd public engagement session
2. DRAFT Community Halls Strategy
3. FINAL Community Halls Strategy

A link will be created on the County website for public access to documents. For more active involvement, participants can request to be added to a distribution list to receive information directly.

Attached reporting template will also be used to document the evaluation and share lessons learned.

Evaluation

Effectiveness of engagement should be reflected in the quality of input received. Therefore, evaluation will be ongoing to improve the PEP as the project moves forward. Evaluation will be based on the following:

- Standard quantitative data will be captured such as number of participants or number of responses received.
- Qualitative data will also be captured through informal feedback and questions built into the survey.
- End of project evaluation to determine if goals were met will be undertaken by Administration and Council.

1st ENGAGEMENT - EVALUATION & LESSONS LEARNED

Name of Project	Community Halls Strategy
Lead/Facilitator	Office of the CAO
Type of Public Engagement	INFORM CONSULT INVOLVE
Techniques Used	In-person engagement, electronic reports
Target Group/Stakeholders	Volunteers, directors, or board members associated with community halls throughout the County of Barrhead.
# Participants	34 stakeholders, 7 Councillors 3 municipal staff to facilitate and support the session
Date, Time, Venue	October 5, 2022, 9:00am-12:00pm, Glenreagh Hall
Purpose of Engagement	Work with stakeholders to explore the viability of community halls and identify concerns, challenges, and opportunities. Determine priority of issues identified and set long-term and short-term goals for Community Halls.
Were goals achieved?	Yes
Were the appropriate stakeholders identified?	Yes
Did the input provide what was needed?	Yes
What worked well /why?	Format of session worked well (small group SWOT discussions feeding into large group debrief). Stakeholders felt heard and were able to voice ideas freely. Created an in-person space for County & Stakeholders to meet. Stakeholders could network other community halls and share ideas, which has drastically improved communication between community halls, and between halls and the County.
What did not work well/why?	Due to recent developments, hall did not have running drinking water on site. Quick problem-solving was used to overcome this issue.
What to do differently next time?	Start setup a bit earlier to allow for networking before session
How was success measured?	# of participants (34 stakeholders, 7 Councillors) # of halls represented (13/15) Active participation – participants were engaged “What we heard” report – completed
Participant satisfaction?	High
Budget and Timeframe	On budget and on schedule
Other comments?	Many informal positive comments following session (good networking opportunity, feel heard, excited for the next steps, etc.).

TO: COUNCIL

RE: COUNCIL REMUNERATION POLICY

ISSUE:

HR-001 Elected Official Remuneration Policy is scheduled for review in 2023 and requires Council direction.

Administration is recommending recent Council decisions affecting this policy be incorporated into the policy prior to Council's scheduled review in 2023.

BACKGROUND:

- 2017 – Federal government made changes to tax-free exemption for elected officials resulting in their income being fully taxable for the 2019 tax year. The tax-exemption removal resulted in a 12 – 15% loss in take home pay for elected officials.
- 2019 – Elected Officials Remuneration review was completed
 - Council chose not to include an increase to their compensation in the 2019 Operating budget, but instead established an advisory committee of public members to review total compensation for elected officials.
 - Terms of Reference established
 - Committee consisted of 3 members
 - Committee presented recommendations to Council
- 2020 to 2022 – Council implemented Committee recommendations which included the development of HR-001 Elected Official Remuneration Policy
 - Given budget constraints, Council phased-in several of the recommendations presented by the Committee.
- 2021 – Council approved Policy HR-001 Elected Officials Remuneration Policy
 - Schedule A is updated annually by Administration for any changes to rates approved by Council during the budget process.
 - Committee Members, who are not Councillors, are also compensated based on Schedule A.
- October 2022 – Council received report from consultant on Total Compensation Review project.
 - Consultant recommended COLA definition be updated to be the 5-year historical average of Alberta's September Consumer Price Index (CPI)
- November 2022 – During budget workshops, Administration recommended the mileage rate be updated to align with CRA published rates. CRA publishes the 2023 in late December or early January.

- Historically the mileage rate was updated periodically. County of Barrhead did not update the mileage rate for 2013 – 2021 (paid at \$0.54)
- County of Barrhead 2022 rate was based on 2021 published CRA rate.

Year	CRA mileage rate (first 5,000)	COB rate
2023	\$0.68	\$0.68 (proposed)
2022	\$0.61	\$0.59
2021	\$0.59	\$0.54
2020	\$0.59	\$0.54
2019	\$0.55	\$0.54
2018	\$0.55	\$0.54
2017	\$0.54	\$0.54

- December 21, 2022 – Council approved 2022 Interim Operating Budget; the rates used for Elected Official's monthly base salary and per diems were updated for COLA of 3.2%.

ANALYSIS:

Remuneration Review

In accordance with HR-001 Elected Officials Remuneration Policy s. 9 Remuneration Review, Council has 2 options to conduct the review in 2023:

- Appoint public members to an Elected Officials Remuneration Advisory Committee (process used in 2019)
- Engage professional services (contractor)
- Review conducted in 2019 by public members was at a cost of approximately \$3,000. This was paid directly to the public members.
- Cost of a consultant to conduct the review is estimated to be \$4,500.

Below is a table summarizing pros and cons of the 2 approaches to conducting the Remuneration Review:

	Advisory Committee – Public Members	Professional Services (consultant)
Pros	<ul style="list-style-type: none"> • Engages ratepayers in the community • Potential to increase understanding of municipal processes • Slightly lower, but comparable cost to a review done as a standalone compensation review by a consultant. 	<ul style="list-style-type: none"> • Experienced individual to conduct research • Professional report with credible recommendations • Access to comparative data • Minimal staff time required

Cons	<ul style="list-style-type: none"> • Risk of not being able to attract experienced individuals could result in a report that is not accepted by Council • Staff time required is significant in conducting research and providing administrative support 	<ul style="list-style-type: none"> • Cost is slightly higher than if the review was conducted by a public advisory committee, but not significantly. Cost could likely be reduced in the future if done in conjunction with employee compensation review. • No public involvement in the review; only access to final report and recommendations.
-------------	--	---

Proposed Changes

- HR-001 Elected Officials Remuneration Policy is attached with tracked changes for the following:
 - Definitions (f) – “Cost of living adjustment” measured by the five-year average of Alberta CPI at September 30
 - Section 3 Benefits (ii) - Health spending benefit to be a health & wellness benefit
 - Schedule A – updated monthly base salary and per diem rates approved in the 2023 Interim Operating Budget
 - Schedule A - updated mileage rate based on CRA’s 2023 published mileage rate.

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates an open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

Council approve HR-001 Elected Officials Remuneration Policy with the changes presented by administration.

Council direct Administration to update the 2023 Budget to reflect changes in mileage rate, with Council to approve final budget in April 2023.

Council provide direction to Administration on the process to be used to conduct the Remuneration Review as scheduled in HR-001 Elected Officials Remuneration Policy.

Policy Title: Elected Official Remuneration Policy

Policy Number: HR-001 Functional Area: Human Resources

PURPOSE

To establish fair and reasonable compensation for Elected Officials to perform their duties of office and provide reimbursement for expenses incurred fulfilling their responsibilities.

POLICY STATEMENT

- a) County of Barrhead will provide fair, consistent and reasonable compensation to Elected Officials for performing the duties of their office and reimbursement of expenses.
- b) Compensation provided to Elected Officials is done in a transparent and cost-effective manner
- c) County of Barrhead will provide fair and reasonable compensation to Elected Officials at a level that will attract community-minded citizens as candidates for public office yet consider affordability to the taxpayer.

SCOPE

This policy applies to County of Barrhead Elected Officials.

DEFINITIONS

In this policy,

- a) “*Chief Administrative Officer*” or “*CAO*” means the individual appointed by Council to the position of CAO, or his/her designate.
- b) “*Conference*” means a formal meeting at which individuals participate in the exchange of ideas, information, and expertise in work-related subject areas.
- c) “*Convention*” means an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.
- d) “*Council*” means the collective group of Elected Officials duly elected in the County of Barrhead No. 11.
- e) “*Council Business*” means the activities conducted by Council in keeping with the provisions of the *MGA*. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally sanctioned events, meetings with the CAO, and meetings with constituents.
- f) “*Cost of living adjustment*” or “*COLA*” means the percentage increase to compensation to account for inflation, as measured by the five year average of Alberta Consumer Price Index at September 30, published annually on or around October 20.
- g) “*County*” means the Municipality of the County of Barrhead No. 11
- h) “*CRA*” means the Canada Revenue Agency
- i) “*Deputy Reeve*” means the Deputy Chief Elected Official as defined in the *Municipal Government Act*.

- j) “Designated Approver” means either the Reeve or the Deputy Reeve as identified that is responsible for the review and approval of Elected Officials Monthly Reports and Monthly Expense Claims under this policy.
- k) “Eligible Expenses” means the costs incurred by Elected Officials when conducting Council business and includes but is not limited to hotel accommodations, meals, parking, and mileage.
- l) “MGA” means the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time
- m) “Receipt” means the original documentation provided by a vendor which provides detail about the item(s)/service(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts and are not sufficient for reimbursement purposes.
- n) “Reeve” means the Chief Elected Officer as defined in the *Municipal Government Act*.
- o) “RMA” means the Rural Municipalities of Alberta, an independent association representing Alberta’s 69 counties and municipal districts.

RESPONSIBILITIES

1. Council shall:

- a) Conduct a periodic review of this policy and remuneration of Elected Officials by either
 - i. appointment of public members to an Elected Officials Remuneration Advisory Committee and approval of the Terms of Reference for the Committee, or
 - ii. engaging professional services to conduct an Elected Officials remuneration review
- b) Approve any amendments to this Policy.

2. Elected Officials shall:

- a) Follow this policy to demonstrate transparency and accountability to the taxpayers
- b) Obtain receipts and/or other required documents to substantiate all expenditures included in their Monthly Expense Claim.
 - i. Only detailed itemized receipts with GST number (if applicable) will be accepted.
 - ii. Debit and credit card receipts do not provide sufficient information to substantiate expenditures; however, in the instance where a receipt could not be obtained (i.e., parking meter), approval will be at the discretion of the designated approver.
- c) Submit their Elected Official Monthly Report and Elected Official Monthly Expense Claim to their designated approver
- d) Not exceed their individual budget without receiving approval of Council
- e) Demonstrate a prudent use of resources focusing on accountability.

3. Reeve shall:

- a) Serve as the designated approver of all Councillors including the Deputy Reeve
- b) Review and approve in accordance with this policy Elected Official Monthly Reports and Elected Official Monthly Expense Claims submitted by Councillors and Deputy Reeve.

4. Deputy Reeve shall:

- a) Serve as the designated approver of the Reeve
- b) Review and approve in accordance with this policy the Reeve’s Elected Official Monthly Report and the Reeve’s Elected Official Monthly Expense Claim

- c) In the absence of the Reeve, review and approve in accordance with this policy the Elected Official Monthly Reports and Elected Official Monthly Expense Claims submitted by Councillors.

5. Administration shall:

- a) Review and budget sufficient funds during the budget cycle, in consultation with Council, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budget.
- b) In consultation with Council, review and update rates in Schedule A based on COLA or any other change to rates Council authorizes through the annual budget cycle.
- c) Process payment of all claims that are approved and fully comply with the provisions of this policy.
- d) Coordinate travel, accommodation, convention and conference activities of Elected Officials to benefit from group rates or discounts to the extent feasible and practical.
- e) Publish financial reports pertaining to Elected Official remuneration monthly.

GUIDELINES

1. Monthly Base Salary

- a) A monthly base salary shall be paid to Elected Officials for the performance of their duties as Elected Officials. Current rates are identified in Schedule A.
- b) Monthly base salary is intended to compensate for:
 - i. meetings with residents (time and mileage),
 - ii. attendance at events hosted or co-hosted by the County (Pancake breakfast, Long Service Awards, Safety Event, retirement events),
 - iii. home office costs including but not limited to cell phone, office supplies and internet expenses, and
 - iv. preparation time for all meetings.
- c) Reeve and Deputy Reeve shall receive an additional allocation to their monthly base salary in recognition of the higher level of time commitment and involvement required of these positions. Current rates are identified in Schedule A.
 - i. Rate will be effective the month following appointment to the role. For example, if the Organizational Meeting is the 3rd Tuesday of October, the additional allowance will be paid to the incumbent starting November 1.

2. Per Diems

- a) Per diem rate will be reviewed by Administration during the development of the County's annual budget and in consultation with Council. Current rates are identified in Schedule A.
- b) Per diems will be paid for attendance at the following:
 - i. Regular, Special and Organizational Meetings of Council, and Committee of the Whole Meetings
 - ii. Internal committees to which the Elected Official is appointed by Council, or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the Elected Official or board/committee chair
 - iii. External committees, boards or commissions to which the Elected Official is appointed by Council, or attendance as an Alternate when the appointed Elected Official is unable to attend, or when invited by the Elected Official or board/committee chair

- iv. Meetings held with Administration other than Council meetings, this includes but is not limited to Budget Workshops, Strategic Planning sessions, and Road Tours.
 - v. Meetings with other government and government agencies outside of Council or Committee of the Whole.
 - vi. Conferences and conventions
 - vii. Rural Municipalities of Alberta (RMA) meetings, including Pembina Zone meetings.
 - viii. Elected Officials orientation and training sessions necessary to complete duties, including training necessary or required to be a committee member
 - ix. Where the Reeve chooses to attend a committee in an ex-officio capacity a per diem will not be paid.
- c) If per diems are provided by external organizations, Elected Official will be paid according to this policy and any per diem received from external organization will be paid to the County of Barrhead.
 - d) Elected Officials are to provide details of meetings that they have attended, including the length of the meeting in 0.5 day increments.
 - e) Meetings are subject to the following per diems
 - i. Meetings up to 4:00 hours – one half (0.5) per diem
 - ii. Meetings 4:01 hours – 8:00 hours – one (1) per diem
 - iii. Total per diem claim cannot exceed 1.5 per diems per day
 - f) Elected Officials will receive a maximum of one (1) per diem per day for attendance at conferences and conventions.

3. Benefits

- a) Elected Officials will be given the opportunity to join the County Benefits Plan in accordance with the rules and regulations set out in the plan.
 - i. County pays 90% of the following benefits: Group Life, AD&D, LTD, Health, Dental, Critical Illness
 - ii. Health/Wellness Spending Account - \$750/per year
 - iii. Optional Benefits are available and paid 100% by the Elected Official
- b) Elected Officials are to provide sufficient information for Administration to determine eligibility for benefits and to register.

4. Mileage

- a) Elected Officials will be required to obtain adequate insurance for business-related use of personal vehicles to claim mileage. Mileage will be reimbursed at a rate established in Schedule A.
- b) Any mileage that is claimed from home to meetings at the County of Barrhead Admin office is taxable mileage, as per CRA guidelines.
- c) Mileage that is considered taxable will be submitted on the Elected Official Monthly Report and paid through payroll.
- d) Mileage that is considered a reimbursed expense will be submitted on the Elected Official Expense Claim and will be paid through accounts payable.

5. Expenses

Councillors shall be reimbursed for direct expenses incurred while undertaking approved County business.

6. Other Compensation

- a) Personal Electronic Device
 - i. Council members require an electronic device such as a laptop or tablet to perform their duties. Each Elected Official will be reimbursed as per Schedule A.
 - ii. Valid receipt is required to be submitted with Elected Official Monthly Expense Claim.
- b) Training & Professional Development / Conferences & Conventions
 - i. Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
 - ii. Elected Officials are expected to represent the County of Barrhead at conferences and conventions.
 - iii. Elected Officials will be entitled to a yearly training / conference and convention budget as identified in Schedule A. Per diems are not included in the calculation of the Elected Official's training/conference and convention budget. All other costs associated with the training and development / conferences and conventions are required to be funded through this budget. These costs include, but are not limited to, registration costs, accommodation, meals, and mileage.
 - iv. Each Elected Official is responsible for not exceeding their individual budget without receiving prior approval of Council.

7. Exclusions

- a) Elected Officials shall not be paid a per diem for attendance at an event hosted by a provincial or federal political party held for the purpose of fundraising or campaigning
- b) County shall not reimburse an Elected Official for, or otherwise directly or indirectly pay for, any political contribution.
- c) County shall not pay a per diem or reimburse an Elected Official for expenses incurred for attending or participating in meetings, or events that the Elected Official is not authorized to attend in their official capacity as a committee member or Elected Official without pre-approval by Council.
- d) County shall not pay for any spousal or guest expenses.

8. Conflicts or Disputes

In the event that requested remuneration is beyond what is outlined in this policy, or a conflict arises, the details of the matter shall be referred to Council for decision through resolution.

9. Remuneration Review

- a) Elected Officials remuneration is to be reviewed mid-term of each four (4) year Council term by appointment of public members to an Elected Officials Remuneration Advisory Committee or by engaging professional services.
- b) Recommendations of a review will be considered by the sitting Council and if adopted would be effective for the newly elected Council.

REVIEW CYCLE

This policy shall be reviewed mid-term of each four (4) year Council term to ensure transparency and accountability or when Administration becomes aware of any legislation changes that would warrant a review.

CROSS-REFERENCE

- 1) *Municipal Government Act*
 - 2) Elected Officials Remuneration Advisory Committee Recommendations, dated November 19, 2019 and March 3, 2020.
-

Effective: September 7, 2021

Approved by: Council **Resolution No:** 2021-324

Replaces: Policy 11.21 Councillor Fees
Policy 11.22 Supplementary Expenses

Last Review: N/A

Next Review: 2023



SCHEDULE A – ~~Effective Jan 1, 2022~~ Effective January 1, 2023

Monthly Base Salary

Elected Official	\$1,264.68 <u>\$1,305.15</u>
Reeve Additional	\$1,088.21 <u>\$1,123.03</u>
Deputy Reeve Additional	\$544.11 <u>\$561.52</u>

PER DIEMS

4 hours or less Over 4 hours

Elected Officials & Committee Members	\$136.03 <u>\$140.38</u>	\$272.05 <u>\$280.76</u>
---------------------------------------	-------------------------------------	-------------------------------------

EXPENSES

Eligible Expenses	As per receipts submitted
Mileage	\$0.59 / km <u>\$0.68 / km</u>
Electronic Device	\$500 per term
Meal Allowance (no receipt required)	
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

Where breakfast, lunch or dinner are provided at the conference or meeting, the meal allowances or meal receipt will not be reimbursed, unless approved by the Reeve.

TRAINING & DEVELOPMENT / CONFERENCES & CONVENTIONS

Budget	\$4,000/year
--------	--------------

Schedule A to be updated annually for COLA increase and in conjunction with the annual budget process.



TO: COUNCIL

RE: POLICY FN-004 COLLECTION OF ACCOUNTS RECEIVABLE

ISSUE:

Council approval is required for Policy FN-004 Collection of Accounts Receivable (attached).

BACKGROUND:

- Administration has managed the process for collecting accounts receivable based on historical best practices.
- December 21, 2022 – Policy committee reviewed the Draft Policy FN-004 Collection of Accounts Receivable.

ANALYSIS:

- Policy FN-004 Collection of Accounts Receivable is intended to provide a standard process for collecting outstanding balances owed to the County of Barrhead, including when:
 - accounts are due,
 - sent to collections,
 - finance charges are applied or cancelled, and
 - when an account is written off.
- Draft policy aligns with existing process and / or best practice for collecting accounts receivable.

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 1: County improves risk management

Strategy 3: Create, review & update County policies

ADMINISTRATION RECOMMENDS THAT:

Council approve Policy FN-004 Collection of Accounts Receivable as recommended by the Policy Committee.

Policy Title: Collection of Accounts Receivable

Policy Number: FN-004

Functional Area: Finance

PURPOSE

This policy will provide a standard process for collecting outstanding balances owed to the County of Barrhead, including when accounts are due, sent to collections, finance charges are applied or cancelled, and when the account is written off.

POLICY STATEMENT

County will safeguard its assets by ensuring all revenue is collected in a fair and timely manner but will work with Customers in settling their obligations to the County.

SCOPE

This policy applies to all goods and services provided by the County of Barrhead requiring collection of monies.

Excluded from this policy are the following:

- a) Property Tax Receivables - property taxes are collected in accordance with *Municipal Government Act*, Tax Penalty Bylaw, and Tax Payment Instalment Plan (TIPP) Bylaw.
- b) Water & Sewer Utility Charges – charges are collected in accordance with Water & Sewer Utility Bylaw.

DEFINITIONS

In this policy,

- a) “*Accounts Receivable*” means outstanding bills or monies owed to the County of Barrhead for a good or service provided
- b) “*Chief Administrative Officer*” or “*CAO*” means the individual appointed by Council to the position of CAO or their designate
- c) “*Customer*” means any person receiving a good or service from the County of Barrhead, whether requested or not
- d) “*Overdue account*” means a receivable outstanding after the due date identified on the bill
- e) “*Finance Charge*” means a fee applied to the outstanding balance on a receivable account
- f) “*Rates & Fees Bylaw*” means the bylaw approved by Council to establish rates and fees for the provision of goods and services provided by or on behalf of the County
- g) “*Uncollectible Account*” means a receivable account is deemed unable to collect
- h) “*Write-Off*” means the closing of a receivable balance that has been deemed uncollectible

RESPONSIBILITIES

1. Council shall:

- a) Approve this Policy and any amendments to this Policy
- b) Annually approve the Rates & Fees Bylaw

- c) Approve any cancelation or reduction to invoices that were billed in accordance with the relevant legislation or County bylaw or policy concerning the good or service.
- d) Approve any uncollectible account to be written off

2. Administration shall:

- a) Ensure accounts are managed in accordance with this policy

GUIDELINES

1. Invoicing & Statements

- a) Where payment is not collected in advance or at the time of sale, amounts will be invoiced in a timely manner and the invoice will be sent to the Customer.
- b) Amounts shall be invoiced in accordance with the rates established in the Rates & Fees Bylaw and any related bylaw regarding the provision of the type of good or service that was provided.
- c) Account payments shall be due within 30 days of the invoice date.
- d) A statement will be mailed out at the end of each month outlining the amount owing to the County of Barrhead.

2. Disputed Amounts

- a) Any disputed amount will be investigated by the CAO.
- b) Where the CAO does not find any discrepancy in the amount billed and the amount to be charged in accordance with legislation and County bylaws and policies, the Customer may request Council to consider reducing or cancelling charges.

3. Finance Charges

- a) Finance charges will be applied to all amounts that are more than 30 days outstanding.
- b) Finance charges will be applied in accordance with the Rates & Fees Bylaw, as amended from time to time.
- c) CAO may suspend, waive or cancel finance charges up to \$200.

4. Internal & External Collections

- a) Finance staff will actively pursue collection of any account that is over 30 days old through statements, reminder letters, and phone calls.
- b) Accounts shall be sent to an external collection agency after County efforts to collect have been exhausted.
- c) Accounts that can be transferred to tax roll shall be transferred in accordance with related Bylaw or relevant section in the *Municipal Government Act*.

5. Allowance for Doubtful Accounts

- a) Administration shall annually prepare an allowance for doubtful accounts and present to Council for information.

6. Account Receivables Write-Offs

- a) A receivable is deemed uncollectible if all appropriate efforts to obtain payment have been exhausted
- b) An account shall only be written off after it has been placed at collections for a minimum of one year

- c) Administration shall annually prepare a list of accounts for write-off and present to Council for approval.

REVIEW CYCLE

This policy should be reviewed every 4 years or as Administration becomes aware that changes need to be made.

CROSS-REFERENCE

- 1) *Municipal Government Act*
- 2) Tax Penalty Bylaw (Bylaw 2-2019, and any amendments)
- 3) Tax Payment Instalment Plan (TIPP) (Bylaw 3-2019, and any amendments)
- 4) Water & Sewer Utility Bylaw (Bylaw 14-2020, and any amendments)
- 5) Rates & Fees Bylaw (Bylaw 7-2022, and any amendments)
- 6) Prevention & Control of Fires Bylaw (Bylaw 8-2013, and any amendments)
- 7) Policy 23.02 Fire Protection Service Charges

Effective:

Approved by:

Resolution No:

Replaces:

Last Review:

Next Review:



REQUEST FOR DECISION
JANUARY 16, 2023

TO: COUNCIL

RE: BYLAW 1-2023– RATES & FEES BYLAW

ISSUE:

Rates & Fees Bylaw 1-2023 requires approval by Council.

BACKGROUND:

- September 20, 2022 - Council approved Bylaw 7-2022, 2022 Rates & Fees Bylaw – Updated
- December 21, 2022 – Policy Committee reviewed draft Collection of Accounts Receivable Policy and recommended that the policy be submitted to Council for approval.
- January 16, 2023 – FN-004 Collection of Accounts Receivable Policy was reviewed by Council.

ANALYSIS:

- Upon Council’s approval of FN-004 Collection of Accounts Receivable Policy, an update to the Rates & Fees Bylaw is required to incorporate finance charges on overdue accounts.
- Proposed changes to the schedule of the Rates & Fees Bylaw are as follows and included as red line edits on attached:

Category	Item	Amendment
General Administration	Finance Charge on Overdue Accounts	NEW Rate of 1.5% per month

- Passing of Rates & Fees Bylaw 1-2023 will rescind Bylaw 7-2022.
- New rates and fees will be in effect following third and final reading of Rates & Fees Bylaw 1-2023.

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

Council consider 3 readings of Rates & Fees Bylaw 1-2023 as presented.



COUNTY OF BARRHEAD NO. 11

Province of Alberta

BYLAW NO. 1-2023

RATES & FEES BYLAW

(Repealing Rates & Fees Bylaw No. 7-2022)

Page 1 of 1

A BYLAW OF THE COUNTY OF BARRHEAD NO. 11, in the Province of Alberta, to establish rates and fees for the provision of goods and services by the municipality.

WHEREAS pursuant to Section 7 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time, Council has the authority to pass bylaws related to the delivery of services provided by or on behalf of the municipality; and

WHEREAS the County provides a variety of services and supplies to the public for a fee; and

WHEREAS the *Freedom of Information and Protection of Privacy (FOIP) Act*, RSA 2000, Chapter F-25, as amended from time to time, authorizes a local public body to by bylaw set any fees the local public body requires to be paid under the *FOIP Act*, which must not exceed the fees provided for in the regulations; and

WHEREAS Council may amend rates and fees from time to time;

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

- 1.0** This Bylaw may be cited as "Rates & Fees Bylaw"
- 2.0** That the Schedule of Rates & Fees attached to Bylaw No. 1-2023 sets out fees for services, products, permits, and approvals provided by the County of Barrhead.
- 3.0** Bylaw No. 7-2022 is repealed following final reading of Bylaw No. 1-2023.
- 4.0** This Bylaw No. 1-2023 shall come into full force and take effect upon third and final reading.

FIRST READING GIVEN THE ____ DAY OF _____, 2023.

SECOND READING GIVEN THE ____ DAY OF _____, 2023.

THIRD READING GIVEN THE ____ DAY OF _____, 2023.

Reeve

Seal

County Manager



Rates and Fees

Bylaw 1-2023
Effective: January 16, 2023

General Administration

Service:	Related Policy:	Unit:	Fee:	With GST:	GST:
----------	-----------------	-------	------	-----------	------

E=Exempt
T=Taxable

Finance Charges:

NSF Fee		Each	\$ 35.00		E
Finance Charge on Overdue Accounts		Each	1.5% per month		E

Assessment Complaint Fees

Assessment Complaint Fee - Residential - 3 or fewer units		Per roll	\$ 50.00		E
Assessment Complaint Fee - Residential - 4 or more units		Per roll	\$ 200.00		E
Assessment Complaint Fee - Non-Residential		Per roll	\$ 200.00		E

Access to Information:

Tax Certificates	11.10-04	Per parcel	\$ 25.00		E
Assessment Information	11.10-03	Per parcel	\$ 4.76	\$ 5.00	T
Tax Notification Registration on Parcel of Land	---	Per parcel, plus any fees and charges levied by the Land Titles Office	\$ 30.00		E
Tax Notification Registration on Manufactured Home	---	Per manufactured home, plus fees and charges levied by Alberta Registry	\$ 30.00		E
Copies of Minutes	---	Per page	\$ 0.48	\$ 0.50	T
Copies of Information that is not required to be withheld or restricted	---	Per page	\$ 0.48	\$ 0.50	T
Receiving and Responding to FOIPP Requests	Initial fee (non-continuous request)	---	Each	\$ 25.00	E
	Initial fee (continuing request)	---	Each	\$ 50.00	E



Rates and Fees

Bylaw 1-2023
Effective: January 16, 2023

	Searching for, locating and retrieving a record; producing copies of records; preparing and handling of records for disclosure; supervising the examination of a record; shipping records	---	As established by provincial regulations that may be amended from time to time.	---		E
Address Change at Land Titles		---	Per title	First title free, any over are \$2.00 each		E

General Services:

Photocopying Service for general public	Colour copies	12.21	Per page	\$ 0.50	\$ 0.53	T
	Black & white	12.21	Per page	\$ 0.15	\$ 0.16	T
Fax Transmittal	Public use, within North America	12.22	Per page	\$ 0.52	\$ 0.55	T
	Public use, international	12.22	Per page	\$ 2.47	\$ 2.59	T
	Municipal staff, local transmittals	12.22		No charge		T
	Municipal staff, within North America OR international	12.22		Actual cost of transmittal		T
Land Ownership Maps		---	Each	\$ 14.29	\$ 15.00	T
Wastewater Dumping Fee	Single Axle Truck	41.05	Per Load	\$ 50.00		E
	Dual or Tri-Axle Truck	41.05	Per load	\$ 65.00		E
	Loads from the Lightning Bay Condominium properties	41.05		Exempt from dumping fee		E
Municipal Campgrounds			Per night, per unserviced site	\$ 14.29	\$ 15.00	T



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Planning & Development

Service:	Related Policy:	Unit:	Fee:	With GST	GST:
-----------------	----------------------------	--------------	-------------	---------------------	-------------

E=Exempt
T=Taxable

Development:

Development Application - Permitted	61.11	Each	\$ 100.00		E
Development Application - Discretionary	61.11	Each	\$ 200.00		E
Development Application - Commercial/Industrial	61.11	Each	\$ 200.00		E
Development Application for Natural Resource Extraction	61.11	Each	\$ 1,500.00		E
Development Application for "As Built"	61.11	Each	2 times permit fee, if proceeding without permit		E
Application for Development Permit Time Extension	61.11	Each	\$ 100.00		E

Subdivision:

Subdivision Application Fees	For applications up to three lots, including any remainder:	61.05	- Includes \$150.00 fee per lot to be created, which is the County of Barrhead fee collected by Municipal Planning Services and forwarded to the County of Barrhead - Plus Title Search Fees - Plus Endorsement Fees	\$700, plus \$250 per lot	\$735.00 \$262.50	T
	For applications of four or more lots, including any remainder:	61.05		\$700, plus \$400 per lot	\$735.00 \$420.00	T
Subdivision Endorsement Fees	For applications other than those affecting previously subdivided lots or quarter sections, or lot split:	61.05	Includes authorized fee for Municipal Planning Services (\$100)	\$100, plus \$150 per lot created	\$105.00 \$157.50	T
Amendment to Subdivision Application		---	Per application	\$ 250.00	\$ 262.50	T
Subdivision Time Extension Application		61.05	Per application	\$ 250.00	\$ 262.50	T
Application for Subdivision Plan Cancellation		61.05	Per application	\$ 100.00		E



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Copies of Documents:

Area Structure Plan - Copy	61.11	Each	\$ 19.05	\$ 20.00	T
Land Use By-Law - Copy	61.11	Each	\$ 47.62	\$ 50.00	T
Municipal Development Plan - Copy	61.11	Each	\$ 47.62	\$ 50.00	T

Other Applications:

Land Use By-Law Amendment Application, Municipal Development Plan, Area Structure Plan, Inter-Municipal Development Plan, or any other Statutory Plan Amendment Application	61.11	Per application, plus costs including advertising, planner, engineer	\$ 500.00		E
Application for Separation of Title	MGA 652(4)	Per application	\$ 850.00	\$ 892.50	T
Application for Condominium Plan Consent	---	Per unit	\$ 50.00	\$ 52.50	T

Other Documentation:

Appraisals	61.05	Each	\$ 100.00		E
Compliance Letters	---	Each, with Real Property Report	\$ 50.00		E
Encroachment Agreement	61.11	Each, plus agreement registration costs	\$ 200.00		
Development or Subdivision Appeal to Subdivision and Development Appeal Board	---	Per individual appeal	\$ 150.00		E

Rates and Fees

Public Works

Service:	Related Policy:	Unit:	Fee:	With GST	GST
----------	--------------------	-------	------	-------------	-----

E=Exempt
T=Taxable

Gravel:

Gravel, Sand Sale Charges	Crushed Gravel	---	Per cubic yard	\$15.00, plus hauling costs	\$ 15.75	T
	Pitrun Gravel	---	Per cubic yard	\$6.00, plus hauling costs	\$ 6.30	T
	Sand	---	Per cubic yard	\$1.50, plus hauling costs	\$ 1.58	T
Gravel Haul Rate	Basic loading factor	---	Per cubic yard	\$2.00	\$ 2.10	T
	Hauling	---	Per cubic yard mile	\$0.24	\$ 0.25	T

Sales and Rentals:

Equipment Rental	Equipment rental, with the exception of motor graders and grader flags	---		90% of current rates established by Alberta Road Builders & Heavy Construction Association (ARHCA)		T
	Motor Graders:	---	Per hour	\$140.00, with a minimum charge of \$35.00	\$147.00 (minimum charge \$36.75)	T
	Grader Flags	---	Per 15 minutes of work	\$33.33	\$ 35.00	T



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Material Sales	Used culverts	---	Each	Up to 50% of new purchase price dependent on condition of culvert, sale price to be determined by Director of Infrastructure.		T
	Used grader blades	---	Per foot	\$0.10	\$ 0.11	T
	Other new and used materials available for sale from the Public Works Department,	---	Each	Sale price to be determined by Director of Infrastructure in consultation with CAO (County Manager).		T
Private Dust Control - MG30 Application		32.12	Per lineal foot, minimum of 400 lineal feet to a maximum of 1,000 lineal feet	\$1.50 / lineal foot	\$ 1.58	T

Services:

Public Works Labour Rate	Charged out for mechanical and other work done by County of Barrhead Public Works shop personnel externally to other organizations.	---	Per hour	\$100		
--------------------------	---	-----	----------	-------	--	--

Other Rates and Fees:

Approach Inspection Fee	32.34	Each	\$285.71	\$ 300.00	T
Pipeline Crossing Requests	32.35	Each	\$285.71	\$ 300.00	T



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Agricultural Services

Service:	Related Policy:	Unit:	Fee:	With GST	GST:
					E=Exempt T=Taxable
Sprayer Rental:					
Backpack Sprayer (3 gal)	AG-002	Per day	\$ 4.76	\$ 5.00	T
	Deposit AG-002		\$ 50.00		E
Towable Pasture Sprayer (150 gal)	AG-002	Per day	\$ 28.57	\$ 30.00	T
	Deposit AG-002		\$ 150.00		E
Towable Estate Sprayer (30 gal)	AG-002	Per day	\$ 19.05	\$ 20.00	T
	Deposit AG-002		\$ 100.00		E
Quad Mount Sprayer (15 gal)	AG-002	Per day	\$ 19.05	\$ 20.00	T
	Deposit AG-002		\$ 100.00		E
Spray Crew, includes one truck, two Pesticide Applicators and Herbicide.	---	Per hour (1 hour minimum - 15 minute increments after)	\$ 76.19	\$ 80.00	T
Seeder Rental:					
Seeder - Hand Held Belly Grinder (20 lb)	AG-002	Per day*	\$ 4.76	\$ 5.00	T
	Deposit AG-002		\$ 50.00		E
Seeder - Towable Broadcast(12 bu)	AG-002	Per day*	\$ 23.81	\$ 25.00	T
	Deposit AG-002		\$ 100.00		E
Seeder - Quad Mount (3 bu)	AG-002	Per day*	\$ 19.05	\$ 20.00	T
	Deposit AG-002		\$ 100.00		E
Pest Control:					
Magpie trap	AG-002	Per week*	\$ 9.52	\$ 10.00	T
	Deposit AG-002		\$ 100.00		E
Skunk trap	AG-002	Per week*	\$ 9.52	\$ 10.00	T
	Deposit AG-002		\$ 100.00		E
Fox trap	AG-002	Per week	\$ 9.52		
	Deposit AG-002		\$ 100.00		E



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Squirrel trap	AG-002	Per week*	\$ 9.52	\$ 10.00	T
	Deposit AG-002		\$ 100.00		E
RO-CON Gopher Machines (200 L)	AG-002	Per day	\$28.57, plus cost of chemicals	\$ 30.00	T
	Deposit AG-002		\$ 100.00		E
Beaver Control under the Beaver Program (or Full cost recovery for dam removal using mechanical or explosive means)	AG-001	Per week	\$250 for first week, \$150 for subsequent weeks	\$262.50 \$157.50	T

Other Equipment-Rentals:

Cattle Squeeze with Scale	AG-002	Per day	\$ 66.67	\$ 70.00	T
	Deposit AG-002		\$ 200.00		E
Tree Planter	AG-002	---	No charge		---
	Deposit AG-002		\$ 50.00		E
Grain Bag Roller	AG-002	---	No charge		---
	Deposit AG-002		\$ 200.00		E
Plastic Mulch Applicator	AG-002	---	No Charge		
	Deposit AG-002		\$ 200.00		E
Weigh Wagon	AG-002	Per day	\$ 57.14	\$ 60.00	T
	Deposit AG-002		\$ 200.00		E
Soil Probe	AG-002	---	No charge		---
	Deposit AG-002		\$ 50.00		E
Hay Probe	AG-002	---	No charge		---
	Deposit AG-002		\$ 50.00		E

Other Rental Rates:

Equipment with daily rates picked up on Friday and returned Monday (a.m)	AG-002	Weekend rate	1.5 times daily rental rate		T
Cleaning costs	AG-002	Each	\$40.00		T



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Fire Department (Policies 2002-141, 2009-041)

NB: Alberta Transportation sets the Rates of Reimbursement for Fire Department Units Responding within a Provincial Right of Way. PLEASE SEE THE END OF THIS SECTION FOR THE CURRENT RATES. Alberta Transportation will reimburse for the municipality's fire department to respond within a Provincial Right of Way.

Service:	Unit:	Fee:
-----------------	--------------	-------------

Trucks and Firefighters:

2007 – Pierce 104 Foot Ladder/Platform (Tower-6)	Per hour	\$600.00
2006 Freightliner - Rosenbauer Triple Fire Pumper Truck (Engine-33)	Includes maximum of five firefighters Per hour	\$500.00
2008 Freightliner – Rosenbauer Pumper Tanker Truck (Tender-34)	When utilized for fire fighting purposes - Includes maximum of two firefighters	Per hour \$400.00
	When utilized for water tanker purposes - Includes maximum of two fire fighters	Per hour \$250.00
Command Vehicle - 2014 Dodge ¾ Ton Power Wagon (Command-2)	Includes maximum one fire fighter Per hour	\$150.00
Command Vehicle - 2019 Dodge ¾ Ton Power Wagon (Command-1)	Includes maximum one fire fighter Per hour	\$150.00
2020 Spartan - Fort Garry Pumper Truck (Engine - 37)	Included maximum of six firefighters Per hour	\$500.00
2011 Freightliner – Rosenbauer Heavy Rescue Truck (Rescue-8)	Includes maximum six fire fighters Per hour	\$400.00
2014 Kenworth Water Truck (Tender-5)	Includes maximum two fire fighters Per hour	\$300.00
2020 Chev Silverado 3500HD (Rapid Attack Truck-1)	Includes maximum four fire fighters Per hour	\$250.00



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

2012 Polaris Off Road Side by Side (Wildland-1)	Includes maximum two fire fighters	Per hour	\$150.00
Firefighter Labour Rate		Per hour, per firefighter	\$35.00

Other Equipment and Services:

Contracted Equipment and Services		At Cost
K-Size Air Bottle Fill for External Groups and Agencies	Per bottle	\$50.00
E/D Size Air Bottle Fill for External Groups and Agencies	Per bottle	\$10.00
Small Air Bottle Fill for Avalanche Packs for Groups and Agencies external to the municipality	Per bottle	\$10.00
Historical Search (Time used to look into property outstanding orders, call to or changes recommended to the property)	Per property	\$50.00
Standard Floor Dry	Each	Actual cost of product plus 10% processing fee for shipping and handling
Special Bio, or Chemical Dry	Each	Actual cost of product plus 10% processing fee for shipping and handling



Rates and Fees

Bylaw 1-2023
Effective January 16, 2023

Foam Class "A"	Each	Actual cost of product plus 10% processing fee for shipping and handling
Foam Class "B"	Each	Actual cost of product plus 10% processing fee for shipping and handling
Foam Class Fire Aid	Each	Actual cost of product plus 10% processing fee for shipping and handling
Administration Fee (Time used to enter data or perform tasks outside normal duties)	Per hour	\$75.00
Investigative Fee (Time used by trained members to search for cause and determination of an incident)	Per hour	\$100.00

Alberta Transportation Rates of Reimbursement for Fire Department Units Responding within a Provincial Right of Way:

Ladder and pumper trucks	<ul style="list-style-type: none"> • Includes equipment costs, labour, and all materials. • These are specialized pieces of equipment specifically designed and built to fight fires. 	Per hour	\$615.00
--------------------------	---	----------	----------

Rates and Fees

Light & medium rescue vehicles	<ul style="list-style-type: none"> • Used to transport manpower & equipment not covered under the rate for ladder and pumper trucks. • Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901. • Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools), and medical aid • Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty. 	Per hour	\$615.00
Command Vehicles		Per hour	\$185.00
<p>Note: The rates are to be adjusted annually on April 1st, using the inflation formula established in the province’s highway maintenance contracts and rounded up to the nearest \$5. To date the accumulated inflation since the base year of 2015/16 has not warranted an increase in rates.</p>			

County Fire Services Department Response Fee (Policy 23.02):

<p>Fee to be charged to recover expenses and costs incurred by the County for its Fire Services Department responding to, suppressing or extinguishing, controlling or containing any fire, or hazardous material or other emergency services.</p>	<p>Actual costs incurred by the County to a maximum fee of \$3,000.00 per response with the exception of:</p> <ul style="list-style-type: none"> a) those responses where the suppressing or extinguishing, controlling or containing a fire that is burning <ul style="list-style-type: none"> i. in contravention of any provincial law, bylaw, or fire control order, or ii. at a location outside the jurisdictional boundaries of the County of <p>and in such cases the fee shall be equal to the actual costs incurred by the County for its Fire Services Department to respond to such incidents.</p>
--	--



TO: COUNCIL

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

ISSUE:

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

Two (2) Accounts Receivable accounts totaling \$2,569.15 have been with the Collection Agency for more than one year and should be removed from the County of Barrhead's accounting records.

BACKGROUND:

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

ANALYSIS:

- As at December 31, 2022 there are a total of 29 accounts with the Collection Agency for a total balance of \$36,616.94.
 - 20 of the accounts at collection have been authorized by Council in prior years to be removed from the County's books.
 - 9 of the accounts have been with the Collection Agency for more than one year and are recorded as an Accounts Receivable in the County's books (summarized in table below)
 - Seven (7) of the 9 accounts were set up in 2022. An allowance for doubtful accounts has been recorded on these accounts.
 - Two (2) of the 9 accounts were set up as an Allowance for Doubtful Accounts at December 31, 2021 (see attached table). These accounts are recommended to be written off.
- Most doubtful accounts are related to fire services (vehicle fires).

Accounts Recommended to be Written Off at December 31, 2022:

Customer ID	Invoice Date	Date Sent to Collections	Original Amount	Interest	Total Account to Cancel	Type of Service Provided
LETEN0002	June 10, 2021	Nov 2021	\$900.00	\$54.61	\$954.61	Fire Services
PORTA0001	May 27, 2021	Nov 2021	\$1,500.00	\$114.54	\$1,614.54	Fire Services
			\$2,400.00	\$169.15	\$2,569.15	

Allowance for Doubtful Accounts:

Customer ID	Invoice Date	Date Sent to Collections	Original Amount	Interest	Total Allowance	Type of Service Provided
KNIPP0001	Sept 29, 2021	Feb 2, 2022	\$3,000	\$135.68	\$3,135.68	Fire Services
PROUL0003	Nov 26, 2021	Feb 2, 2022	\$1,875	\$28.13	\$1,903.13	Fire Services
SPERL0002	Dec 9, 2021	May 24, 2022	\$1,350.00	\$124.84	\$1,474.84	Fire Services
ABAN001	April 22, 2022	Sept 23, 2022	\$1,600	\$97.08	\$1,697.08	Fire Services
FRIGO001	May 16, 2022	Sept 23, 2022	\$73.50	\$3.32	\$76.82	Snowplow
ROSSM0003	May 18, 2022	Sept 28, 2022	\$817.32	\$36.96	\$854.28	Gravel
REEDA0001	Aug 1, 2022	Dec 3, 2022	\$1,800.00	\$50.00	\$1,850.00	Fire Services
VILLE0001	Sept 1, 2022	Jan 18, 2023	\$1,500.00	\$45.00	\$1,545.00	Fire Services
HARRI008	Sept 7, 2022	Jan 18, 2023	\$1,248.03	\$37.44	\$1,285.47	Gravel
HILDI0001	Sept 20, 2022	Jan 18, 2023	\$1,880	\$56.40	\$1,936.40	Fire Services
WALSH0001	Sept 28, 2022	Jan 18, 2023	\$1,125.00	\$33.76	\$1,158.76	Fire Services
			\$16,268.85	\$648.61	\$16,917.46	

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates an open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

Council authorizes Administration to write-off the two (2) outstanding Account Receivable accounts as at December 31, 2022 as recommended in the amount of \$2,569.15 because of these accounts being uncollectible.

Council accept for information the allowance for doubtful accounts of \$16,917.46 as at December 31, 2022.

TO: COUNCIL

RE: RESOLUTION FOR ACCESS TO MOBILE WIRELESS (CELLULAR) SERVICES

ISSUE:

Resolution for Access to Mobile Wireless (Cellular) Services requires Pembina Zone endorsement before going to RMA 2023 Spring Convention for consideration.

BACKGROUND:

- December 21, 2022 – Council passed resolution 2022-368, directing Administration to draft a resolution for Council consideration on cellular coverage in the County with the timeline to support advocacy efforts at the RMA 2023 Spring Convention.
- RMA Resolutions process is fundamental to informing the RMA’s advocacy priorities.
- Resolutions can be endorsed by:
 - RMA District (recommended)
 - Individual member municipality
- County of Barrhead is a member of District 3 (Pembina Zone). Membership of District 3 includes:
 - Athabasca County
 - County of Barrhead
 - Brazeau County
 - Leduc County
 - MD of Lesser Slave River
 - Thorhild County
 - Lac Ste. Anne County
 - Parkland County
 - Sturgeon County
 - Westlock County
 - County of Wetaskiwin
 - Woodlands County
 - Yellowhead County
- Resolutions to be considered at RMA convention should:
 - Address issues that are provincial in scope and not focus on local issues
 - Seek changes to legislation, regulations or policy, address funding or program issues, or encourage alternative policy approaches related to rural municipalities
 - Provide clear direction to RMA on advocacy efforts.

- Deadline to submit resolutions to the Pembina Zone meeting is January 16, 2023
- Deadline to submit resolutions for the 2023 RMA Spring Convention is February 15, 2023.

ANALYSIS:

- The attached Draft Resolution “Access to Mobile Wireless (Cellular) Services” follows the resolution writing guidelines including title, preamble, operative clause, and member background.
 - Access to mobile wireless (cellular) services is an issue that affects all rural Albertans.
 - RMA is the best organization to advocate to federal government and the CRTC on this issue.
- Pembina Zone meeting is scheduled for January 23, 2023. If this resolution is passed at the district meeting, the resolution will be forwarded to RMA to be included in the 2023 Spring Convention.

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 3 County demonstrates leadership

Strategy 2 Create opportunities for engagement and advocacy with provincial and federal governments, associations, and agencies

ADMINISTRATION RECOMMENDS THAT:

Council approve the resolution “Access to Mobile Wireless (Cellular) Services” and further that this resolution be forwarded to the January 23, 2023 Pembina Zone district meeting for endorsement.

WHEREAS Albertans rely on mobile wireless (cellular) services to conduct business activities, for personal use, and in emergency situations; and

WHEREAS *Telecommunications Act* s7(b) affirms that the Canadian telecommunications policy has an objective “to render reliable and affordable telecommunications services of high quality accessible to Canadians in both urban and rural regions in all regions of Canada”; and

WHEREAS the Canadian Radio-television and Telecommunications Commission (CRTC) made access to mobile wireless voice and internet services part of a nation-wide service objective for telecommunications services in 2016; and

WHEREAS the CRTC has a target of 100% of all Canadian households have access to the latest generally deployed mobile wireless technology (currently defined as long-term evolution (LTE)) by December 2026; and

WHEREAS despite CRTC reporting that more than 99% of all Albertans have access to cellular services, Albertans outside of urban centres do not have access to reliable cellular network coverage; and

WHEREAS access to landlines and high-speed internet is challenging in rural and remote areas which further increases the importance of reliable mobile wireless (cellular) services.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) engage the CRTC to address the lack of reliable cellular network coverage for mobile wireless (cellular) service.

Member Background

County of Barrhead is a rural municipality lying northwest of the city of Edmonton, and like many other municipalities are partnering with internet service providers to improve broadband services in rural Alberta. However, access to reliable cellular network coverage by telecommunication companies is still lacking.

There are several telecommunication providers offering mobile wireless voice and internet services. Despite telecommunication providers offering services, there are areas within the County of Barrhead that do not have reliable cellular network coverage.

County of Barrhead is not unique in Alberta as the lack of reliable cellular network coverage is experienced by residents and businesses in rural municipalities that are at a distance from the higher populated urban centers.

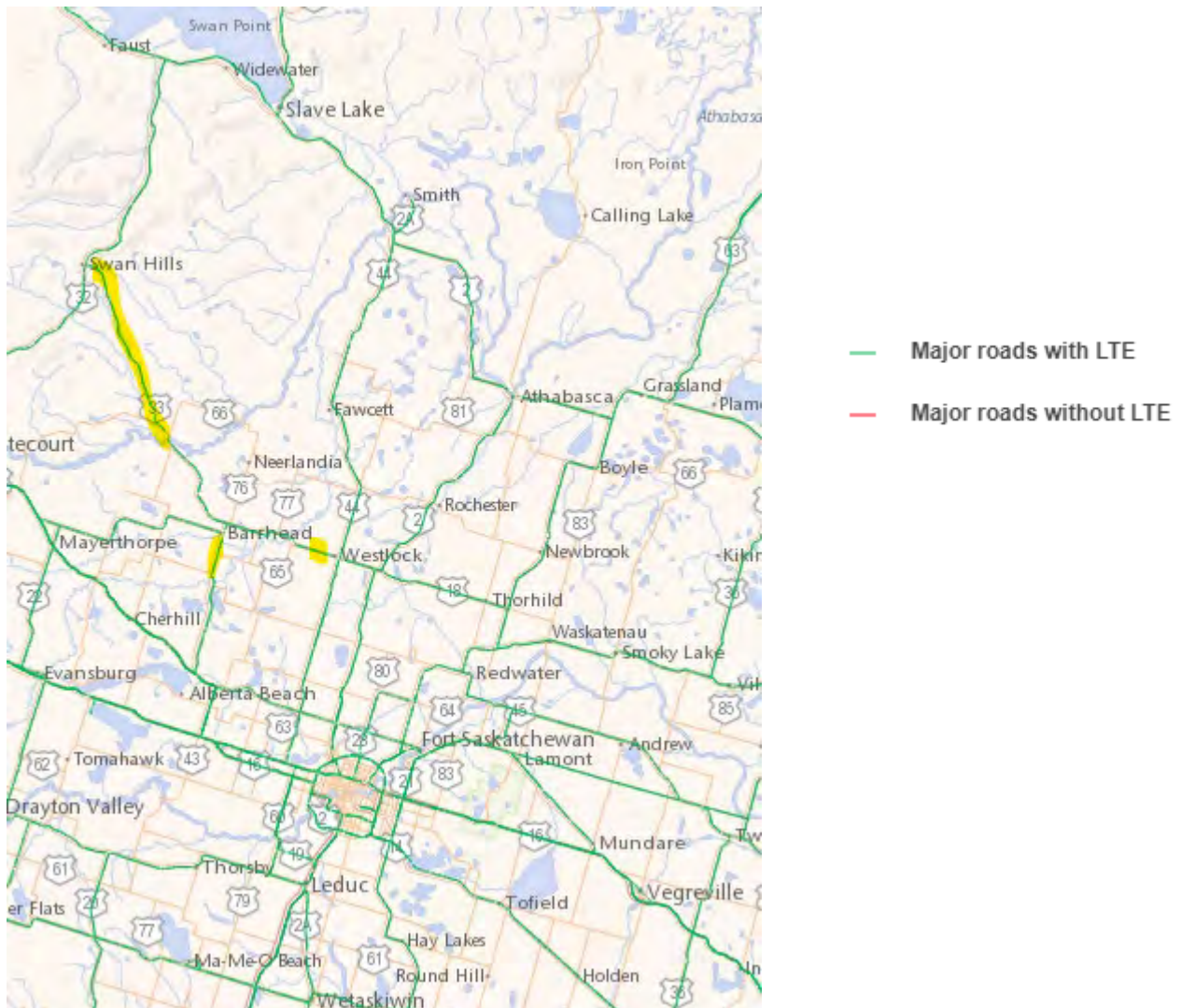
Residents and businessowners in the County of Barrhead have raised concerns about their ability to operate their businesses due to challenges with telecommunications. Today many residents and businesses in rural Alberta are not being serviced by landlines or being refused service. Therefore, reliance on mobile wireless (cellular) services becomes their only option. However, when a business must rely on high spots on the property to receive and send cellular calls it makes it difficult for businessowners to operate and grow their

business. Area residents understand and share the same frustrations of unreliable network coverage, but it is difficult for urban customers and vendors to understand the telecommunication limitations that businesses in rural communities' face.

Even more importantly, emergency situations require reliable cellular network coverage. Rural and remote areas are at risk of emergency situations becoming critical when there is no access to 911.

CRTC provides reports on major roads with and without LTE services that support cellular networks. Most major roads in Alberta are identified by the CRTC as having LTE service. However, the data does not accurately reflect the reliability of the service. For example, Highway 18 is marked as having LTE service, however there is a location between Barrhead and Westlock with no cellular access or a deadspot. The same is true on Highway 33 between areas heading west to Swan Hills and south to Edmonton (marked in yellow on map below).

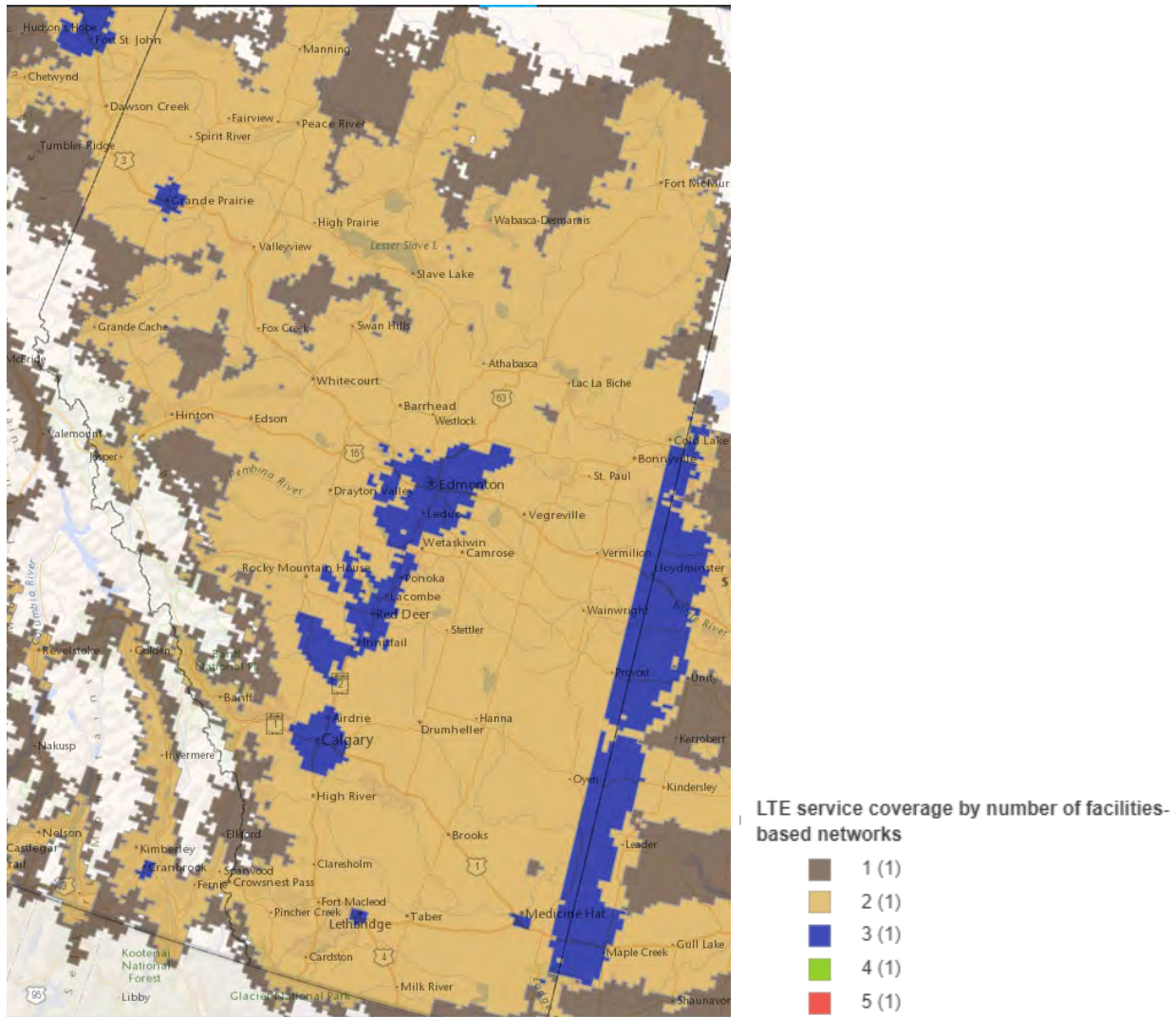
2021 Major roads with and without LTE



Source: https://crtc.gc.ca/cartovista/RoadsWithAndWithoutLTE_En/index.html

CRTC also reports on LTE service coverage areas. The area encompassing the County of Barrhead shows as fully covered by two facility-based networks, however there are several areas within the County of Barrhead that are properties, 3-digit highways, or local roads that do not have reliable coverage and experience deadspots. These deadspots occur from no coverage by service providers, no cellular signal or lack of towers.

2019 LTE service coverage by number of facilities-based network coverage



Source: https://crtc.gc.ca/cartovista/LTEProviderCountYE2019_EN/index.html

CRTC reports do not reflect the reality on the ground in rural Alberta with respect to mobile wireless (cellular) services. As a result, the lack of attention and investment leaves rural Alberta underserved which limits economic growth and potentially increases risk to life and property by negatively impacting emergency response.



REQUEST FOR DECISION
JANUARY 16, 2023



TO: COUNCIL

RE: DIVISION 4 – 2023 TRAINING BUDGET & 2022 LEGAL COSTS

ISSUE:

Council Resolution 2022-475 requires that the Division 4 – 2023 Training & Convention budget be reduced by the over expenditure incurred in 2022 and further, as requested, the costs associated with the investigation and legal counsel for the Council Code of Conduct complaint are provided to Council for information.

BACKGROUND:

- August 16, 2022 – Council received a Council Code of Conduct complaint in relation to Councillor Lane (Division 4 Councillor)
- August 25, 2022 – Council resolution 2022-308 appointed Neuman Thompson LLP to conduct an independent investigation in accordance with Council Code of Conduct Bylaw 3-2017
- October 4, 2022 – with respect to their obligations under Council Code of Conduct Bylaw 3-2017, Council issued their decision (resolution 2022-363) after review of the investigators report and with the support of legal counsel
- October 18, 2022 – Council selected HR Proactive Inc. as training provider (resolution 2022-432) for Division 4 Councillor
- November 15, 2022 – Council received HR Proactive Inc. report and lifted sanctions (resolution 2022-474); file was closed
- Annual Training & Convention budget for each Councillor is \$4,000

ANALYSIS:

Training Costs

- Council Code of Conduct Bylaw 3-2017 s.10(3)(h) requires that costs for education or training taken by a Councillor that was provided by a 3rd party is to be taken from the monies allocated in the annual budget for the respective electoral division of the County
 - Council's supporting resolution 2022-363 further clarifies that the Councillor will bear the cost of any travel or accommodations associated with the training and no per diems will be paid for attendance at the training.
 - There were no travel or accommodation costs incurred to complete the required training
 - No per diems were paid
 - Council's supporting resolution 2022-475 further clarifies that any shortfall in the 2022 Division 4 Councillor - Training & Convention budget will be taken from the 2023 Division 4-Training & Convention Budget

- Cost of required training provided by HR Proactive Inc. to Division 4 Councillor was \$2,000
- Summary of the 2022 Training & Convention budget for Division 4 Councillor is presented below:

Item	2022 Actual	2022 Budget	Variance
Convention (x2)	\$3,001.95		
Orientation & Other Seminars	\$440.82		
Subtotal	\$3,442.77	\$4,000	\$557.23
HR Proactive Inc.	\$2,000		
Total	\$5,442.77	\$4,000	-\$1,442.77

- In accordance with resolution 2022-475, the 2023 Division 4 Councillor Training & Convention budget will be reduced by \$1,442.77 leaving a 2023 balance of **\$2,557.23**.

Other costs

- Council Code of Conduct Bylaw 3-2017 s.9(4) provides Council with the option to take no further action on a complaint, or the option to appoint an independent investigator to conduct an investigation.
 - Council resolution 2022-308 appointed Neuman Thompson LLP to conduct an independent investigation
- Throughout the process Council required support from legal counsel to ensure a fair and transparent process for all parties. The entire process from receipt of complaint, through investigation, decision by Council, completion of training by Division 4 Councillor and lifting of sanctions took 3 months.
- Summary of other costs associated with processing the complaint under the Council Code of Conduct Bylaw 3-2017 is presented below:

Purpose	Vendor	Amount
Investigation & Report	Neuman Thompson	\$17,845.92
Legal Counsel	Hutchison Law	\$19,113.75
Total Costs		\$36,959.67

- Council expenditures fall under the General Government Services Department, specifically 11 – Council & Legislative.
 - This department does not have a budget for legal fees; however, the department as a whole is underbudget for 2022 and therefore the expense will be applied here.

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 County demonstrates an open & accountable government.

ADMINISTRATION RECOMMENDS THAT:

Council accepts for information the reconciliation of training costs leaving a balance of \$2,557.23 in the 2023 Division 4 – Training & Convention budget, and further that the unbudgeted expense of \$36,959.67 for legal fees (investigation & legal counsel) will be recorded in the General Government Services Department under 11-Council & Legislative for 2022.



presented to Council on January 16, 2023
 (items shaded have changed since last meeting)



2022-2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2022-557	Approve 3-Year Financial Plan and the 10 Year Capital Plan for the County of Barrhead	FIN/CAO	Plans approved and posted on website	Complete Dec 20/22
2022-556	Approve the 2023 Capital Budget of \$14,775,734	CAO/FIN	Budget approved and posted on website	Complete Dec 20/22
2022-555	Approve the 2023 INTERIM Operating Budget of \$18,673,478	CAO/FIN	Budget approved and posted on website	Complete Dec 20/22
2022-554	Approve 7 step pay grid to include in interim operating budget	CAO/FIN	Incorporated into County budget.	Complete Dec 20/22
2022-553	Approve 2022 cancelled tax transactions	FIN/CAO	Complete	Complete Dec 20/22
2022-552	Apply for PERC/DIRC for outstanding uncollectible education and DIP for 2022 tax year	FIN/CAO	Grant application submitted	Complete Jan 9, 2023
2022-549	Extend term of membership for current ALUS PAC members to December 31, 2023.	AG	PAC members notified	Complete Jan 13/23
2022-544	Waive registration fees; reserve Klondyke Ferry campground for July 10, 2023 for Voyageur Canoe Brigade; provide up to 4 porta-potties	CAO/EA/PW	Applicants notified and they will contact us closer to event for final arrangements	Complete Jan 4/23
2022-543	Approve band C1 in 2023 Salaries & Wages Grid	CAO/FIN	Incorporated into budget.	Complete Dec 20/22
2022-540	Allocate an additional \$28,812 of Canada Community Building Fund to Range Road 40	FIN/CAO	Complete	Complete Dec 20/22
2022-539	Allocate \$353,698 of Aggregate Reserve for Range Road 22	FIN/CAO	Complete, incorporated into Capital Budget	Complete Dec 20/22
2022-538	Submit a CCBF application for RR 22 for \$614,980	FIN/CAO		Underway
2022-537	Amend MSI application for RR 22 to increase funding by \$709,404	FIN/CAO		Underway
2022-536	Cancel Landfill Access Road Project under MSI	CAO		Underway
2022-535	Award 2023 paving contract to Central City Paving	PW	Sent to contractor for signature.	Underway
2022-522,523	Approved Twinning budgets	FIN/CAO	Incorporated into County budgets & plans	Complete Dec 6/22

2022-518-521	Approved Airport budgets	FIN/CAO	Incorporated into County budgets & plans	Complete Dec 6/22
2022-514-517	Approved Landfill budgets	FIN/CAO	Incorporated into County budgets & plans	Complete Dec 6/22
2022-513	Approved FCSS budget	FIN/CAO	Incorporated into County budgets & plans	Complete Dec 6/22
2022-512	Invest at highest interest rate for an 18-month term for donated funds from Camp Creek Community Club.	FIN/CAO	Account opened at Scotia Bank (local branch) at 5.4% for 18 months	Complete Dec 14/22
2022-511	Write-off Oil & Gas tax roll 221005868 in the amount of \$6,177.32 and tax roll 221006510 in the amount of \$388.53.	FIN	Journal Entries Complete	Complete Dec 7/22
2022-504-510	Approved Fire/ERC budgets	FIN/CAO	Incorporated into County budgets & plans	Complete Dec 6/22
2022-500	Adopted Water & Sewer Utility Rates Amendment Bylaw 9-2022	CAO/FIN	Signed and posted to website; Rates to be updated for 2023 on Jan 1	Complete Dec 8/22
2022-494,548	Library member at large appointments tabled until further information received	CAO/EA	Library notified; Recommendation received; Library contacted for information	Complete Dec 21/22
2022-486-493	Member at large appointments to committee	CAO/EA	Applicants being notified	Complete Dec 9/22
2022-478	Submit application to maximum under ACP for feasibility study of ADLC bldg as joint municipal facility	CAO	ACP grant application submitted to GOA Dec 16/22; Supporting resolution received from Town Council	Complete Dec 16/22
2022-474,475	Lifted restrictions on C. Lane and cost of training to be paid from Div 4 2023 training budget	FIN/CAO	Cost reconciliation to Council Jan 16/23; 2023 Div 4 training budget to be set Dec 20/22 and reconciled with 2022 costs	Underway
2022-468	Approved 2023 Library Budget with County contribution of \$136,807	FIN/CAO	Included in interim budget	Complete Nov 16/22
2022-467	Budget Priorities Survey - What we Heard Report	COMM	Posted on County website	Complete Nov 16/22
2022-463,464,551	1st reading bylaw 8-2022 Taxation of Manufactured Home Park and public hearing set Dec 20	FIN/EA/CAO	Bylaw 8-2022 adopted; Advertised	Complete Dec 20/22
2022-462	Submit nominee to CFYE for Queens Jubilee medal	CAO/EA	Submitted to Community Futures & CFYE	Complete Nov 24/22
2022-458, 459	Approved reserve bids and Terms & Conditions for public auction	COMM	Advertised and put on website	Complete Nov 16/22

2022-457	Approved MTM Ag Society Community Grant of \$550	CAO/EA	Letter sent to recipient	Complete Nov 18/22
2022-452	Provide letter of support to LSAC for funding submission under WFL for the Regional Sewer Collection project	CAO	Letter submitted to LSAC	Complete Nov 7/22
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		Underway
2022-442	Approved revision to 2023 Budget Cycle	CAO	What we heard report will be presented to Council on Nov 15	Complete Nov 15/22
2022-440,441	Amend appointments of Council members to County & Town of Barrhead ICF Committee	CAO/EA	Updated	Complete Nov 2/22
2022-432	Directed CAO to engage HR Proactive Inc. to provide training to Councillor Lane as per sanctions	CAO	Report to Council on Nov 15/22; HR Proactive Inc engaged to provide training on Oct 27/22 with Close-out report to Council to follow	Complete Nov 15/22
2022-431	Directed CAO to fwd letters from Councillor Lane to the complainants as per sanctions	CAO	Letters sent to complainants	Complete Oct 26/22
2022-428	Invite MP Viersen and MLA van Dijken to future Council meeting	CAO		Underway
2022-425	Execute donation agreement with Camp Creek Community Club	CAO	Contract signed; Contacted Camp Creek Club	Complete Nov 2/22
2022-423	Approved cancelling penalty on tax roll 551153007 for \$176.53	EA/FIN	Letter sent; Adjustment entries complete	Complete Oct 25/22
2022-422	Approved Meadowview Community Centre community grant of \$2,500	CAO/EA	Letter sent to recipient	Complete Oct 24/22
2022-415-417	Cancel & Reschedule council meetings for 2023	CAO/EA	Calendar had been updated	Complete Oct 20/22
2022-411	Tabled appointments to Regional Admin Bldg committee pending update	CAO	Discussion with Superintendant	Underway
2022-363,364	Decision re Council Code of Conduct matters and direction to Reeve to provide letter of reprimand on behalf of Council	CAO	Letter of reprimand sent on behalf of Council	Complete Oct 5/22
2022-368	Draft resolution on cellular coverage in the County with timeline to support advocacy efforts at RMA 2023 Spring Convention	CAO	To Council Jan 16/23; Research being conducted	Underway
2022-367	Initiate the ICF process with the Town regarding feasibility of ADLC as a municipal building.	CAO	ICF meeting Nov 14, 2022; ICF Contacted Town CAO to initiate discussion	Complete Nov 14/22

2022-366	Cancel property taxes in the amount of \$13,927.30, owed by GOA, in the name of Alberta Municipal Affairs and AEP	FIN	Adjustment entries complete	Complete Oct 11/22
2022-364	Admin to provide further info on Alberta Carbon Grid - Agreement with GOA	CAO		Not Started
2022-359	Reduce fire invoice IVC00002540 for fire fighting services from \$750 to \$400.	CAO/EA	Letter sent to owner informing of decision	Complete Oct 11/22
2022-357	Deny the request for cancellation of penalties on tax roll 330019000.	CAO/EA	Letter sent; Letter drafted	Complete Oct 25/22
2022-356	Deny the request for cancellation of penalties on tax roll 520264017.	CAO/EA	Letter sent; Letter drafted	Complete Oct 25/22
2022-349,350	Directed CAO to schedule future date to conclude incamera discussion; postpone Sept 20/22 items to next mtg	CAO	Sept 20/22 remaining brought to Council on Oct 4/22 and incamera item concluded; Next suitable time for all parties was Oct 4/22	Complete Oct 4/22
2022-345,346,496	Approved Economic Development Plan and provide letter of endorsement for application under AAIP Rural Renewal Stream	CAO	Application SUCCESSFUL; Application for Community Designation under AAIP Rural Stream was submitted	Complete Sep 29/22
2022-344	Approved PEP to support development of Community Hall Strategy	CAO/COM	With Council approval, PEP is being implemented	Complete Sep 20/22
2022-343	Deny request to cancel taxes roll 531311008	CAO/EA	Letter sent; Letter drafted	Complete Sep 30/22
2022-342	Cancel penalties on tax roll 528363010.	FIN/CAO	Letter sent & adjustment done; Letter drafted	Complete Sep 30/22
2022-340	Adopted new Rates & Fees Bylaw 7-2022	CAO/EA	New bylaw signed & posted to website	Complete Sep 27/22
2022-335	Approved community grant to Community Pumpkin Walk for \$1,500	CAO/EA	Approval letter sent	Complete Sep 23/22
2022-326, 336	Provide letter of support; Investigate & provide further info regarding request by GROWTH for letter of support for funding under TRF	CAO/EA	Letter Sent; Summary obtained from GROWTH chairperson; presented to Council on Sept 20/22	Complete Sep 30/22
2022-325	Register Reeve & Councillor Lane for in-person engagement in Edm with Min of Justice for APPS	EA/CAO	Registered for Sept 13, 2022 session	Complete Sep 7/22
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Awaiting Signatures from LSAC	Underway
2022-319,320	Approved new AG-002 Eqpt Rental Policy & rescinded Policy 62.09 Rental of Ag Eqpt	AG/EA	Policies Updated	Complete Sep 9/22

2022-314	Disperse 16,000 yards topsoil and 10,000 yards clay as excess material at Kiel & Neerlandia Lagoon to interested local parties at \$1 per yard & hold harmless agreement	PW	Hauling has begun out of Neerlandia Lagoon site. This will be ongoing until material is removed.	Complete Sep 7/22
2022-308	Council Code of Conduct	CAO	3rd party independent investigator R. Smith from Neuman & Thompson retained	Complete Aug 26/22
2022-302-303	Council Code of Conduct	CAO	4 options brought to Council	Complete Aug 25/22
2022-295-297	Council Code of Conduct	CAO	Written response received, special mtg held Aug 19/22	Complete Aug 19/22
2022-291,318	Directed CAO to start work on application process for Queen Elizabeth II Platinum Jubilee Medal (Alberta) and submit Marilyn Flock	CAO	Nomination submitted; Council selected Marilyn Flock; List of potential nominees provided to Council Sep 6/22	Complete Sep 22/22
2022-285	Approved employment of municipal clerk on temp basis to assist with records mgmt	DF/CAO	Informed clerk of extension of employment	Complete Aug 17/22
2022-284	Approved 2023 draft budget schedule	DF/CAO	Meeting requests sent	Complete Aug 19/22
2022-281-283	Apply for asset management cohort program	DF/CAO	Application submitted Aug 18/22, waiting for decision	Complete Aug 18/22
2022-280	Approved Property Tax Penalty Exempt List for the 298 tax rolls	DF	Complete	Complete Aug 16/22
2022-279	Convert property assessment system from PAVIS to CAMA lot system at cost of \$37,500 in 2023 budget	DF/CAO	Reviewing contract received contract Aug 29/22	Complete Sep 3/22
2022-278	Deny request to cancel/reduce taxes roll # 569322014	DF/CAO	Letter mailed to ratepayer; Letter drafted	Complete Sep 26/22
2022-277	Deny community grant request for Shepherd's Care Foundation	EA/CAO	Informed of decision	Complete Aug 19/22
2022-276	Deny community grant request for Meadowview 4-H club	EA/CAO	Informed of decision	Complete Aug 19/22
2022-273	Reduce fire invoice IVC00002362 to \$750 and cancel \$250	EA/CAO	Letter mailed to resident and adjustment made; Letter drafted	Complete Sep 26/22
2022-272	Grazing Lease S1/2 4-60-2-W5 to Sutherland (2023-2025)	EA/CAO	Lease signed; Tenant to sign lease	Complete Sep 26/22
2022-262	Engage AE for the assessment of TL lagoon for a maximum cost of \$16,500	PW/CAO	Contract with AE is finalized	Complete Jul 25/22

2022-254	Bring back recommendations for disposing of Unit #306 2018 Caterpillar D6T XL	PW/CAO	Not suitable for Landfill, report to Council prior to disposal as per policy	Underway
2022-253	Purchase 2023 Komatsu Dozer for \$575,000 from SMS Equipment	PW/EA	Letters sent to dealerships informing them of decision.	Complete Jul 7/22
2022-240	Contract with Improve Consulting Group Inc. to complete a Compensation Review at a cost of \$14,650 plus GST.	DF/CAO	Contract signed	Complete June 23/22
2022-235, 484	Community Hall Strategy identified in the 2022-2026 Strategic Plan be escalated to begin in 2022.	CAO/PD	"What we heard" report to Council Dec 6/22; Oct 5/22 selected; PEP to Council Sept 20/22; Stakeholder input on selecting date almost complete; Project management sheets drafted	Underway
2022-234	Work with Camp Creek Community Hall delegation to explore opportunity	CAO/PD	Donation Agreement approved by Council Oct 18/22; To Council Oct 18/22; DRAFT a agreement being reviewed by legal; Private sale has closed; Private agreement closing postponed; Discussed conditions of agreement to hold funds; General comments provided re agreements	Complete Oct 18/22
2022-228	Send letter to church & Assn regarding request to declare as an essential service	CAO	Letter sent to church advising comments to be shared with MLA; Letter drafted	Complete Oct 11/22
2022-226,227	Development & Lease agreement with Benedict Pipeline for laydown yard at Kiel	CAO/PD	Agreements signed by County & Tenant	Complete Jun 10/22
2022-225	LGFF Engagement Survey (GOA)	CAO/DF	Complete and submitted	Complete Jun 9/22
2022-221	Award Line Painting project to Line King Highways to not exceed \$39,500	PW	Agreement Finalized; MOA sent to contractor for signing	Complete Jul 6/22
2022-220	Award Gravel Crushing Tender Ft Assiniboine pit to Surmont Sand & Gravel for \$1,487,300 to crush 278,000 tonnes & allocate \$8,000 to quality testing	PW/EA	Contract finalized; Contracts provided to contractor to sign	Complete June 21/19
2022-217	Submit applications to MSI Capital for 3 projects (RR 25 in 2024, Rd regravel 2023, Landfill Access Rd upgrade in 2026)	DF	Submitted	Complete Jun 15/22
2022-216	MOA with AT for STIP funding (BF 78033)	CAO/EA	Contract finalized; Signed by County & sent to AT	Complete June 23/22
2022-215	Set Date, Time, Place - Tax Sale (Public Auction)	CAO	Set for Dec 7/22; process as per MGA	Complete Jun 7/22
2022-214, 354	Barrhead Street Festival - Community Grant \$1,500	CAO/EA	Receive final report; Approval letter sent	Complete Jun 10/22

2022-213	Barrhead Golf - Community Grant Final Report	CAO/EA	Report filed	Complete Jun 7/22
2022-207	Send letter to resident regarding dust control at RR 25 & Twp Rd 571A	CAO/EA	Letter sent	Complete Jun 15/22
2022-204	Approved 2021 Annual Report	CAO/COMM	Posted to Website	Complete May 18/22
2022-199	Approved Admin bldg repairs with County contribution to be a max of \$25,500	CAO/DF/EA	Pembina Hills School Division informed of Council decision	Complete May 17/22
2022-198	Denied request from Long Run Exploration Ltd to cancel taxes	DF	Letter sent	Complete May 18/22
2022-197	Approved agreement with Tango Network for \$10,980 for Broadband project implementation	CAO	Contractor notified	Complete May 18/22
2022-195	Approved Diesel Fuel Surcharge Rate effective May 23, 2022	PW	New process implemented	Complete May 30/22
2022-194	Awarded shoulder pull contract to B&B Wilson for project cost of \$194,250 and identified additional funding source	PW	Contract fully executed; Contractor notified, will send contract	Complete Jul 5/22
2022-193, 355	Approved community grant to Bhd Ag Society	CAO/EA	Receive final report; Approval letter sent	Complete May 20/22
2022-192	Approved Ducks Unlimited professional services agreement	AG	Agreement signed; Gov't employee retired, looking at finalizing agreement; Agreement sent to Ducks Unlimited for signing	Complete Oct 19/22
2022-191	Appointed Chelsea Jaeger as weed inspector	AG	Officially appointed by Council; ID to be provided	Complete May 17/22
2022-190	Declared June 6-14 as Seniors Week	CAO/EA	Declaration posted on website, and Ministry of Seniors & Housing notified	Complete May 20/22
2022-205	Broadband Partnership - Option #2 approved with funds from reserves	CAO/DF/PD	Agreement fully executed; Finalizing Contribution Agreement	Complete June 1/22
2022-200	Approved Project #440 Road Construction agreements	CAO/EA	Agreements signed & awaiting completion of project	Complete May 4/22
2022-197	Approved Enforcement Services Agreement with LSAC	CAO/EA	Agreement finalized; Sent to LSAC May 16 waiting return; Awaiting signature	Complete Jun 7/22
2022-196	Proclaim May 1-7 Emergency Preparedness Week	CAO/COMM	Posted to website, posted at office	Complete May 4/22
2022-195	Proclaim 2022 Year of the Garden & June 18, 2022 Garden Day	CAO/EA	Posted to website, CIB & Garden Canada notified	Complete May 4/22
2022-194	Proclaim May 30-Jun 3 Alberta Rural Health Week	CAO/COMM	Posted to website	Complete May 4/22

2022-193	Grass cutting contract - MacGill Estates	CAO/EA	Finalized; Contractor notified, waiting for signatures	Complete May 12/22
2022-184	GFR - Option to Purchase (on 3rd lot)	CAO	Signed by County & sent to lawyer Apr 22/22	Complete Apr 22/22
2022-180	Adopted 2022 Property Tax Bylaw	DF/EA	Bylaw signed & posted to website	Complete Apr 21/22
2022-175	Approved 3-yr Financial Plan & 10-yr Capital Plan	DF	Signed & posted to website	Complete Apr 20/22
2022-173, 174	Approved 2022 Operating & 2022 Capital Budget	DF	Signed & posted to website	Complete Apr 20/22
2022-167	Approved Reserve Report	DF	Council approved	Complete Apr 19/22
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Consolidating all lagoon reports (T.L. received Dec/22); incorporating asset management principles and discussions with LSAC	Underway
2022-165	Appointed new fire guardians	EA	Applicants and Fire Chief have been notified	Complete Apr 20/22
2022-160, 161,202,203	Bylaw 6-2022 (Removal of MR designation) 1st reading; set public hearing date, 2nd, 3rd reading (relates to resolution 2020-358)	PD/EA	Bylaw signed, forms sent to Land Titles; Public hearing for May 17, 2022; Advertising submitted to local paper and to be posted on site	Complete May 19/22
2022-150	Denied request to cancel Axiom Oil & Gas Inc taxes	CAO/DF	Decision sent	Complete Apr 12/22
2022-149	Approved Library special funding request to a max County contribution of \$3,650 (total 4% COLA)	CAO/DF	Decision sent	Complete Apr 13/22
2022-144-147	Approved 2022 Joint Landfill budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-140-143	Approved 2022 Joint Airport budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-138,39	Approved 2022 Joint Twinning budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-131-137	Approved 2022 Joint Fire Services & ERC budgets/plans	DF	Incorporated into County budgets & plans	Complete Apr 14/22
2022-129	Renewal of Fire Services Agreement	CAO	Agreement signed	Complete Apr 22/22
2022-128	Budget Priorities Survey - What we Heard Report	CAO/EA	Posted to website	Complete Apr 11/22
2022-127	Letter of support for Rossman's commercial timber permit application	PD	Letter provided to Mr. Rossman	Complete Apr 12/22

2022-126	Renew GROWTH membership for 2022	PD	Invoice submitted to Finance	Complete Apr 12/22
2022-125	Adopted Bylaw 3-2022 Dog Control Bylaw Amendment	CAO/EA	Signed by Reeve	Complete Apr 12/22
2022-121	Accepted priorities for RCMP Annual Performance Plan	CAO	Signed by Reeve & returned; Waiting for final plan for Reeve's signature	Complete Aug 11/22
2022-120	Set Dunstable lagoon volume allotment program; 1st come 1st served	PW	Notified; Updating list of users	Complete May 12/22
2022-118	Nominate director for BRWC	CAO/EA	BRWC notified	Complete Apr 6/22
2022-115	Appoint member-at-large to Library Board	CAO/EA	Library notified	Complete Apr 6/22
2022-114	Adopted Rates & Fees Bylaw 4-2022	CAO/EA	Signed and posted to website	Complete Apr 6/22
2022-110	Approve 2022/23 ACP Grant Agreement for Municipal Intern	CAO/EA	Agreement signed and sent to Municipal Affairs	Complete Apr 6/22
2022-109	Approve 2022-2026 Strategic Plan	CAO	Posted public version to website; Drafting public version for website	Complete Jun 15/22
2022-108	Publish 2021 audited financial statements to website	DF/COMM	Posted to website	Complete Apr 8/22
2022-098,99	Move CAO to Step 12 on salary grid and vacation entitlement to 4 weeks effective Jan 1/22	FIN	Payroll notified	Complete Mar 10/22
2022-089	Schedule Special Council meeting March 3	CAO	CAO performance evaluation	Complete Mar 1/22
2022-088	Proclaim May 9-13 Economic Development Week	PD/EA	Notification sent and posted to website	Complete Mar 10/22
2022-087	Barrhead Golf - Community Grant \$2,500	EA/FIN	Applicant has been notified and payment sent	Complete Mar 17/22
2022-086	Appointment of Fire Guardians	CAO/EA	Fire Chief notified	Complete Mar 10/22
2022-084,85	Plan Appreciation Dinner April 28 and invite ICF partners	AG/EA	Event held Apr 28/22; Invitations sent to Minister and MLA, planning underway	Complete Apr 28/22
2022-079	Bring back info on WILD Alberta requests re: establishing DMO	CAO/PD	Scheduled to bring to Council April 5/22	Complete Apr 5/22
2022-078	Request meeting w/Min of Transportation at RMA re: condition/safety of Hwy 769	CAO	Meeting requested	Complete Feb 15/22
2022-077	Authorized signing of MSI amending MOA	CAO/EA	Signed and returned to GOA	Complete Feb 22/22

2022-076	Approved Indixio as the EDRMS provider	DF	Contract finalized	Complete Mar 3/22
2022-074,154	Bring back a report on the costs and process for expropriation of land related to Project 340	CAO/DF	Expropriation was not required	Rescinded Apr 5/22
2022-073,219	Approved landowner compensation for Project 340 road ROW acquisition	PW	Going to Council June 7; 1 left to sign; 3 still to sign; Have agreements with 2 main landowners; Negotiations have commenced	Complete Jun 8/22
2022-070	Creation of new reserve Ag-H2C Conservation Landowner Conservation	DF	Created	Complete Feb 15/22
2022-069	Approved 2021 reserve transactions	DF	Transactions complete	Complete Feb 15/22
2022-066	Awarded contract to Pembina West Co-op to supply diesel fuel for 3 years	DF/PW	Contract finalized; Contract signed and sent to Co-op for execution.	Complete Feb 15/22
2022-060	Awarded Tender for 3/4 Ton Truck to Barrhead Ford	PW	Letter sent to Barrhead Ford confirming purchase	Complete Feb 22/22
2022-058	Award Ag Lease by Manola truck fill	CAO	Lease finalized; Lease sent to landowner	Complete Feb 28/22
2022-057	Denied request to cancel Town Rec portions of taxes	CAO	Letter sent to landowner	Complete Mar 9/22
2022-054,55,56	ARB Officials Appointments	DF/EA	CRSAC notified of appointments	Complete Feb 17/22
2022-053	Rescind Policy 62.06 - Partners in Conservation	AG/EA	Policy rescinded	Complete Feb 18/22
2022-049,50,51	Appointed members to PAC (ALUS)	AG	Applicants have been notified	Complete Feb 16/22
2022-038	Approved Rural Broadband Policy	CAO/PD	Policy sent to consultant to continue work on project	Complete Feb 7/22
2022-035	Approved funding sources for overbudget 2021 operational projects	DF	Transactions done	Complete Feb 3/22
2022-034	Approved funding sources for overbudget 2021 capital projects	DF	Transactions done	Complete Feb 3/22
2022-033	Approved purchase of 2022 Excavator with implements	PW	Letter sent to Finning approving excavator purchase; letters sent to unsuccessful bids	Complete Feb 8/22
2022-032	Approved purchase of 2 - 2022 Motor Scrapers as per Capital Budget/Plan	PW	Letter sent to Finning approving purchase	Complete Feb 8/22
2022-031	Approved purchase of 2 - 2022 UTVs as per Capital Budget/Plan	PW/AG	CC Cycle contacted to confirm purchase	Complete Feb 2/22

2022-028	Approved Bylaw 2-2022 Emergency Management	CAO	Included in Municipal Emerg Plan (MEP)	Complete Feb 4/22
2022-022	Public Hearing for Lakeview Estates ASP (LUB amendment) - March 1, 2022 at 1:15 pm, Multipurpose Rm	PD/EA	Public hearing held in person and virtual on March 1/22; Advertising requirements underway, facility booked	Complete Mar 1/22
2022-021,090-092, 212	LUB amendment re: Lakeview Estates ASP	PD/CAO	3rd reading to Council on Jun 7/22; 2nd reading with recommended amendments to Council May 3/22; 3rd reading to be scheduled for Council consideration (June 7/22). Will return to Council for further consideration following Public Hearing; 1st reading to Council	Complete Jun 10/22
2022-006	BF73046-21 Awarded to Griffin Contracting	PW	Notification sent to MPA to award contract to Griffin	Complete Jan 19/22
2022-005	Approved ALUS PAC TOR	AG	PAC TOR posted and advertising underway	Complete Jan 20/22
2022-004	Community Grant of \$2,500 - Misty Ridge Ski Club	CAO/EA	Letter sent awarding grant	Complete Jan 20/22
2021-536	Approved purchase 2022 Motor Grader Replacement as per Capital Budget	PW/DF	Letters sent to dealerships informing them of decision.	Complete Jan 7/22
2021-534	Approved 10 YR Capital Plan	CAO/DF	Posted to Website	Complete Jan 12/22
2021-533	Approved 3 YR Financial Plan	CAO/DF	Posted to Website	Complete Jan 12/22
2021-532	Approved 2022 Capital Budget of \$8,087,326	CAO/DF	Posted to Website	Complete Jan 12/22
2021-531	Approved 2022 Interim Operating Budget of \$17,518,554	CAO/DF	Posted to Website	Complete Jan 12/22
2021-530	Approved application for PERC/DIRC (\$29,878.80 & \$728.86)	DF	Sent to GOA.	Complete Jan 11/22
2021-529	Approved Water & Sewer Utility Rates Bylaw 11-2021	CAO/DF	New rates inputted to system and first utility bills to be sent out Jan 31, 2022	Complete Jan 7/22
2021-523	Approved MOA with CRASC Jan 1, 2022 to Dec 31, 2024	CAO	Received finalized agreement; Sent to CRASC for signing Jan 13	Complete Feb 9/22
2022-024; 2021-496	Request report with options & recommendations to consider compensation for Newton Creek flooding	CAO/DF	Council accepted insurance adjusters conclusion and denied claim; To Council Feb 1/22; RMA Genesis Reciprocal Insurance has been contacted; appt with legal counsel	Complete Feb 1/22

2021-488	Cancel 50% 2021 taxes for GOA re: GIPOT	DF	Received Payment; Journal entry done and expect payment March 31, 2022	Complete Mar 15/22
2021-481	Draft proposal for holding annual Agriculture/County dinner in 2022 in alignment with public health restrictions	CAO/AG	RFD to Council Mar 1/22; Minister confirmed; Checking availability of site, MLA, Minister etc.; Preliminary discussions re potential dates	Complete Mar 1/22
2021-474	Authorized Admin to enter into Ag Plastics Recycling Agreement with CleanFarms	CAO/AG	Agreement signed and returned; On hold until April 2022; Awaiting agreement from CleanFarms	Complete Apr 4/22
2021-471	Approved streetlight in Neerlandia	EA/CAO/PW	Construction complete; Permits complete, estimate Mar 7 completion; Fortis has been notified, indicated new year	Complete Mar 4/22
2021-452	Contract for Neerlandia Lagoon Construction awarded to PME Inc.	PW	Fully executed Contract sent to AE for distribution; Contract signed by PME and being returned to County to fully execute. Associated Eng to be in contact with PME to determine work schedule.	Complete Jan 19/22
2021-353	Develop policy for volume allotment program for Dunstable Lagoon (Q1-2022)	CAO/PW	RFD to Council April 5 for further direction	Complete Apr 5/22
2022-040; 2021-291	Use of Barrhead Johnson Airport Terminal for Aviation Ground School Training	EA/CAO	Council rescinded on Feb 1/22 as session was not held; Postponed until Oct 2021	Rescinded Feb 1/22
2021-190	Scada Project - Additional Work approved with \$25K FGT funding	CAO/PW	99% complete with Northplex done; Working on Communications 90% complete; Completed - instrument and piping at Manola pump house and Booster station and Neerlandia Scada upgrade. Contractors working on updating programming and communications. Application for FGT to be updated when project fully complete.	Complete Nov 3/22
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Met with VSU representative to better understand situation/impact; Rough draft prepared	Underway
2020-468	Approved disposal of Fire Dept equipment with funds used to reduce capital contribution	DF	Sold in 2021 and proceeds were deducted from amount due for new fire engine; Not sold in 2020; Waiting for 2021 final capital budget reconciliation in late January 2022.	Complete Jan 10/22

2020-358	Land exchange - begin process re securing road ROW (requires bylaw to dispose of MR & public hearing - relates to resolution 2022-160,161,202,203)	PD/CAO	Bylaw approved May 17/22 forms sent to Land Titles; 1st reading Apr 19/22, public hearing set for May 17/22; Bylaw to Council Apr 19/22; Landowner signed agreement, starting process for land exchange; Preliminary survey work done and waiting for landowner to review sketch plan; Landowner is reviewing; Working on agreement	Complete May 19/22
2020-165	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	Hwy 33; Obtained input from Council, PW.	Underway
2019-427	Release County share of deposit for fire engine; approved cost share of \$317,748.50 for purchase of 2020 engine incl 10% deposit of \$31,775 to be pd in 2019	DF	Received final inv Jan 10 to be paid next cheque run; Town indicates waiting for final payment date and will invoice us full cost share in 2022; waiting for docs from Town at year-end to transfer funds (\$31,775)	Complete Jan 17/22
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway
2019-009	RMA Charitable Gaming Committee - support and inform	EA/CAO	GOA postponed this initiative indefinitely, tone of letter will change; Letter drafted to MLA etc.; Shared with Town & orgs; Report posted to website, compiling email distribution list	Underway
2018-029	Service Contract Review	EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway

In Force or Date Effective	MGA Change	Responsible	Comments	Status
Oct 26/17	Public Notification Methods: To use alternative advertising requires an Advertisement Bylaw	CAO/EA	Only required if Council wants to use alternative advertising methods	Not started
Oct 26/17	Conservation Reserve: Council may designate land for a new type of reserve to protect enviro significant features.	CAO/PD/Ag	Requires policies to be incl in MDP and ASPs.	Not started
Oct 26/17	Off-Site Levies: Scope expanded AND opportunity to create joint intermunicipal off-site levy bylaws for projects	CAO/DF/PD/P W	Permitted to revise bylaw to expand scope; Describe infrastructure, benefitting area, technical data, estimated costs, keep calculations current, agreement as needed	Not started
	More to be added - as time permits			



Public Works Director of Infrastructure Report January 16, 2023



Graders

- Snow removal on gravel roads, hamlets, subdivisions, transfer stations, lagoons, community halls, airport, private driveways, ag barn and winging highways.

Snowplow Trucks

- Sanding slippery areas on gravel and oil roads, snow and ice removal on asphalt surfaces.

Brushing

- Excavator and mulcher have moved to Thunder Lake lagoon and are going to Township Road 630 between Range Road 31 and Range Road 32.
- Hand brushing in Greendale subdivision removing dead trees from municipal reserve. Roadside hand brushing in problem areas.
- Burning brush piles and cleaning up trees left from construction on auto parts road.

Labour

- Sign repairs and shop repairs (repaint coffee room).

Tenders

- Tender packages have been sent out for pricing for a 2023 3/4 ton pickup truck
- Due to long projected delivery dates, a quotation package has been sent out to commercial truck suppliers for a tandem gravel/snowplow truck for purchase in 2024.

Contracts

- Range Road 22, Range Road 40 and Thunder Lake hamlet paving projects have been awarded and contract is in the process of being signed and delivered by both the County of Barrhead and Central City Asphalt.

Shop

- Snowplow truck sander repair, all service and repairs as required.

Utilities

- Draft Thunder Lake Lagoon Assessment report was reviewed and approved, with the final report being provided by Associated Engineering before the end of January.
- Mulching is scheduled to take place around the Thunder Lake lagoon as one of the assessment report recommendations.
- Dunstable Lagoon is scheduled to reopen February 1, 2023
- Utility Officer is working on year end reports for submission to Alberta Environment on the County's water and wastewater systems.
- All other testing and monitoring are being carried out as per normal operations.



APPROVED
Dec 15/22



**Barrhead & District Family and Community
Support Services Society
Tuesday, NOVEMBER 14, 2022
Regular Board Meeting
MINUTES**

Present:

Judy Bradley - Chair
Dan Garvey – Vice Chair
Leslie Penny – Secretary/Treasurer
Karen Gariepy – Executive Director
Kay Roberts - Bookkeeper
Debbie White – Recording Secretary
Anthony Oswald Sally Littke
Paul Properzi Dausen Kluin

Absent: Bill Lane & Mark Oberg

- 1) **Call to Order:**
The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order at 9:32 a.m., by Chair, Judy Bradley
- 2) **Acceptance of Agenda – Additions/Deletions**
86-22 Moved by Leslie Penny to accept the agenda, seconded by Anthony Oswald. Carried
- 3) **Board Presentation – No presentation at this meeting.**
- 4) **Items for Approval**
 - a) **Minutes for the regular Board meeting of the Barrhead & District FCSS October 20, 2022.**
87-22 Moved by Dausen Kluin to accept the minutes of the regular Board meeting, October 20, 2022, seconded by Sally Litke. Carried
 - b) **Financial Statements**
88-22 Moved by Leslie Penny to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending, October 31, 2022, as presented, seconded by Dan Garvey. Carried
- 5) **New Business**
 - a) **2023 Budget**
89-22 Moved by Sally Littke to present the 2023 budget with the 5% COLA, seconded by Dan Garvey. Carried
 - b) **Christmas Hours**
90-22 Moved by Leslie Penny to close the Barrhead & District FCSS office at noon on December 23, 2022, seconded by Sally Littke. Carried

- 6) **Old Business**
 - a) **Banking Information** – presented as information.
 - b) **Policy Handbook Recommendations** – presented as information.
 - c) **Festival of Trees** – presented as information.
 - d) **Staff Appreciation Luncheon** – presented as information.
 - e) **FCSSAA Conference** – presented as information.

- 7) **Items for Information**
 - a. **Director's Report**

91-22 Moved by Paul Properzi to accept the director's report as presented, seconded by Dausen Kluin

Carried

- 8) **Board Development** – Karen will look for grants to pay for board development and strategic planning. New board members will be needed for the 2023 AGM. New framework and rebranding to be announced at the FCSSAA Conference on November 16 – 18, 2022.

- 9) **In Camera** - Nothing currently.

- 10) **Next Meeting: Thursday, December 15, 2022.**

- 11) **Adjournment**


92-22 Moved by Dausen Kluin to adjourn the meeting at 10:36 a.m., seconded by Sally Littke.

Carried

**Barrhead & District Family and Community Support Services Society
Regular Board Meeting of NOVEMBER 14, 2022**



Chairperson



Recording Secretary



**Barrhead & District Social Housing Association
Minutes
Regular Board Meeting – November 15, 2022**

Members Present: Craig Wilson, Don Smith, Bill Lane, Peter Kuelken, Roberta Hunt (via videoconference)
 Staff Present: Tyler Batdorf, Su Macdonald (via videoconference)

1.0 The meeting was called to order at 1:19 p.m.

2.0 Approval of Agenda

Don Smith moved to approve the November 15, 2022, Regular Board Meeting Agenda.

Carried Unanimously

3.0 Adoption of the Minutes

Roberta Hunt moved to adopt the Minutes of the Regular Board Meeting of September 26, 2022.

Carried Unanimously

4.0 Reports

4.1 Financial Report

Income Statements for Lodges and Seniors & Community Housing were presented.

Bill Lane moved to accept the Financial Reports as presented.

Carried Unanimously

Initials: Chairperson C.W. CAO [Signature]

4.2 Cheque Logs – September & October 2022

Peter Kuelken moved to accept the Cheque Logs as presented.

Carried Unanimously

4.3 CAO Report

Updates were presented on the following topics:

- Corporate Image and Rebranding
- Furnishings
- Government
- Server Upgrade
- Outbreak
- Klondike Place Dining Room
- Operations (Dietary, Admin, Activities, Housekeeping)
- ASHC Funded Projects
- BDSHA Projects

Don Smith moved to accept the CAO's Report as presented.

Carried Unanimously

4.4 Facilities Manager's Report

Updates were presented on all BDSHA buildings

Bill Lane moved to accept the Facilities Manager's Report as presented.

Carried Unanimously

4.4 Resident Services Manger's Report

Vacancy Report:	
-Hillcrest Lodge	32 vacancies
-Klondike Place	4 vacancies
-Golden Crest Manor	3 vacancies
-Jubilee Manor	0 vacancies
-Pembina Court Manor	3 vacancies
-JDR Manor	0 vacancies
-Barrhead CH	0 vacancies
-Swan Hills CH	3 vacancies

Peter Kuelken moved to accept the Resident Services Manager's Report as presented.

Carried Unanimously

5.0 Old Business

5.1 RFD – Dining Room PA System

Initials: Chairperson C.W CAO JD

As requested in the September Board Meeting, 3 vendors were approached to provide quotes for the new system; only 2 responded with Seeburg Music being the most comprehensive.

Bill Lane moved that the CAO be given the authority to award the PA system project at his discretion up to a value of \$8,000.

Carried Unanimously

6.0

New Business

- 6.1 Discussion - Meeting with Alberta Seniors & Community Housing
A discussion was held regarding the meeting between BDSHA and ASCH regarding possible operational funding for any new senior's self-contained project.

Peter Kuelken moved to accept the discussion for the record.

Carried Unanimously

- 6.2 Discussion - Needs Assessment
A discussion was held regarding the status of the Needs Assessment provided for in the Business Plan. Meetings with the Town of Barrhead and some consultants have been held for information gathering purposes. An RFP will be developed and presented to the Board for approval at the appropriate time.

Peter Kuelken moved that the CAO move forward with the RFP process.

Carried Unanimously

- 6.3 RFD - BDSHA Employee Xmas Incentive
The CAO presented various options for staff Xmas bonuses and also requested that the Board give a financial contribution towards the staff Xmas party.

Roberta Hunt moved that the Option #2 (\$150 for full time and \$75 for part time) be used for the Xmas bonuses and that the Board contribute the sum of \$3,000 towards a staff function.

Carried Unanimously

- 6.4 RFD - RRSP
The request was made for the Board to review the current policy regarding RRSP's so that the new group plan can be built around that policy.

Bill Lane moved that the policy be amended to remove any restrictions on the type of fund or the amounts that may be withdrawn by employees. The current contribution limits should remain.

Carried Unanimously

Initials: Chairperson C.W. CAO 

- 6.5 RFD – New Policy Review Meeting Date
A new Policy Review Committee meeting date was set for December 12, at 1:30 p.m.

7.0 Correspondence

For Information Only – Letter from Alberta Seniors and Housing requesting remittance of \$59,423.13 operating surplus for the 2021 financial year.

8.0 In Camera – Board and CAO

Not Required

9.0 In Camera – Board Only

Not Required

10.0 Time and Date of Next Meeting

Monday, December 12, 2022 @ 10:00 a.m.


11.0 Adjournment

Bill Lane moved to adjourn the meeting at 2:58 p.m.

Carried Unanimously



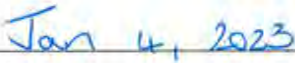
Signature: Craig Wilson, Chairperson



Date



Signature: Tyler Batdorf, CAO



Date

Barrhead Exhibition Association and Agricultural Society



February 10, 2023

County of Barrhead
Reeve Doug Drozd and Council

The Barrhead Ag Society will be hosting their Appreciation Night and Annual General Meeting on Tuesday, February 7, 2023, and we invite you to attend. The Barrhead AG Society thanks you for your continued and generous support that assists us with the success for our projects.

Hear Ye, Hear Ye

Calling all past & present
sponsors, volunteers, members

Barrhead Ag Society
presents
Appreciation Night & AGM

Tuesday, February 7, 2023
cocktails @ 5:30pm
supper @ 6:30pm

Bablitz Exhibition Hall
4802 57 Ave, Barrhead, AB

\$10 membership required to vote - can be purchased at AGM

RSVP by January 27, 2023
email: bhdagsociety@gmail.com
phone or text: 780.282.0234

Hope to see you there!