

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 MINUTES**

**3.1 REGULAR MEETING HELD DECEMBER 19, 2023**

[Schedule A](#)

**4.0 ACTION ITEMS:**

**4.1 FIRE FIGHTING SERVICES – REQUEST TO CANCEL CHARGES (23-449-CFR)**

Administration recommends that Council consider cancelling the charges to the St. Aidans Community Church of Glenreagh & Bloomsbury for fire-fighting services at the St. Aidans Church in the amount of \$1,350, and further that Administration utilize funds from the Community Organizational Reserve to cover the cost.

[Schedule B](#)

**4.2 FIRE FIGHTING SERVICES – REQUEST TO CANCEL CHARGES (23-450-CFR)**

Administration recommends that Council consider cancelling the charges to the Barrhead & District Historical Society for fire-fighting services at the Pioneer Church in the amount of \$3,000, and further that Administration utilize funds from the Community Organizational Reserve to cover the cost.

[Schedule C](#)

**4.3 ALLOWANCE FOR DOUBTFUL ACCOUNTS RECEIVABLE & WRITEOFF OF UNCOLLECTABLE ACCOUNTS RECEIVABLE**

Administration recommends that:

1. Council authorizes Administration to write-off the one (1) outstanding Account Receivable account as recommended in the amount of \$1,850 as this account has been at the collection agency for more than one year and is uncollectable.
2. Council accept for information the allowance for doubtful accounts of \$5,118.31 as at December 31, 2023.

[Schedule D](#)

**4.4 2024 BUDGET SCHEDULE – POTENTIAL FOR CHANGE**

Administration recommends that Council determine if any change to the 2024 Budget Schedule is required.

[Schedule E](#)

**5.0 REPORTS**

**5.1 COUNTY MANAGER REPORT**

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

- Resolution Tracking List

[Schedule F](#)

- December AAIP Monthly Status Report

[Schedule G](#)

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

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

[Schedule H](#)

**5.3 COUNCILLOR REPORTS**

**6.0 INFORMATION ITEMS:**

- 6.1 Letter from Minister of Municipal Affairs Re: Assessment Model Review – dated December 22, 2023**

[Schedule I](#)

- 6.2 Letter NRCB to RMA Re: NRCB Response to RMA Fall 2023 Resolution 5-23F – dated January 4, 2024**

[Schedule J](#)

**6.3 Minutes**

- 6.3.1 CFYE Minutes – October 19, 2023**

[Schedule K](#)

- 6.3.2 FCSS Minutes – November 19, 2023**

[Schedule L](#)

**7.0 DELEGATIONS**

- 7.1 11:00 a.m. West Central Airshed Society – Air Monitoring**
- Gary Redmond, Executive Director
  - Yvonne Barker, Engagement Coordinator
  - Salina Fairbank, Engagement Coordinator

[Schedule M](#)

**8.0 ADJOURNMENT**

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 19, 2023**

Regular Meeting of the Council of the County of Barrhead No. 11 held December 19, 2023 was called to order by Reeve Drozd at 9:01 a.m.

**PRESENT**

Reeve Doug Drozd  
Deputy Reeve Marvin Schatz  
Councillor Ron Kleinfeldt  
Councillor Bill Lane  
Councillor Paul Properzi  
Councillor Walter Preugschas  
Councillor Jared Stoik (departed at 11:55 a.m.)

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

**STAFF**

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

**ATTENDEES**

Sgt Bob Dodds – Barrhead RCMP Detachment

Barry Kerton - Town and Country Newspaper

**RECESS**

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

Reeve Drozd reconvened the meeting at 9:09 a.m.

**APPROVAL OF AGENDA**

2023-453	Moved by Councillor Properzi that the agenda be approved as presented.
	Carried Unanimously.

**MINUTES OF REGULAR MEETING HELD DECEMBER 5, 2023**

2023-454	Moved by Councillor Kleinfeldt that the minutes of the Regular Meeting of Council held December 5, 2023 be approved as circulated.
	Carried Unanimously.

**BARRHEAD COMMUNITY GARDEN SOCIETY COMMUNITY GRANT – FINAL REPORT**

2023-455	Moved by Councillor Kleinfeldt that Council receive for information the final report from The Barrhead Community Garden Society as a grant recipient of \$2,500 in-kind support under the Community Grants Policy.
	Carried Unanimously.

**AGREEMENT RENEWAL – LIGHT MAINTENANCE AND SUPERVISION OF WASTE TRANSFER STATIONS**

2023-456	Moved by Councillor Properzi that Council approve the Independent Contract Services agreement with Luke’s Contract Hauling for the period January 1, 2024 to December 31, 2026 as presented.
	Carried Unanimously.

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 19, 2023**

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**MUNICIPAL EMERGENCY MANAGEMENT PLAN**

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- 2023-457 Moved by Deputy Reeve Schatz that Council approves the Municipal Emergency Management Plan as recommended by the Emergency Advisory Committee.  
Carried Unanimously.

**SMALL COMMUNITY OPPORTUNITY PROGRAM GRANT**

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- 2023-458 Moved by Councillor Properzi that Council support the grant application of up to \$40,000 for the Small Community Opportunity Program (SCOP) for the purpose of hosting a business education and collaboration event with a trade show component.  
Carried Unanimously.

Jenny Bruns and Tara Troock departed the meeting at 9:49 a.m.

**EXTENDED PRODUCER RESPONSIBILITY (EPR)**

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- 2023-459 Moved by Deputy Reeve Schatz that Council direct Administration to pre-register with Alberta Recycling Management Authority (ARMA) for the Extended Producer Recycling (EPR) program to indicate the County's interest in the program.  
Carried Unanimously.

**APPROVE 2023 CANCELLED TAXES – NON-RESIDENTIAL TAX INCENTIVE BYLAW**

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- 2023-460 Moved by Councillor Kleinfeldt that Council approve the following 2023 cancelled tax transactions as presented and in support of the Non-Residential Tax Incentive Bylaw 7-2021:
- Roll # 530021020 \$466.04
  - Roll # 520211002 \$524.12
  - Roll # 539053003 \$513.96
  - Roll # 538333022 \$11,404.63
  - Roll # 547282009 \$643.30
  - Roll # 537261014 \$1,060.17
  - Roll # 537353013 \$797.22
  - Roll # 548144005 \$981.43
  - Roll # 540022011 \$1,023.12
- Carried Unanimously.

Councillor Lane left the meeting at 10:11 a.m.

**IN-CAMERA SESSION**

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- 2023-461 Moved by Councillor Properzi that Council move in-camera at 10:11 a.m. for discussion on:
- Governance Support to Non-Profit Organizations - *FOIP Sec. 24 Advice from Officials*
  - Progress On ICF Joint Feasibility Study for Repurposing ADLC - *FOIP Sec. 24 Advice from Officials*
- Carried 6-0.

Councillor Lane rejoined the meeting at 10:13 a.m.

- 2023-462 Moved by Deputy Reeve Schatz that Council move out of in-camera at 10:53 a.m.  
Carried Unanimously.

**RECESS**

Reeve Drozd recessed the meeting at 10:53 a.m.

Reeve Drozd reconvened the meeting at 10:58 a.m.

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 19, 2023**

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Ken Hove joined the meeting at 10:58 a.m.

**PUBLIC WORKS REPORT**

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

- 2023-463 Moved by Councillor Lane that the report from the Director of Infrastructure be received for information.

Carried Unanimously.

Ken Hove departed the meeting at 11:09 a.m.

Tamara Molzahn joined the meeting at 11:10 a.m.

**2024 INTERIM OPERATING BUDGET & 2024 CAPITAL BUDGET**

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- 2023-464 Moved by Councillor Properzi that Council approve the 2024 INTERIM Operating Budget of \$18,467,503 as presented.

Carried Unanimously.

- 2023-465 Moved by Councillor Lane that Council approve the 2024 Capital Budget of \$6,459,335 as presented.

Carried Unanimously.

Tamara Molzahn departed the meeting at 11:42 a.m.

**DELEGATION - SGT DODDS RETIREMENT**

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Sergeant Bob Dodds with the Barrhead RCMP Detachment met with Council at this time being 11:44 a.m. and gave updates on detachment personnel and informed Council that the new detachment commander will be Sgt Colin Hack.

Council thanked Sgt Dodds for his 32 years of service to the community and invited him to stay for photos and a retirement luncheon in his honour.

Councillor Stoik and Sgt Dodds departed the meeting after the luncheon.

**LUNCH RECESS**

Reeve Drozd recessed the meeting at 11:55 a.m.

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

**INFORMATION ITEMS**

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- 2023-466 Moved by Councillor Lane that Council accepts the following item for information:

- FCSS Minutes dated October 19, 2023

Carried 6-0.

Tamara Molzahn rejoined the meeting at 1:03 p.m.

**DIRECTOR OF CORPORATE SERVICES REPORT**

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- 2023-467 Moved by Councillor Kleinfeldt that Council accept the following Director of Corporate Services reports for information:

- Cash, Investments, & Taxes Receivable Report as of November 30, 2023
- Payments Issued for the month of November 2023
- YTD Budget Report for 11 months ending November 30, 2023
- YTD Capital Recap for the period ending November 30, 2023
- Elected Official Remuneration Report as at November 30, 2023

Carried 6-0.

Councillor Lane departed the meeting at 1:11 p.m.

**REPORT – COUNTY MANAGER**

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Debbie Oyarzun, County Manager, reviewed the 2023 Council Resolution Tracking List and the following items:

- Local Government Fiscal Framework (LGFF) Funding Announcement
- Canada Alberta Drought Livestock Assistance Program
- Nomination of Councillor Preugschas to Alberta Cooperative Agricultural Extension Working Group

Councillor Lane rejoined the meeting at 1:32 p.m.

Tamara Molzahn departed the meeting at 1:37 p.m.

2023-468 Moved by Councillor Lane that Council rescind motion 2020-165 to direct Administration to send a letter to Alberta Transportation to identify provincial highway concerns within the County of Barrhead for consideration for the Government of Alberta 2020 Capital Maintenance Projects.

Carried 6-0.

2023-469 Moved by Councillor Properzi that Council authorize the Reeve to sign a letter to the Minister of Agriculture & Irrigation regarding the Canada Alberta Drought Livestock Assistance (CADLA) Program.

Carried 6-0.

2023-470 Moved by Councillor Properzi that Council support the nomination of Councillor Preugschas to the Alberta Cooperative Agricultural Extension Working Group and to approve a budget of up to \$5,148 for costs associated with his participation.

Carried 6-0.

2023-471 Moved by Councillor Lane that Council accept the County Manager report for information.

Carried 6-0.

Councillor Lane departed the meeting at 2:06 p.m.

**COUNCILLOR REPORTS**

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Councillor Properzi reported on his attendance at the County Budget Workshop, Emergency Advisory Committee meeting, the meeting with Alberta Transportation Regional representative, and the tour of the ADLC building.

Councillor Lane rejoined the meeting at 2:08 p.m.

Councillor Preugschas reported on his attendance at the County Budget Workshop, Emergency Advisory Committee meeting, the meeting with Alberta Transportation Regional representative, tour of the ADLC building, and attendance at a WILD meeting and a Barrhead Museum meeting as a public member.

Councillor Kleinfeldt reported on his attendance at the Library Christmas party, ICF meeting with the Town of Barrhead, County Budget Workshop, Emergency Advisory Committee meeting, the meeting with Alberta Transportation Regional representative, and the tour of the ADLC building.

Councillor Lane reported on his attendance at the County Budget Workshop, BDSHA Meeting, Emergency Advisory Committee meeting, the meeting with Alberta Transportation Regional representative, tour of the ADLC building, and a Misty Ridge Ski Hill meeting.

Deputy Reeve Schatz reported on his attendance at the County Budget Workshop, Emergency Advisory Committee meeting, the meeting with Alberta Transportation Regional representative, tour of the ADLC building, and a Seed Cleaning Plant meeting.

**REGULAR MEETING OF COUNCIL - HELD DECEMBER 19, 2023**

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Reeve Drozd reported on his attendance at the Barrhead Air Cadets Christmas banquet, ICF meeting with the Town of Barrhead, County Budget Workshop, tour of the Barrhead Water Treatment Plant, Emergency Advisory Committee meeting, the meeting with Alberta Transportation Regional representative, tour of the ADLC building, meeting with Lac Ste Anne County, and County administrative duties.

**ADJOURNMENT**

2023-472 Moved by Deputy Reeve Schatz that the meeting adjourn at 2:28 p.m.

Carried 6-0.



## REQUEST FOR DECISION

JANUARY 16, 2024

B

**TO: COUNCIL**

**RE: FIRE FIGHTING SERVICES – REQUEST TO CANCEL CHARGES (23-449-CFR)**

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**ISSUE:**

Administration is recommending that Council cancel the charges to the St. Aidans Community Church of Glenreagh & Bloomsbury for fire-fighting services at the St. Aidans Community Church (Glenreagh Church).

**BACKGROUND:**

- December 7, 2023 – Barrhead Regional Fire Services responded to a fire at St. Aidans Community Church (Glenreagh Church) at 60017 Range Road 40 in the County of Barrhead
  - St. Aidans Community Church of Glenreagh & Bloomsbury is the owner of the property
  - Cause of fire is determined to be arson
  - Structure was partially destroyed but could potentially be rebuilt
- December 13, 2023 - Administration received fire services incident report 23-449-CFR (attached) detailing services provided totaling \$1,350.
  - Fire services to be invoiced in accordance with Bylaw 8-2013 & Policy 23.02 amount to \$1,350.

**ANALYSIS:**

- Bylaw 8-2013, Section 8 – Extinguishing Fires & Cost outlines the process for the County to recover costs incurred for fire-fighting services
- Policy 23.02 states the “County shall charge a fee (the “Fee”), at the rates set from time to time by resolution of Council, to recover expenses and costs incurred”. A cap of \$3,000 per response has been set by resolution of Council, but is not applicable in this case.
- *MGA s.553(1)(g)* allows Council by bylaw (Bylaw 8-2013) to add expenses and costs related to extinguishing fires to the tax roll of a parcel of land.
  - Land is owned by the church which is exempt from paying property taxes
- If Council were agreeable to cancel the charges to St. Aidans Community Church of Glenreagh & Bloomsbury, the funding (\$1,350) could come from the Community Organizational Reserve.
  - Use of Community Organizational Reserve – for operating or capital expenditures for local boards, agencies, individuals or organizations that Council deems appropriate to support through grants or loans.
  - Balance in reserve at end of 2023 is \$102,550.



**STRATEGIC ALIGNMENT:**

Considering the cancellation of charges for fire-fighting services to the St. Aidans Community Church of Glenreagh & Bloomsbury aligns with the County 2022 – 2026 Strategic Plan as follows:

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

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

Goal                    4.2 County demonstrates open & accountable government.

Goal	4.3 County demonstrates leadership.
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**ADMINISTRATION RECOMMENDS THAT:**

Council consider cancelling the charges to the St. Aidans Community Church of Glenreagh & Bloomsbury for fire-fighting services at the St. Aidans Church in the amount of \$1,350, and further that Administration utilize funds from the Community Organizational Reserve to cover the cost.



# Barrhead Regional Fire Services

Fire Chief :Chief Gary Hove

Box 4172, 4635-61 Ave Barrhead AB

Barrhead AB T7N 1A2

PH : 780-674-2087 FAX : 780-674-2889

Dec 13 23

## Incident 23-449-CFR

Dec 13 23

**County of Barrhead**  
**5306 49 Street**  
**Barrhead, AB T7N 1N5**

On December 7th, 2023 Barrhead Regional Fire Services responded to a call for a structure fire located at 60017 Rge Rd 40, in the County of Barrhead. On scene to a church structure partially involved. Barrhead Fire Units Members proceed to enter the structure to extinguish the fire inside of the church. Once the fire has been controlled Crews work to identify if there is any fire extension inside the walls or the attic space of the structure. The fire is completely extinguished and Members confirm that all remaining heat has been eliminated. Units are released to return in service.

**The St. Aidans Community Church of Glenreagh and Bloomsbury**  
**C/O Edith Strawson**  
**Site 10, Box 1, RR 2**  
**Barrhead AB**  
**T7N 1N3**

**Date:** Dec 7 23  
**Response Location:** 60017 RNG RD 40, County of Barrhead  
**Dispatch:**  
**Investigating Police Force:** R.C.M.P.

**Incident #:** 23-449

**Number:** 15715747

**Police Officer:** Cpl Fil Vicente

**Cause of Emergency:** Fire - Building  
**Location of Emergency:** Structure 60017 RR 40

### **SERVICE PERFORMED**

☒ - Confirmed fire out, searched for extension

**Additional Services Performed:**  
Extinguish Fire

### **APPARATUS**

Unit	Leave Station	Return to Station	Total Time	First 30 min cost	30 min cost	30 min cost after 255 minutes	Total Cost
COMMAND-2	19:48:24	21:51:14	123 min	\$0.00	\$0.00	\$0.00	\$0.00
TENDER-34	19:51:25	20:57:42	66 min	\$125.00	\$125.00	\$125.00	\$250.00
TENDER-5	19:51:27	21:51:14	120 min	\$150.00	\$150.00	\$150.00	\$600.00
COMMAND-1	19:59:13	20:57:58	59 min	\$0.00	\$0.00	\$0.00	\$0.00
ENGINE 37	19:51:20	20:59:11	68 min	\$250.00	\$250.00	\$250.00	\$500.00
PERSONAL VEHICLE	19:48:24	20:57:58	70 min	\$0.00	\$0.00	\$0.00	\$0.00

**Grand Total:** \$1,350.00

**Paid:** \$0.00  
**Owing:** \$1,350.00

# **Barrhead Regional Fire Services**

**Incident 23-449-CFR 23-449-CFR**

**Dec 13 23**

Fire Chief Gary Hove



# REQUEST FOR DECISION

JANUARY 16, 2024



**TO: COUNCIL**

**RE: FIRE FIGHTING SERVICES – REQUEST TO CANCEL CHARGES (23-450-CFR)**

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**ISSUE:**

Administration is recommending that Council cancel the charges to the Barrhead & District Historical Society for fire-fighting services at the Pioneer Memorial Church.

**BACKGROUND:**

- December 7, 2023 – Barrhead Regional Fire Services responded to a fire at the Pioneer Memorial Church (St. Mary Abbots Anglican) near Thunder Lake in the County of Barrhead
  - Land is owned by the province
  - Church is owned by the Barrhead & District Historical Society
  - Cause of fire is determined to be arson
  - Structure was completely destroyed
- December 13, 2023 - Administration received fire services incident report 23-450-CFR (attached) detailing services provided totaling \$3,375.
  - Fire services to be invoiced in accordance with Bylaw 8-2013 & Policy 23.02 amount to \$3,000.

**ANALYSIS:**

- Bylaw 8-2013, Section 8 – Extinguishing Fires & Cost outlines the process for the County to recover costs incurred for fire-fighting services
- Policy 23.02 states the “County shall charge a fee (the “Fee”), at the rates set from time to time by resolution of Council, to recover expenses and costs incurred”. A cap of \$3,000 per response has been set by resolution of Council.
- *MGA s.553(1)(g)* allows Council by bylaw (Bylaw 8-2013) to add expenses and costs related to extinguishing fires to the tax roll of a parcel of land.
  - Land is owned by the province
  - Church is exempt from paying property taxes
- If Council were agreeable to cancel the charges to Barrhead & District Historical Society, the funding (\$3,000) could come from the Community Organizational Reserve.
  - Use of Community Organizational Reserve – for operating or capital expenditures for local boards, agencies, individuals or organizations that Council deems appropriate to support through grants or loans.
  - Balance in reserve at end of 2023 is \$102,550.

**STRATEGIC ALIGNMENT:**

Considering the cancellation of charges for fire-fighting services to the Barrhead & District Historical Society aligns with the County 2022 – 2026 Strategic Plan as follows:

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

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

Goal                    4.2 County demonstrates open & accountable government.

Goal	4.3 County demonstrates leadership.
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**ADMINISTRATION RECOMMENDS THAT:**

Council consider cancelling the charges to the Barrhead & District Historical Society for fire-fighting services at the Pioneer Church in the amount of \$3,000, and further that Administration utilize funds from the Community Organizational Reserve to cover the cost.



# Barrhead Regional Fire Services

Fire Chief :Chief Gary Hove

Box 4172, 4635-61 Ave Barrhead AB

Barrhead AB T7N 1A2

PH : 780-674-2087 FAX : 780-674-2889

Dec 13 23

## Incident 23-450-CFR

Dec 13 23

**County of Barrhead**  
**5306 49 Street**  
**Barrhead, AB T7N 1N5**

On December 7th, 2023 Barrhead Regional Fire Services responded to a call for a structure fire located at 5409 Twp Rd 594, in the County of Barrhead. On scene to a church structure fully involved. Barrhead Fire Crews work to extinguish the fire and identify where remaining heat requires cooling and complete extinguishment. Fire Members access residual fires conducting a full mop until it is confirmed that the fire is completely out. Units return to the station, and are placed back in service.

**Barrhead & District Historical Society**  
**Box 4122**  
**Barrhead, AB**  
**T7N 1A1**

**Date:** Dec 7 23

**Incident #:** 23-450

**Response Location:** 5409 Twp Rd 594, BARRHEAD COUNTY

**Dispatch:**

**Number:** 15716038

**Investigating Police Force:** R.C.M.P.

**Police Officer:** Cpl Fil Vicente

**Cause of Emergency:** Fire - Building

**Location of Emergency:** Structure 5409 Twp Rd 594

### **SERVICE PERFORMED**

☒ - Mop up operations eliminating residual fires /heat

### **Additional Services Performed:**

Extinguish Fire

### **APPARATUS**

Unit	Leave Station	Return to Station	Total Time	First 30 min cost	30 min cost	30 min cost after 255 minutes	Total Cost
COMMAND-1	20:57:53	00:21:24	203 min	\$0.00	\$0.00	\$0.00	\$0.00
ENGINE 37	20:59:17	00:21:19	202 min	\$250.00	\$250.00	\$250.00	\$1,750.00
TENDER-34	20:57:44	00:21:28	203 min	\$125.00	\$125.00	\$125.00	\$875.00
TENDER-5	21:51:48	00:21:49	150 min	\$150.00	\$150.00	\$150.00	\$750.00
COMMAND-2	21:52:08	00:21:16	149 min	\$0.00	\$0.00	\$0.00	\$0.00
PERSONAL VEHICLE	20:53:59	00:22:25	208 min	\$0.00	\$0.00	\$0.00	\$0.00

**Grand Total:** \$3,375.00

**Paid:** \$0.00

**Owing:** \$3,375.00

Fire Chief Gary Hove



# REQUEST FOR DECISION

JANUARY 16, 2024

D

**TO: COUNCIL**

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

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**ISSUE:**

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

One (1) Accounts Receivable account totaling \$1,850 has 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, 2023 there are a total of 30 accounts with the Collection Agency for a total balance of \$38,118.52.
  - 26 of the accounts at collection have been previously authorized by Council to be removed from the County's books.
  - 4 of the accounts are currently with the Collection Agency and are recorded as an Accounts Receivable in the County's books (summarized in tables below)
    - One (1) of the 4 accounts was set up as an Allowance for Doubtful Accounts at December 31, 2022. This account is recommended to be written off.
    - Three (3) of the 4 accounts were set up in 2023. An allowance for doubtful accounts has been recorded on these accounts.
- An additional account will be sent to collections if the account is not paid by January 19, 2024.

- In 2023, four property tax accounts were also sent to collections for a total of \$1,341.97. These property taxes are owing from a lessee of provincial lands. Normal property tax recourses do not apply. The Province canceled the leases with the lessee in July 2023 for non-payment. These accounts are included in the tax allowance for doubtful accounts.
- Most doubtful/uncollectable accounts are related to fire services (vehicle fires).

**Accounts Recommended to be Written Off at December 31, 2023:**

Customer ID	Invoice Date	Date Sent to Collections	Original Amount	Interest	Total Account to Cancel	Type of Service Provided
REEDA0001	Aug 1, 2022	Dec 3, 2022	\$1,800.00	\$50.00	\$1,850.00	Fire Services
			\$1,800.00	\$50.00	<b>\$1,850.00</b>	

**Allowance for Doubtful Accounts:**

Customer ID	Invoice Date	Date Sent to Collections	Original Amount	Interest	Total Allowance	Type of Service Provided
HILDI0001	Sept 20, 2022	Jan 24, 2023	\$1,880	\$85.02	\$1,965.02	Fire Services
WALSH0001	Sept 28, 2022	Jan 24, 2023	\$442.13	\$33.76	\$475.89	Fire Services <i>*partial recovery in 2023</i>
AIKEM0003	Oct 6, 2022	Feb 21, 2023	\$1,787.50	\$80.83	\$1,868.33	Fire Services
PALAM0001	August 9, 2023	Jan 19 2024*	\$774.06	\$35.01	\$809.07	Gravel
			\$4,883.69	\$234.62	<b>\$5,118.31</b>	

- Collection efforts on 2022 doubtful accounts were improved from previous years. Three accounts were paid in full and one account partially paid its debt:

Accounts	# of Accounts	Amount
Collected in Full	3	\$3,684.75
Partially collected	1	\$682.87
Written off as more than 1 year at collections	5	\$8,234.45



**STRATEGIC ALIGNMENT:**

Council's annual review of outstanding Accounts Receivable aligns with the County 2022-2026 Strategic Plan as follows:

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

**ADMINISTRATION RECOMMENDS THAT:**

1. Council authorizes Administration to write-off the one (1) outstanding Account Receivable account as recommended in the amount of \$1,850 as this account has been at the collection agency for more than one year and is uncollectable.
2. Council accept for information the allowance for doubtful accounts of \$5,118.31 as at December 31, 2023.



# REQUEST FOR DECISION

JANUARY 16, 2024

E

**TO: COUNCIL**

**RE: 2024 BUDGET SCHEDULE – POTENTIAL FOR CHANGE**

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**ISSUE:**

Changes to the 2024 Budget Schedule requires approval by Council.

**BACKGROUND:**

- August 15, 2023 – Council approved the attached 2024 Budget Schedule that outlines the many steps that go into developing Interim and Final budgets.
- December 19, 2023 – Council approved the 2024 Interim Operating Budget & 2024 Capital Plan.

**ANALYSIS:**

- 2024 Budget Schedule provides clear direction, transparency and accountability and also facilitates the scheduling of meetings and opportunities for public engagement.
- 2024 Budget Schedule timelines allow Council and Administration adequate time to:
  - thoroughly review and analyze all the necessary information (including public input),
  - develop the 2024 budget,
  - develop a 3-year financial plan (2025-2027) and Multi-Year Capital Plan
- Yellow highlights in the attached schedule are for the purpose of flagging days on which Council's participation is required.
- Thursday March 27 & Friday March 28, 2024, is the next scheduled meeting with Council and will focus on Property Tax Analysis, Budget Refinement, Grants, & Future Planning
  - These meeting dates fall immediately prior to Good Friday & Easter Monday statutory holidays (March 29 & April 1, 2024)
- Council previously approved the 2024 Budget Schedule and is therefore required to approve any changes to the calendar.
  - To stay on schedule, if a change is considered, administration recommends earlier in the same week.

**STRATEGIC ALIGNMENT:**

Council's adoption of the 2024 Budget Schedule and any changes to the schedule aligns with the 2022 – 2026 Strategic Plan as follows:

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

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

**Goal**                        4.2 County demonstrates open & accountable government.

**ADMINISTRATION RECOMMENDS THAT:**

Council determine if any change to the 2024 Budget Schedule is required.

## 2024 BUDGET CYCLE - COUNTY OF BARRHEAD

TASK	ASSIGNED TO	START	END	Jul-23		Aug-23			Sep-23				Oct-23				Nov-23				Dec-23				Jan-24		Feb-24		Mar-24				Apr-24		
				24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25			4	11	18	25	1	8	15
Operating / Capital Budgets			Approximate																																
Prep 2024 Potential Capital & Operating Projects Sheets	Dept Heads	19-Jul-2023	11-Aug-2023	19-Jul		11-Aug																													
Budget Kickoff Planning Meeting with Management	Sr. Team	14-Aug-2023			14-Aug																														
Review Tentative List of 2024 Priority Projects	Sr. Team, Council	Aug 24, 2023 (Co.W)				24-Aug																													
Budget Consultation - Council Chambers "Drop In" Open House	CAO, Comm	Aug 29 - 30, 2023					Aug 29-30																												
Budget Consultation - Online Survey	CAO, Comm	Aug 28 - Sept 13, 2023					28-Aug			13-Sep																									
Budget "What We Heard" Report	Council Resolution	3-Oct-2023									03-Oct																								
Priorities Workshop/Align with Strat Plan & Public Feedback	Sr. Team, Council	12-Oct-2023										12-Oct																							
Review 2024 Priorities & Budget - Meeting	Sr. Team	13-Oct-2023										13-Oct																							
Prep Priority Based Dept Budget, including CAO review	Dept Heads	13-Oct-2023	15-Nov-2023									13-Oct						15-Nov																	
Salaries updated with 5 year COLA	DCS	23-Oct-2023	25-Oct-2023											Oct 23-25																					
Draft Budget Consolidation & Workshop Package Materials	DCS	15-Nov-2023	24-Nov-2023														15-Nov	24-Nov																	
Budget Workshop - Council	Sr. Team, Council	29-Nov-2023	30-Nov-2023																Nov 29-30																
Budget Revisions from Council	Sr. Team, DCS, CAO	1-Dec-2023	4-Dec-2023																	Dec 01-04															
Draft Budget Consolidation	DCS	5-Dec-2023	6-Dec-2023																	Dec 05-06															
Budget Workshop - Council	Sr. Team, Council	7-Dec-2023																																	
2024 INTERIM Operating Budget & Capital Budget	Council Resolution	19-Dec-2023																			07-Dec			19-Dec											
Budget Updates	Dept Heads	1-Jan-2024	15-Mar-2024																						01-Jan				15-Mar						
Budget Amendment Consolidation	DCS	18-Mar-2024	22-Mar-2024																										Mar 18-22						
Property Tax analysis & Budget Workshoo & FUTURE	Council, CAO, DCS	27-Mar-2024	28-Mar-2024																										Mar 27-28						
Budget Revisions from Council	Sr. Team, DCS, CAO	1-Apr-2024	5-Apr-2024																											Apr 01-05					
Budget Presentation / Finalization	DCS, CAO	5-Apr-2024	12-Apr-2024																											05-Apr	12-Apr				
Approval of Property Tax Bylaw & 2024 Operating BUDGET, changes to 2024 Capital Budget, 3 year financial plan & MultiYear Caoital Plan	Council Resolution	16-Apr-2024																														16-Apr			
Joint Budgets			This Year	Prior Year																															
FIRE/ERC - Budget Approval by	Fire Committee	24-Oct-2023	28-Nov-2023																																
LANDFILL - Budget Approval by	Landfill Committee	24-Oct-2023	23-Nov-2022																																
AIRPORT - Budget Approval by	Airport Committee	16-Nov-2023	3-Nov-2022																																
Twinning Budget Approval	Twinning Committee	25-Sep-2023	3-Oct-2022																																
FCSS Budget Approval	Council	21-Nov-2023	15-Nov-2022																																
Library Budget Approval	Council	21-Nov-2023	31-Oct-2022																																
Barrhead Regional Water Commission			This Year	Prior Year																															
County Water Usage	County	Sept 2023	Sept 2022																																
Draft Budget Finalized & Bylaw Aporoved	BRWC Committee	27-Nov-2023	25-Nov-2022																																
Update COB Utilities Budget	DCS	Nov/Dec 2023	25-Nov-2022																																



presented to Council on January 16, 2024  
(items shaded have changed since last meeting)

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## 2023 COUNCIL RESOLUTION TRACKING LIST

(Items beyond the normal course of business)

Resol. #	Resolution Topic	Responsible	Comments	Status
2023-470	Supported nomination of Councillor Preugschas to Alberta Cooperative Agricultural Extension Working Group; approved budget of up to \$5,148 for costs	CS/CAO	Acknowledged	Complete Dec 19/23
2023-469	Authorized Reeve to sign letter to Minister of Agriculture & Irrigation re: Canada Alberta Drought Livestock Assistance (CADLA) Program.	CAO	Letter signed and mailed	Complete Dec 19/23
2023-464,465	Approved 2024 Interim Op budget & 2024 Capital budget	CS	Posted to website	Complete Dec 19/23
2023-460	Approved 2023 cancelled tax transactions under Bylaw 7-2021	CS	Adjustment entries complete	Complete Dec 22/23
2023-459	Adm to pre-register with ARMA for Extended Producer Recycling (EPR) program to indicate County's interest.	CAO	Pre-registration submitted	Complete Dec 22/23
2023-458	Supported grant application up to \$40K for SCOP	DEV/CAO	Grant application submitted	Complete Jan 10/23
2023-457	Approved the Municipal EMP	CAO	Annual approval complete	Complete Dec 19/23
2023-456	Approved agreement with Luke's Contract Hauling for the period January 1, 2024 to December 31, 2026	EA/CAO	Contract fully executed	Complete Jan 4/23
2023-444-447	Approved Airport Budgets	CS/CAO	Included in draft Budget; Town notified of approval	Complete Dec 6/23
2023-442	Reaffirm Health & Safety Policy AD-001	EA/CAO	Policy updated with new review date	Complete Dec 5/23
2023-439-441	Appoint members to the ALUS PAC	ALUS	Applicants notified	Complete Dec 6/23
2023-438	Appoint 2 members-at-large to Library Board as recommended by library board	EA	BPL Director informed of appointment	Complete Dec 6/23

2023-435	Approve community grant of \$1,250 to BRFS Fireworks Team	EA/CAO	Applicant notified of decision	Complete Dec 6/23
2023-420-426	Approved Fire/ERC budgets	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-416-419	Approved Landfill Budgets	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-415,443	Approved the revised Policy 23-22-005 – BRFS Fire Fighter Pay Schedule	CAO	Further amendments approved; Notified Town CAO	Complete Nov 22/23; Dec 5/23
2023-414	Adopted Bylaw Enforcement Officer Bylaw 7-2023 as amended	EA/CAO	Bylaw updated and posted on website	Complete Nov 23/23
2023-409	Nominates Ivan Kusal to be recommended to BRWC for appointment to director-at-large position.	EA/CAO	Applicant & BRWC manager notified	Complete Nov 22/23
2023-402-408	Appointed Members-at-large to County Committees	EA/CAO	All applicants notified	Complete Nov 22/23
2023-400	Approved 2024 Library Operating Budget of \$376,759 with County contribution of \$141,202 which includes funding based on \$22.75 per capita, 50% share of utilities to a maximum of \$7,500; include in 2024 Interim Operating Budget	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-397	Approved 2024 FCSS operating budget of \$648,462 with County contribution of \$77,149 to be included in County 2024 Interim Operating budget.	CS/CAO	Incorporated into County 2024 Interim budgets & plans	Complete Nov 23/23
2023-396	Authorized Reeve to sign STIP grant application for 4 structures BF 72815, 77360, 74538, 74974; bridges are included in Capital Plan	EA/CAO	Grant application submitted	Complete Nov 28/23
2023-394	Approved community grant of \$2,500 to Misty Ridge for snow making at hill	EA/CAO	Approval letter sent to applicant	Complete Nov 29/23
2023-393	Purchase annual subscription with YOLO Nomads to market and promote the County	DEV/CAO	Company informed of intent to purchase	Complete Nov 21/23
2023-392	Approve LUB "What We Heard Report"	COMM	Posted on website	Complete Nov 24/23

2023-383	Accepted 2023 Environmental Program: Thunder Lake Lagoon report for information and committed to allocating funding in the 2024 budget for continued groundwater testing and analysis.	CS/PW/CAO	Costs included in 2024 draft operating budget	Complete Nov 15/23
2023-379,380	Approved 2024 Joint Twinning budgets/plans	CS	Incorporated into County budgets & plans	Complete Oct 17/23
2023-378	Write-off 4 outstanding AR in amount of \$6,384.42	CS	Adjustment entries complete	Complete Oct 20/23
2023-377	Adopted Bylaw 6-2023 Rates & Fees	EA/COMM	Bylaw updated, posted on website, staff advised	Complete Oct 24/23
2023-373	Awarded tender for Community Hall Building Condition assessments to Jiffy Construction to a max of \$16,000	CAO/COMM	Contractor notified of decision	Complete Oct 18/23
2023-372	Set Ag lease rate of \$30/acre in SE 25-61-6-W5 for a 3 year term	CAO/EA	Agreement sent to tenants for signature	Underway
2023-371	Set land lease rate of \$70/year in NW 30-61-5-W5 for a 3 year term	CAO/EA	Tenant has signed: Agreement sent to tenants for signature	Complete Dec 14/23
2023-369,370	Approved reserve bids and Terms & Conditions for public auction	COMM	Advertised & put on website	Complete Oct 20/23
2023-317	Accepted the 2024 Budget Public Engagement – Final “What We Heard” Report for information and inclusion in further budget deliberations.	CS/CAO	Posted on County website; shared with Council during budget priorities workshop	Complete Oct 12/23
2023-316	Approved the tax-exempt status for the tax years 2024, 2025, and 2026 for Roll #120405007, 120406006, and 120407005	CS/CAO	Status updated	Complete Oct 3/23
2023-315	Authorized signing compensation agreements for 2023 Road Reconstruction Project #23-740 – West of 23-61-3-W5.	CAO/EA	Agreements signed	Complete Oct 3/23
2023-312,313	Set Ag Lease rate of \$104.00/acre in NE 27-59-3-W5 for 3 year term and removed clause regarding arbitration for fair market value	CAO/EA	Agreement finalized; Agreement sent to tenants for signature	Complete Oct 18/23
2023-309	Approved the application from Barrhead Community Pumpkin Walk for a donation of \$1,500 to assist with Community Pumpkin Walk	CAO/EA	Approval letter mailed.	Complete Oct 6/23
2023-299	Approved revised BRFs Policies	CAO/EA	Town CAO notified of approval of policies with housekeeping changes.	Complete Oct 24/23

2023-298	Supports in principle, submission of a 2023/24 ACP grant application by the Town on behalf of BRWC for up to \$200,000 for a Regional Raw Water Supply Assessment Study project	CAO	Town CAO/Interim BRWC Manager was notified of Council's decision to support grant application	Complete Sept 19/23
2023-297	Execute the CRTC-approved Next Generation 911 Local Government Service Agreement as provided by Telus Communications Inc.	CAO	Service Agreement returned to Telus	Underway
2023-296	Negotiate Use Agreement with NSC to construct a ball diamond near Neerlandia Lagoon and bring back to Council for final consideration.	CAO/DEV	Draft agreement being prepared to support discussions	Underway
2023-295	Proclaimed October 2023 as Cybersecurity Awareness Month	CAO/COMM	Posted in County office; activities ongoing for month of October	Complete Oct 3/23
2023-288	Authorized signing agreements for project 640 road reconstruction	CAO/EA	Agreements signed	Complete Sept 5/23
2023-283,284,321,381	Defeated 2nd reading; Gave 1st reading to Bylaw 5-2023 Loan Bylaw – Ag Society and set public hearing date of Oct 3/23 at 1:00 pm	CAO/CS	Bring to Oct 17 for consideration of 2nd/3rd; PH closed; Ag Society notified; public hearing has been advertised.	Complete Oct 17/23
2023-282	Include activities in the AM Roadmap in the 2024-2027 DRAFT budget and plans.	CS/CAO	Included in draft budget	Complete Nov 24/23
2023-281	Endorsed the Asset Management Strategy, Roadmap and AM Team Terms of Reference.	CAO/CS	Documents finalized.	Complete Sept 6/23
2023-280	Approved Asset Management Policy	CAO/EA	Policy finalized	Complete Sept 6/23
2023-279	Amended Public Participation Policy	CAO/EA	Policy finalized	Complete Sept 6/23
2023-278	Adopted Bylaw 4-2023 - Repeal Recreation Bylaws	CAO/EA	Bylaws status updated	Complete Sept 8/23
2023-269	Submit Application for Authorization to Employ Peace Officers to AB Justice & Solicitor General	CAO	Application submitted; Waiting for signed MOU from RMCP	Complete Sept 8/23
2023-268	Sign a 3-year CPO Program MOU with the RCMP	CAO	Received fully executed MOU; Agreement sent to RCMP for signature	Complete Sept 6/23
2023-265	Approved 2024 Budget Schedule	FIN/CAO	Approved process is being implemented.	Complete Aug 15/23
2023-264	Approved Property Tax Penalty Exempt List for 363 tax rolls as identified.	FIN/CAO	Adjustment entries complete	Complete Aug 15/23
2023-263	Cancel property taxes in amount of \$14,579.96, owed by GOA	FIN/CAO	Adjustment entries complete	Complete Aug 15/23

2023-262	Rescind outdated recreation policies	CAO/EA	Policies rescinded	Complete Aug 18/23
2023-261	Approved changes to AD-002 Community Grants Policy	CAO/EA	Policy updated	Complete Aug 18/23
2023-257	Approve CPO policies (PS-007, 008, 011, 012, 013)	CAO/EA	ADM Director of Law Enforcement authorized the County to employ CPOs on Oct 11/23; Awaiting Authorized Employer Status	Complete Oct 11/23
2023-256	Initiate road closure process to close an undeveloped road allowance related to sand and gravel extraction activities.	CAO/DEV	Operator has been notified of the process ahead; waiting for confirmation of interest	Underway
2023-254	Continue on current path as outlined in County Strategic Plan & Economic Development Plan; PLUS conduct research on other models in Alberta to explore options to promote Regional Tourism.	CAO/DEV	Plans being implemented, new for 2024 is "Know Your Business" - Conference & Trade Show	Underway
2023-241	Awarded the construction contract for BF 78033 to Terrapro Inc. for \$266,842	PW/CAO	Contract Finalized; Contract is with PW	Complete Aug 15/23
2023-238	Contact "Alberta Carbon Grid" to present at a future Council meeting.	CAO/EA		Not Started
2023-236,294	Approved community grant of \$2,500 to Barrhead Ag Society for Blue Heron Fair	CAO/EA	Approval Letter sent to recipient	Complete Jul 19/23
2023-228	Cancelled the appointment of Bert Dening as a Fire Guardian for the County of Barrhead.	CAO/EA	Letter sent to Fire Guardian	Complete Jul 10/23
2023-223	Denied the request to cancel or reduce fire services invoice #IVC00003177.	CAO/EA	Letter send to landowner	Complete Jul 7/23
2023-221	Community Hall Strategy approved with changes	CAO/COMM	Document updated and posted to website and sent to stakeholders	Complete Jul 6/23
2023-219,220	Office Christmas Closures for 2023 & 2024	FIN/CAO	Staff notified, included in newsletter	Complete Aug 15/23
2023-218,243	Denied as project already completed; Clarify information on MTM Agricultural Society application for grant of \$2,500 under Community Grants Policy; bring back to Council.	CAO/EA	Applicant informed of decision; Bring back to Council in CAO Report at Jul 18/23 mtg; Request for info sent to MTM	Complete Jul 20/23
2023-210	Authorized to negotiate and refine the scope of the project with Next Architecture Inc., up to a maximum of \$146,570 + GST.	CAO	Discussed w NEXT to confirm capacity	Underway



2023-209	Award the tender to conduct a Feasibility Study for repurposing the ADLC to Next Architecture Inc. for \$106,960 + GST.	CAO	Agreement fully executed; Agreement being drafted, awaiting Towns endorsement	Complete Jul 10/23
2023-208	Administration to send a letter of intent to Maykut Farms expressing the County's desire to enter into a lease agreement in 2026 for a portion of the gravel pit located in NE 3-63-4-W5.	PW/CAO	Gravel pit owner was notified verbally of County's intent; letter to follow	Underway
2023-205	Award Contract for gravel crush at Vega Pit to Surmont Sand & Gravel Ltd. up to a max of 200,000 tonnes; report to Council any volumes > 200,000 tonnes for consideration of further increasing the volumes to be crushed	PW/CAO	Contract finalized; Contract sent to Surmont for signature June 29	Complete Jul 6/23
2023-204	Tender Unit #220, a 2018 John Deere 772GP motor grader with snow wing, before arrival of new replacement motor grader.	PW	Awaiting arrival date of new grader	Underway
2023-203	Purchase 2024 Caterpillar 150 AWD motor grader from Finning Canada for the price of \$577,250 and agree to the future guaranteed buy-back of \$231,000, and that the purchase be incorporated into the 2024 Capital Budget.	PW/FIN	Included in Capital Budget; Letter sent to Finning June 29 confirming purchase	Complete Nov 28/23
2023-201	Research (AEP) what is needed to use County land next to Neerlandia Lagoon as potential site for community baseball diamond; report back to Council.	CAO/DEV	To Council Sept 19/23; Research complete, Community group updated on process; Tentatively scheduled for Sep 5 Council mtg; Contact for AEP identified; legislation reviewed	Complete Sept 19/23
2023-200	Proclaimed July 16-22, 2023 as National Drowning Prevention Week in the County of Barrhead.	EA/COMM	Posting in County office and on website	Complete Jun 26/23
2023-193	Approve CPO policies (PS-001, 002, 003, 004, 005, 006, 009, 010)	CAO/EA	ADM Director of Law Enforcement authorized the County to employ CPOs on Oct 11/23; Awaiting Authorized Employer Status	Complete Oct 11/23
2023-190	Provide a letter of support to Camp Nakamun for their CFEP grant application.	CAO/EA	Included in June 20 agenda package	Complete Jun 13/23
2023-189	Approve purchase of 2023 Chevrolet Tahoe SSV to Wolfe Chevrolet Edmonton at a purchase price of \$66,874.25 plus GST.	CAO	Letter sent to vendor June 8	Complete Jun 8/23
2023-187-188	Award 2023 Road Reconditioning Program to B & B Wilson Oilfield Service Ltd.; increase scope of work to \$195,000 by adding 1.5 miles.	FIN/CAO	Contract Signed; Discussion with B&B Wilson re increase scope	Complete Jun 21/23

2023-184	Public Auction be held Wed, Dec 6, 2023 at 2:00 p.m. in Council Chambers; CAO to act as auctioneer.	CAO	Public Auction no longer required as all properties are now current; Tax clerk will follow up with advertising and process as per MGA	Complete Nov 8/23
2023-173	Directed CAO to work with RCMP to finalize Traffic Safety Plan & submit to Alberta Justice & Solicitor General with application for Authorized Employer under Peace Officer Program.	CAO	Plan finalized & signed; Traffic Safety Plan sent to RCMP for feedback/approval	Complete Jun 12/23
2023-172	Authorized signing agreements of road reconstruction project 742	CAO/EA	Contracts signed	Complete May 17/23
2023-171	Escalate project 26-740 from 10-year capital plan to 2023 capital budget as project 23-742 at \$182,657	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-170	Cancel project 23-741 and remove from 2023 Capital budget at \$272,686	CAO/PW/ FIN	Reflected in May report (June 20, 2023 Council - tabled to July 4, 2023)	Complete Jul 4/23
2023-169	Authorized signing agreements of road reconstruction project 640	CAO/EA	Contracts signed	Complete May 17/23
2023-168	Award 2023 pavement repair contract to Central City Paving to max of \$180,000	PW	Contract signed; Contractor notified	Complete June 7/23
2023-167	Award 2023 grass cutting contract at MacGill estates to Virginia MacGillivray	CAO/PW	Contract Finalized; Contract sent to contractor for signature May 17	Complete June 6/23
2023-164	Appointed Chelsea Jaeger as Weed Inspector & Pest Inspector	CAO/AG	Inspector identification issued	Complete June 8/23
2023-163	Authorized signing agreement with Ducks Unlimited Canada	CAO/AG	Received signed agreement; Agreement sent to Ducks Unlimited May 17	Complete Jul 10/23
2023-162	Approved community grant of \$1,000 to Barrhead Indigenous Day committee	CAO/EA	Approval letter and payment sent.	Complete May19/23
2023-161	Proclaimed May 29 – June 2, 2023, as Alberta Rural Health Week.	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-160	Declared June 5-11, 2023 as Seniors' Week	COMM/EA	Posted in County office & on website	Complete May 19/23
2023-155	Withdraw membership with GROWTH support ongoing participation of Councillor Preugschas on WILD Alberta Committee.	CAO	Letter sent to current GROWTH members, copied to CAOs of member municipalities.	Complete May 10/23
2023-151	Sign the ASB 2022-2024 Grant Amendment	CAO/AG	Finalized agreement received; Agreement signed, sent to GOA	Complete Aug 14/23

2023-150	Sign agreements for Acquisition of Land for ROW for 2023 Bridge Replacement Project BF 78033, to purchase 0.37 acre each from 2 landowners	CAO/EA	Agreements signed	Complete May 3/23
2023-143	Adopted 2023 Property Tax Bylaw 3-2023	FIN/COMM	Posted to website	Complete May 10/23
2023-138-139	Approved 3-Year Financial Plan & 10-Year Capital Plan	FIN/CAO	Posted to website May 10, 2023	Complete May 10/23
2023-137	Revised 2023 Capital Budget from \$14,775,734 to \$14,761,841	FIN/CAO	Posted Operating Budget, Capital Budget, Budget Presentation and Budget Overview to website May 10, 2023	Complete May 10/23
2023-136	Adopt 2023 Operating Budget as presented with operating expenditures & revenue of \$19,128,153	FIN/CAO		Complete May 10/23
2023-128	Approved supporting Reeve Drozd's application to the RMA Committee on Quasi-Judicial Agencies and to receive per diem's if appointed.	CAO	Reeve has submitted application (Reeve was selected by RMA)	Complete Apr 18/23
2023-126	Dispersed Unit 312 & Unit 313 to Michener Allen Auctioneering Ltd. for \$750,000 with any monies over \$820,000 received at the auction to be split 90/10 in favour of the County	PW/FIN	Units have been picked up, payment of \$750,000 received. Sale occurred May 5-6, 2023; Received additional cheque for \$36,000	Complete May 19/23
2023-125	Declared May 8-14, 2023 as National Nursing Week in the County of Barrhead.	COMM/EA	Posted in County office & on website	Complete Apr 24/23
2023-124	Denied application from Barrhead Golf & Recreation Area Society for a donation of \$2,500 under Community Grants Policy for painting of lines in the parking lot was not eligible	CAO/EA	Applicant notified of decision	Complete Apr 20/23
2023-123,368	Approved application from Barrhead Street Festival committee for \$2,500 under Community Grants Policy to assist with Barrhead Street Festival event.	CAO/EA	Final Report received; Approval letter and payment sent.	Complete Apr 20/23
2023-122	Approved encroachment agreement with Stanley & Faye Schultz for site within road allowance west of and adjacent to Plan 4589NY Lot 1	CAO/EA	Agreement finalized.	Complete Apr 19/23

2023-117	CAO to sign Conditional Grant (\$146,570) under Intermunicipal Collaboration Component of 2022-23 ACP Program in support of Feasibility Study to repurpose ADLC as a joint civic center	CAO	Fully executed May 15, 2023; Agreement signed & sent Apr 14/23, awaiting return; Waiting for agreement	Complete May 15/23
2023-116	CAO to sign Alberta Crime Prevention Grant Agreement (Minister of Public Safety & Emergency Services) to receive \$26,685 to continue with the BARCC workplan.	CAO	Finalized agreement received; Agreement signed & sent Apr 5/23, awaiting return	Complete Apr 6/23
2023-113	Approved Compassionate Gift Policy AD-004 as amended	CAO/EA	Amended, included for information in Apr 18/23 agenda pkg	Complete Apr 14/23
2023-112	Denied the request to cancel or reduce Fire Invoice IVC00002618.	CAO/EA	Letter sent	Complete Apr 20/23
2023-106-108	Approved 2022 audited Financial Statements, and FIR, and to publish to website	CAO/FIN	Published to website	Complete Apr 5/23
2023-103	Authorize Reeve Drozd to sign the Acknowledgement of Consultation for the RCMP Annual Performance Plan.	CAO/EA	Reeve has signed and returned	Complete Apr 13/23
2023-099	Disperse Unit 306 D6T Dozer to Ritchie Bros Auctioneers (Canada) Ltd. for the price of \$375,000 plus GST	FIN/PW	Unit has been picked up.	Complete Apr 13/23
2023-098	Cost share (50:50) with TOB purchase of 2023 John Deere 755K Landfill Track Loader (\$608,000 plus GST) from Brandt Tractor Ltd. as per 2023 Waste Management Capital	FIN/PW	Invoice is being processed; Delivered Sept 25 and awaiting invoice from Town in January; Ordered	Underway
2023-097	Approve purchase of steamer pressure washer from Water Blast Manufacturing LP (\$18,245.81 plus GST), reflect changes in 2023 Capital budget.	FIN/PW	Received May 16; Ordered	Complete May 16/23
2023-096	Deny the request to upgrade a currently undeveloped road allowance to SE 26-59-6-W5 for recreational use only.	DEV/CAO	Landowner notified of decision	Complete Apr 12/23
2023-091	Request business documents from GROWTH/WILD for past 2 years; bring back a report for Council to assess County membership in GROWTH/WILD.	CAO	On May 2/23 Council agenda; Documents received March 23, 24, April 10-13/23; Request has been made to Chair, copied to other 3 members	Complete May 2/23

2023-087	Bring results of 2023 TL Lagoon groundwater monitoring back to Council for review to develop management and/or upgrade plan for the facility.	PW/CAO	To Oct 17/23 Council mtg; Tentatively scheduled for Oct 3/23; Drilling completed, sampling done Aug 8; report expected by end Sept; Planning to be on site July 26; Installation of wells being scheduled with contractor; testing required has been confirmed	Complete Oct 17/23
2023-086	Add \$16,000 to 2023 budget for installation of 4 groundwater monitoring wells at TL Lagoon	FIN/CAO	Budget updated; final budget to be brought to Council for approval	Complete Mar 8/23
2023-085	Replace Lightning Bay's gate opener with access card; Lightning Bay residents informed that access to TL Lagoon cut off if volumes reach 5,821 m <sup>3</sup> in order to ensure compliance.	PW	Lightning Bay residents have been notified and switched to card access	Complete Mar 13/23
2023-084	Set max yearly incoming volume of TL Lagoon to 4,366 m <sup>3</sup> to all customers other than Lightning Bay	PW/CAO	Maximum is in place and will be monitored	Complete Mar 13/23
2023-081	Adopted Records Management Bylaw No. 2-2023	CAO/EA	Signed & filed	Complete Mar 15/23
2023-077	Renew 10 year lease with Misty Ridge for ski hill operations on 10 acre parcel in SW 16-62-4-W5	CAO/EA	Lease finalized	Complete Mar 15/23
2023-076	Appointed Fire Guardians for 2023-24	CAO/EA	Guardians and Fire Chief notified; New list available April 1 and to be posted to website	Complete Mar 13/23
2023-073	Approved application from Community Gardens for \$2,500 in-kind support under Community Grant policy	CAO/EA	Approval Letter sent to applicant	Complete Mar 8/23
2023-064	Approved Admin to enter into an agreement with Western Star North to purchase 3 Western Star 47X SB trucks for delivery in 2024 & 2025 as per 10-yr Capital Plan; bring back final pricing to Council for final order approval	PW/CAO	Western notified of intent to purchase	Underway
2023-061	Approved 2022 reserve transactions as presented in 2022 Reserve Report.	FIN/CAO	Reserve Report updated	Complete Feb 21/23
2023-060	Accept 2022 year-end financial reports; subject to audit adjustments & year end finalizations.	FIN/CAO	2022 Year-end closed	Complete Feb 21/23
2023-059	Approve ALUS PAC TOR as presented	AG/EA	TOR finalized	Complete Feb 28/23
2023-058	Rescind outdated policies	CAO/EA	Policies updated	Complete Mar 1/23
2023-055-57	Appointed ARB officials for CRASC	CAO/EA	ARB clerk notified of appointments	Complete Feb 22/23

2023-053,293	Approved application from Volunteer Appreciation committee for \$1,250 under Community Grants Policy	CAO/EA	Approval Letter sent to applicant.	Complete Feb 27/23
2023-039	Directed Admin to draft letter for Reeve's signature in support of Camrose Casinos' request to AGLC to relocate to Edmonton.	CAO	Attended webinar on topic; deadline to submit Mar 1/23	Complete Mar 2/23
2023-038	Provide updated letter of support to MCSnet for ISED 2021 funding allocation	CAO	Letter sent	Complete Feb 10/23
2023-037	Authorized CAO to sign temporary CPO Service Agreement with Town of Morinville.	CAO/EA	Agreement finalized.	Complete Feb 9/23
2023-036	Approved additional funding sources for 2022 capital projects (2021-140 & 2022-340)	FIN	Complete	Complete Feb 7/23
2023-033	Directed Reeve & CAO to sign Water Well Agreement with Kevin & Sherry Vangrootheest for well at Baird Lake reservoir.	PW/CAO	Agreement given to landowner for signature	Complete Feb 13/23
2023-032	Approved purchase of 1/2-ton crew cab 4x4 Truck - Stephani Motors Ltd. \$57,755 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-031	Approved purchase of tri axle equipment trailer - Hayworth Equipment Sales \$55,990 plus GST & applicable fees; reflect changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-030	Approved purchase of post pounder - Neerlandia Co-op \$21,300 plus GST: reflect the changes in 2023 Capital budget.	PW/FIN	Ordered	Complete Feb 10/23
2023-029	WSP Engineering reduced scope for engineering services - 2023 paving project of RR 22, RR 40, & TL based on updated cost of \$260,538.	PW/CAO	Revised contract received and signed	Complete Feb 13/23
2023-023	Accepted for info Div 4 adjusted training costs for 2023 and legal fees of \$36,959.67 to be recorded to General Government (11-Council & Leg) for 2022	FIN/CAO	Costs recorded as presented.	Complete Jan 16/23
2023-018	Authorized write-off of 2 outstanding AR as uncollectable in the amount of \$2,569.15	FIN	Written off as authorized.	Complete Jan 18/23
2023-017	Adopted bylaw 1-2023 Rate & Fees	CAO/EA	Bylaw updated, posted on website, staff advised	Complete Feb 1/23

2023-013	Approved policy FN-004 Collection of Accounts Receivable	CAO/FIN	Policy in place, staff advised	Complete Jan 16/23
2023-012	Postponed review of elected officials remuneration policy to align with next staff compensation review	CAO	Updated Compensation Review file with Council's direction.	Complete Jan 16/23
2023-009	Update 2023 budget with new mileage rate \$0.68	FIN/CAO	Interim 2023 budget updated, final budget to be approved in April 2023	Complete Jan 16/23
2023-008	Approve changes to HR-001 Elected Officials remuneration policy	CAO/EA	Policy updated	Complete Jan 16/23
2023-007	Approve public engagement plan for 2nd engagement session of Community Halls Strategy	CAO/COMM	Date set for Mar 16/23 from 1-4:30 pm Glenreagh Hall; Waiting for call back from 3 halls; Halls contacted to establish date	Complete Feb 28/23
2022-552	Apply for PERC/DIRC for outstanding uncollectible education and DIP for 2022 tax year	FIN/CAO	Grant application submitted	Complete Jan 9/23
2022-549	Extend term of membership for current ALUS PAC members to December 31, 2023.	AG	PAC members notified	Complete Jan 13/23
2022-544	Waive registration fees; reserve Klondyke Ferry campground for July 10, 2023 for Voyageur Canoe Brigade; provide up to 4 porta-potties	CAO/EA/PW	Applicants notified and they will contact us closer to event for final arrangements	Complete Jan 4/23
2022-538	Submit a CCBF application for RR 22 for \$614,980	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-537	Amend MSI application for RR 22 to increase funding by \$709,404	FIN/CAO	Submitted application February 9, 2023	Complete Feb 9/23
2022-536	Cancel Landfill Access Road Project under MSI	CAO	Submitted request February 13, 2023	Complete Feb 13/23
2022-535	Award 2023 paving contract to Central City Paving	PW	Contract fully executed; Sent to contractor for signature.	Complete Feb 1/23
2022-474,475	Lifted restrictions on C. Lane and cost of training to be paid from Div 4 2023 training budget	FIN/CAO	Cost reconciliation to Council Jan 16/23; 2023 Div 4 training budget to be set Dec 20/22 and reconciled with 2022 costs	Complete Jan 16/23
2022-448	Draft congratulatory letter for Reeve's signature to new Min of MA and provide info on County of Barrhead strategic initiatives.	CAO/EA	New minister, revising message	Underway
2022-428	Invite MP Viersen and MLA van Dijken to future Council meeting	CAO	MP Scheduled to attend July 4/23; MLA scheduled to attend April 4/23; Admin has been in contact with both offices to check availability	Complete Jul 4/23
2022-411	Tabled appointments to Regional Admin Bldg committee pending update	CAO	Confirmed removal from Council Committee listing; Discussion with Superintendant	Complete Dec 6/23

2023-021; 2022-368	Draft resolution on cellular coverage in the County with timeline to support advocacy efforts at RMA 2023 Spring Convention	CAO	Council approved Jan 16/23, submitted to Pembina Zone, approved at Zone mtg, to be forwarded to RMA Prov Conference; Research being conducted	Complete Jan 16/23
2022-364	Admin to provide further info on Alberta Carbon Grid - Agreement with GOA	CAO	To Council Jul 18/23; Research started	Complete Jul 18/23
2022-321	Authorized signing Emerg Mgmt Mutual Aid Agreement with LSAC	CAO	Awaiting Signatures from LSAC	Underway
2022-254	Bring back recommendations for disposing of Unit #306 2018 Caterpillar D6T XL	PW/CAO	Disposal approved Apr 4/23; Put out to tender - closes Mar 31; Not suitable for Landfill, report to Council as per policy	Complete Apr 4/23
2022-235, 484	Community Hall Strategy identified in the 2022-2026 Strategic Plan be <b>escalated to begin in 2022.</b>	CAO/PD	"What we heard" report to Council Dec 6/22; Oct 5/22 selected; PEP to Council Sept 20/22; Stakeholder input on selecting date almost complete; Project management sheets drafted	Complete Jan 16/23
2022-166	Preliminary consolidated report on status of wastewater infrastructure	CAO/PW/DF	Consolidating all lagoon reports (T.L. received Dec/22); incorporating asset management principles and discussions with LSAC	Underway
2021-174	VSU - letter to MLA re support and current service delivery model	CAO/EA	Met with VSU representative to better understand situation/impact; Rough draft prepared	Underway
2020-165; 2023-468	Letter - AB Transportation re prov. Hwy concerns for consideration for GOA 2020 Capital Maintenance Projects	EA/CAO	Addressed through other correspondence, meetings; PW discussions w AT; Hwy 33; Obtained input from Council, PW.	Rescinded
2019-352	Follow-up letter to Minister Municipal Affairs	EA/CAO	Notes distributed	Underway
2019-009	RMA Charitable Gaming Committee - support and inform	EA/CAO	Included in Mar 2/23 response to AGLC; Research on current status & received update from RMA; GOA postponed this initiative indefinitely, tone of letter will change; Letter drafted to MLA etc.; Shared with Town & orgs; Report posted to website, compiling email distribution list	Complete Mar 2/23
2018-029	Service Contract Review	FIN/EA/CAO	Initial list has been compiled.	Underway
2017-325	Develop a bylaw to provide necessary tools to deal with enforcement issues as an interim step	CAO/Dev	Work with LSA Bylaw enforcement to draft bylaw to use in the interim while developing a more substantive bylaw through public consultation	Underway
2017-245	Policy for Special Events	CAO/Dev	Reviewing policies from neighbouring municipalities	Underway





# AAIP Rural Renewal Stream Monthly Status Report



December 2023 TO DATE  
(Nov 7, 2022 - Dec 31, 2023)

EMPLOYERS		
Employers that have expressed interest	1	30
Employers enrolled	1	22 (8 active employers with open vacancies)

CANDIDATES		
Candidates that have expressed interest*	3	166
Candidates endorsed	4	71
(Current temp. foreign worker in Canada)	(4)	(32)
(International applicants)	(0)	(39)

POSITIONS		
Total positions enrolled in RRS (vacant or filled)	9	105 (26 positions currently vacant)
Positions filled through RRS	4	71
(Started working & living in community)	(3)	(31)
(Pending nomination/arrival to community)	(1)	(40)

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

### ***Graders***

- Blading washboard areas and blading snow into gravel to freeze roads down.

### ***Brushing***

- Utilizing the Caterpillar 317GC excavator and mulcher head, brushing has been taking place on overgrown roads in the County.
- Burning brush piles on Township Road 602 west of Range Road 65.

### ***Gravel Crushing***

- Crushing started January 4 after the holidays. Due to crusher repairs and cold weather, production has been minimal. Gravel sieves are being completed to ensure quality of product.

### ***Engineering***

- BF70370 Bridge Repair (SW 25-58-5-W5)
  - MPA Engineering has been engaged to develop work scope, AEP permitting, tendering and project supervision. Project will come to Council to award work when tender process is complete.
- Moose Wallow Public Pit #2
  - WSP Engineering to provide an estimate for County costs to acquire SML approvals on NW 3-61-7-W5 and SW 3-61-7-W5.

### ***Labour***

- Sign inventory and repairs as well as transfer station maintenance.

### ***Shop***

- Wobble wheel packer maintenance (remove, clean and inspect all axles and bearings, repack bearings and replace worn parts).
- Caterpillar 815F compactor drum rotate and packer pad build up.

### ***Utilities***

- Work is being carried out to order the necessary equipment to upgrade the lagoon gate access systems.
- Several Neerlandia fire pump issues have been resolved and the pump will now start up when required. Some further work is needed to enable the pump to automatically shut off when line pressure is restored.
- Work is ongoing to ensure the new Utility Officer is set up with proper permissions for monthly reporting as well as registration for certification courses.
- All other testing and monitoring are being carried out as per normal operations.



*Office of the Minister  
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta



Writer's Telephone: (780) 422-1628  
e-mail: peter.woloshyn@nrcb.ca

January 4, 2024

SENT BY EMAIL

Paul McLauchlin  
President  
Rural Municipalities of Alberta (RMA)

Dear Mr. McLauchlin:

**Re: NRCB Response to RMA Fall 2023 Resolution 5-23F**

Thank you for providing the opportunity for the Natural Resources Conservation Board (NRCB) to respond to Resolution 5-23F and concerns of the Rural Municipalities of Alberta (RMA) in general regarding municipal involvement in quasi-judicial agency decisions. We note that resolution 5-23F substantially relates to issues surrounding approval of renewable energy projects under the mandate of the Alberta Utilities Commission (AUC). Having said that, some issues raised in the resolution and the member background may relate to other quasi-judicial boards, including the NRCB.

As you know, the NRCB met with the RMA Quasi-Judicial Agency Committee (QJAC) to discuss RMA concerns on this matter. We appreciate having the opportunity to speak to the NRCB's role and mandate, including how we interact with your members. The QJAC report fairly represented the bulk of our discussions with the RMA subcommittee. Our response to resolution 5-23F necessarily incorporates elements of the RMA QJAC report as well.

**NRCB Reviews under the NRCBA**

We note that the RMA QJAC report and recent resolutions from your members primarily focus on the NRCB's mandate under the *Agricultural Operation Practices Act* (AOPA). The NRCB also makes public interest decisions under the *Natural Resources Conservation Board Act* (NRCBA) on large non-energy natural resource development projects. Reviewable projects include forest industry, recreational/tourism, water management, or specific projects prescribed by the Lieutenant Governor in Council. Reviews under the NRCBA are more closely aligned though not identical to approval processes conducted by AUC and the Alberta Energy Regulator, as compared to our mandate under AOPA. Any NRCB approvals issued under the NRCBA must be authorized by the Lieutenant Governor via Order in Council. Once authorized, the approval prevails over any municipal statutory plan or land use bylaw as prescribed in section 619 of the *Municipal Government Act* (MGA).

The most recent decision was the NRCB's approval of the Springbank Off-Stream Reservoir flood mitigation project on the Elbow River west of Calgary. This response discusses NRCB's review process under the NRCBA where appropriate.

Communication

At the outset, the NRCB is pleased that RMA is supportive overall of the Board's regulatory approach with respect to permitting, compliance, and review activities of confined feeding operations (CFOs) under AOPA. In particular, the fact that AOPA makes municipalities directly affected parties on all CFO applications is considered a key success factor by RMA. In addition, the NRCB has placed a high priority on communicating with RMA members. Field staff, senior management, and the Board have made a concerted effort over the years to engage with RMA and its members. By way of example, Field Services staff routinely meet with

municipal development officers, chief administrative officers, and councils to provide information and receive feedback on NRCB's regulatory framework for delivering AOPA. The NRCB has also requested (on several occasions) a workshop time slot at RMA's spring or fall convention. A workshop would provide an opportunity for the NRCB to update your membership and provide a forum for discussion on important topics such as the NRCB's approach in assessing and respecting municipal planning documents. The RMA QJAC report indicated that "...while not a mandatory requirement, the NRCB has a history of working closely with municipalities...". While the RMA has raised concerns regarding quasi-judicial agency project notification and communication with RMA members, in our view, the NRCB has satisfactorily addressed these concerns.

Perhaps most importantly, the NRCB's AOPA Policy Advisory Group (PAG) has proven to be an invaluable tool for ensuring timely dialogue between the NRCB, RMA, industry, ENGOs, and government. Since its inception in 2006 RMA has had two delegates on PAG and until fairly recently the president of RMA was one of them. Through PAG, several important issues raised by RMA have been, or are currently being addressed. For example, to address municipal concerns raised at PAG, the NRCB implemented a requirement for applicants to sign a declaration form regarding water licensing. More recently under PAG, a subcommittee has been struck to revisit whether municipal road agreements should be considered in the application process for new or expanding CFOs.

The NRCB routinely conducts information sessions for the public, including municipalities, when reviewing projects under the NRCBA.

#### Project notification

The NRCB notifies the affected municipality immediately upon receipt of a Part 1 application (applicant intent to apply for permit) which is the first time the NRCB is notified of an operator's intent to apply for a permit under AOPA. Municipalities are again notified once the more detailed Part 2 application is complete—the municipality is considered a directly affected party on all applications and can submit comments at this phase of the process. Once the approval officer issues the decision, municipalities are again notified and can submit a request for review of the decision.

Under the NRCBA, municipalities are not automatically considered directly affected parties but can apply for standing and can participate in the review process regardless of standing.

Municipalities are not eligible for intervenor funding under either AOPA or NRCBA reviews.

#### Reclamation

Under AOPA, reclamation plans are not required. However, the NRCB can determine whether a facility is abandoned and AOPA has provisions that allow the NRCB to determine decommissioning requirements for manure storage facilities.

Under NRCBA reviews, reclamation plans are often required in the terms of reference for the project's environmental impact assessment. The NRCB is a public interest decision maker under the NRCBA and is not the downstream regulator. Most often Environment and Protected Areas (EPA) is responsible for downstream permitting under the *Environmental Protection and Enhancement Act* and the *Water Act*, as well as for regulating the project post-NRCB decision. EPA may require reclamation plans depending on the project and is most often the responsible agency to assess reclamation requirements at end of project life.

#### Municipal planning documents

The QJAC report correctly outlined the NRCB's approach in assessing municipal development plans (MDPs) and intermunicipal development plans (IDPs) under AOPA. NRCB approval officers are obligated to determine whether an application for a CFO is consistent with the relevant municipal MDP and IDP. If the approval officer determines that the application is inconsistent with land use provisions of the MDP/IDP the application must be denied. Should the denial decision be appealed, the Board (as provided by AOPA) has the discretion to either uphold the denial or approve the application despite the inconsistency with the MDP/IDP. As we outlined in our discussion with the QJAC, the Board exercises this discretion with great caution. For example, Board decisions to approve an application despite an inconsistency with the MDP have occurred where the Board determined that the planning objectives of the MDP can be met simultaneously with the approval.



It is worth noting that frustration expressed by some municipalities is related to NRCB's assessment of provisions and conditions related to the siting of CFOs in MDPs. The term 'land use provisions' is not defined in the MGA or AOPA. As such, the NRCB must determine which planning provisions in an MDP are valid land use provisions. There are instances where an MDP places restrictions or conditions on the siting of CFOs that are not considered to be land use provisions. In other cases, we have seen MDPs that require tests and conditions for the siting of CFOs. Under AOPA, approval officers are directed not to consider MDP provisions respecting tests or conditions related to the construction of or the site for a CFO.

As referenced in the QJAC report:

*It is important to note that while not a mandatory requirement, the NRCB has a history of working closely with municipalities seeking their advice on how they can develop their MDPs in a way that will provide some degree of local control over CFO siting without contradicting the NRCB's approval priorities.*

The NRCB will continue its efforts to inform, meet and consult with municipalities on all matters related to our mandate to deliver AOPA, including issues related to MDPs.

For applications made under the NRCBA the statutory direction is generally less prescriptive than AOPA. The NRCBA directs the Board to determine whether a project is in the public interest having regard to the project's anticipated social, economic, and environmental effects. In reviewing a project, the Board is required to give standing to directly affected persons and will typically give a voice to any party that has an established interest in the project. While no persons are automatically considered to be a directly affected party under the NRCBA, past reviews would suggest that the Board will always extend the opportunity for municipal governments to actively participate in Board reviews. Municipal government participation is particularly helpful in informing the Board's understanding of municipal planning goals and objectives. As a statutory planning authority and as a 'person' in law it can be expected that the municipality will meet the NRCB criteria as a directly affected person and have standing to fully participate in a Board review. The NRCB notes that the very existence of section 619 of the MGA is an acknowledgement that a decision of the NRCB may directly affect the municipality.

In closing, I would like to once again thank RMA for reaching out to us to more fully understand how the NRCB interacts with rural municipalities in relation to the NRCB's approval processes and RMA member engagement.

If you have any questions or feel that a meeting to further discuss these matters with the NRCB is warranted please do not hesitate to contact myself or Sean Royer, NRCB chief executive officer.



Peter Woloshyn  
Chair, Natural Resources Conservation Board

cc: Sean Royer, CEO NRCB  
QJAC committee members  
Kasha Piquette, Deputy Minister, EPA

**Community FUTURES YELLOWHEAD EAST**  
**CFYE Regular Board Meeting Minutes**  
**Location: Community Futures Yellowhead East Office**  
**Thursday October 19, 2023**



<b>In Attendance</b>	Nick Gleych, Daryl Weber, Serena Lapointe, Liz Krawiec, Anna Greenwood, Robin Murray, Marvin Schatz, Dave Kusch, Ty Assaf, Michelle Jones, Matthew Hartney
<b>REGRETS:</b>	Jim Hailes
<b>1) CALL TO ORDER:</b>	Meeting Called to Order at 1:08
<b>2) ADOPTION OF AGENDA:</b>	<b><u>Motion# 25 Moved by Daryl Weber</u></b> <i>That the Agenda be accepted as presented</i> <b>CARRIED</b>
<b>3) MINUTES OF PREVIOUS MEETING:</b>	<b><u>Motion # 26 Moved by Liz Krawiec</u></b> <i>That the minutes of the June 15, 2023 regular board meeting be accepted as amended, correction of spelling of board members name Marvin Schatz</i> <b><u>Motion # 27 Moved by Ty Assaf</u></b> <i>That the minutes of the June 15<sup>th</sup> 2023 IRC meeting be accepted as amended to correct the improper spelling of board member Marvin Schatz name. .</i> <b>CARRIED</b>
<b>4) TREASURERS REPORT:</b>	<b>As Attached</b> <b><u>Motion# 28 Moved by: Liz Krawiec</u></b> <i>That the minutes of the June 15, 2023 regular board meeting be accepted as amended, correction of spelling of board members name Marvin Schatz</i> <b>CARRIED</b>
<b>5) IRC REPORT:</b>	<b>5.1 Ratify New CGI Loans, Youth Loans &amp; In House Quick Cash Loans, as per in house approval .</b> <b><u>Motion # 29 Moved by: Marvin Schatz</u></b> <i>Motion to approve ratifying the CGI, Youth and Quick Cash loans as previously approved by staff according to policy and previous approvals granted.</i> <b>CARRIED</b>  <b>5.2 Approval of the attached 2023.2024 Business Number Report due to Prairies Can by October 20, 2023.</b> <b><u>Motion # 30 Moved by: Anna Greenwood</u></b> <i>Motion to approve the annual business number report as required for submission to Prairies Can.</i> <b>CARRIED</b>  <b>5.3 Loan Client – Failure to Comply – Forbearance Agreement Lawyer Recommendations</b> <b><u>Motion# 31 Moved by: Robin Murray</u></b> <i>Motion to accept discussion for information as presented.</i>

**CARRIED**

**5.4. RRRF – Government Announcement.**

**RFD – RRRF Client Re-Financing Loan Considerations**  
Motion to approve recommendation.

**Motion: # 32 Moved by Ty Assaf**

*Motion made, to table the re-financing decision for CFYE RRRF loan clients until further clarifying information has been received from Prairies Can, regarding interest only payments mirroring that of the CEBA refinancing regulating guidelines set by the federal government.*

**CARRIED**

**6) CHAIR REPORT**

**6.1: Introduction:** New Board Member – Woodlands County Reeve – Dave Kusch – Introduction was made at beginning of the meeting.

**6.2 Guest Visitors:** Assistant Deputy Minister Michelle Evans, Prairies Can Director General Carolina Calderon

**Items for Discussion:**

- RRRF Loan concerns – Uncertainties around Recovery, What happens to those who don't pay, Loss of Small Business due to COVID & Disaster Recovery , RRRF Additional Cost to operations with the extension, no additional operating dollars announced.
- No Increase to CF Operating Budget Dollars, Lack of Capacity with increased workloads, inability to attract and retain talented personnel,
- Limited Loan Dollar Capacity not keeping up with trends,
- Disaster Recovery for businesses, Tourism Clients inability to take advantage of many of the Alberta Tourism Grant dollars.
- Labour Shortages
- Other rural Community Ec Dev Challenges (REDA's)

**6.3 Fall Symposium Update**

**64 Vacant CFNA Board Position**

**6.5 Board/Client Complaint Meeting Update**

**6.6 West Yellowhead Request to support Letter to MP Soroka**  
Operational Funding Concerns & RRRF Repayment Concerns

**Motion # 33 Moved by Dave Kusch**

*Motion made, in support of partnering with West Yellowhead CFYE to send a letter to MP Soroka expressing our ongoing concerns regarding lack of funding to the CF program, requesting his support at parliament. Board agreed with providing a letter to CFWY, in addition has advised they would like to see the same letter sent to each of the MLA's and MP's within the CFYE region. To include MP Gerald Soroka, Arnold Viersen, Dane Lloyd; MLA's Shane Getson, Martin Long, Glen van Dijken.*

**CARRIED**

**7) EXECUTIVE DIRECTOR  
UPDATE/  
CORRESPONDENCE**

- Prairies Can Staffing Update -
- West Yellowhead Email Request – Letter to MP Soroka
- Changes in Prairies Can CF Officer Update
- Prairies Can Acceptance of Q4 Reports – *Prairies can express*



- concern over not meeting the loan dollar amount MP'S*
- Prairies Can/ CFNA – RRRF Extension Updates
  - Prairies Can Policy Bulletin – Building Purchases and Cost Associated
  - AFIA Training Program – Board Training Opportunity – Sign Up DUE ***Daryl Weber & Robin Murray put their names forward to take the AFIA training.***
  - Symposium Managers Meeting Minutes – Updates
  - CIPO Canadian Intellectual Property Office – Tools & Resources
  - CFNC – Written Submission for the Pre-Budget Consultations in Advance of 2024 Budget

**Motion # 34 Moved by: Daryl Weber**

*Motion to accept the Executive Director Report as information.*

**CARRIED**

**8) MEETING RECESS**

*Meeting recessed to accommodate in person meeting with Assistant Deputy Minister Michelle Evans.*

Meeting Recessed at 2:15 – 4:45pm

**ADJOURNMENT:**

**Motion # 35 Moved by: Ty Assaf**

Moved to adjourn at 4:50  
**November 16, 2023**

**NEXT MEETING:**

CFYE Board Chair, Nick Gelych

CFYE Board Secretary, Serena Lapoint

Date

Date

Dec 21/23

## Regular Board Meeting Minutes

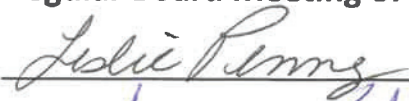
Thursday, November 19th, 2023


<b>Present</b>	<p>Leslie Penny – Chair Anthony Oswald – Vice Chair Albert Mast – Secretary/Treasurer Karen Gariepy – Executive Director Kay Roberts – Finance Terese Koch – Recording Secretary Sally Littke, Bill Lane, Paul Properzi</p> <p>Guest – Jean Loitz</p>	
<b>Absent/ Regrets</b>	Tom Carroll, Dausen Kluin	
	<p><b>1) <u>Call to Order:</u></b> The regular meeting of the Barrhead &amp; District Family and Community Support Services Society was called to order by Leslie Penny at 9:30 am.</p>	
<b>23/11-01</b>	<p><b>2) <u>Acceptance of Agenda</u> – Additions/Deletions</b></p> <ul style="list-style-type: none"> <li>Changed the approval of new Board members to be before the Board Delegation/Presentation.</li> </ul> <p>Moved by Paul Properzi to accept the agenda as amended. Seconded by Bill Lane.</p>	<b>Carried</b>
<b>23/11-02</b>	<p><b><u>New Board Members</u></b></p> <ul style="list-style-type: none"> <li>Motion to appoint Jean Loitz to the Barrhead &amp; District FCSS Board of Directors.</li> </ul>	<b>Carried</b>
<b>23/11-03</b>	<ul style="list-style-type: none"> <li>Motion to appoint Kavitha Kamalahasan to the Barrhead &amp; District FCSS Board of Directors.</li> </ul>	<b>Carried</b>
	<p><b>3) <u>Board Delegation/Presentation</u> – Savannah Belyk</b></p> <ul style="list-style-type: none"> <li>Savannah position is to oversee all the family programs. Devon is the assistant to Savannah and works specifically with youth.</li> </ul>	

	<ul style="list-style-type: none"> <li>Numbers are steadily increasing in all programs. Yesterday, November 15<sup>th</sup>, was a record number of 35 for the Gym Time program.</li> </ul>	
23/11-04	<b>4) <u>Items for Approval</u></b> <ol style="list-style-type: none"> <li>Moved by Bill Lane to accept the minutes of the Regular Board Meeting for Barrhead and District FCSS Society from October 19<sup>th</sup>, 2023. Seconded by Albert Mast.</li> </ol>	Carried
23/11-05	<ol style="list-style-type: none"> <li>Financial Statements for October 2023: Moved by Albert Mast to accept the financial statements for the 80/20 General Account, Community Account and Casino Account for the period ending October 31<sup>st</sup>, 2023 as presented. Seconded by Paul Properzi.</li> </ol>	Carried
23/11-06	<b>5) <u>New Business:</u></b> <ol style="list-style-type: none"> <li>Special Resolution to Amend FCSSAA Bylaws. <ul style="list-style-type: none"> <li>Moved by Sally Littke to allow Karen Gariepy and Leslie Penny to vote on the Resolution to Amend the FCSSAA Bylaws at the FCSSAA AGM. Seconded by Bill Lane.</li> </ul> </li> <li>New Board Members – changed to be at the beginning of the meeting. Immediately following the acceptance of the agenda.</li> <li>Volunteer Sign-up – passed around at the meeting. Please check your dates for availability and sign up where you are able.</li> </ol>	Carried
23/11-07	<b>6) <u>Old business</u></b> <ol style="list-style-type: none"> <li>Benefits <ul style="list-style-type: none"> <li>Moved by Sally Littke to remain with AMSC for dental and extended health benefits. Seconded by Anthony Oswald.</li> </ul> </li> </ol>	Carried
23/11-08	<ul style="list-style-type: none"> <li>Moved by Paul Properzi that those who opt out of the dental and extended health coverage of AMSC and choose a different provider will be reimbursed half of their fees, but not to exceed what would be half through AMSC. Seconded by Bill Lane.</li> </ul>	Carried
23/11-09	<ul style="list-style-type: none"> <li>Moved by Paul Properzi that those who opt out of AMSC dental and extended health benefits because of coverage through their spouse will not receive any reimbursement. Seconded by Albert mast.</li> </ul>	Carried
23/11-10	<ol style="list-style-type: none"> <li>Special meeting to amend the Barrhead FCSS By-laws <ul style="list-style-type: none"> <li>Moved by Anthony Oswald to have a Special Board Meeting to amend by-laws after the December 21 Regular Board Meeting. Seconded by Paul Properzi.</li> </ul> </li> </ol>	Carried

23/11-11	<b>7) <u>Items for Information</u></b> <b>a) Director's Report</b> <ul style="list-style-type: none"> <li>Moved by Bill Lane to accept the above item as information. Seconded by Albert Mast.</li> </ul>	Carried
	<b>8) <u>Board Development</u></b> <b>1) Advocacy</b>	
23/11-12	<b>9) <u>In Camera</u></b> <ul style="list-style-type: none"> <li>Moved by Paul Properzi to go In-Camera. Seconded by Sally Littke.</li> </ul>	Carried
23/11-13	<ul style="list-style-type: none"> <li>Moved by Albert Mast to leave In-Camera. Seconded by Anthony Oswald.</li> </ul>	Carried
	<b>10) <u>Next Meeting</u></b> Thursday, December 21 <sup>st</sup> , 2023 – Finance committee at 9 am, regular Board meeting at 9:30. Christmas Lunch to follow.	
23/11-14	<b>11) <u>Adjournment</u></b> Moved by Bill Lane to adjourn the meeting at 10:59 am.	Carried

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of November 16<sup>th</sup>, 2023**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Recording Secretary



# County of Barrhead No. 11 Council <sup>M</sup>

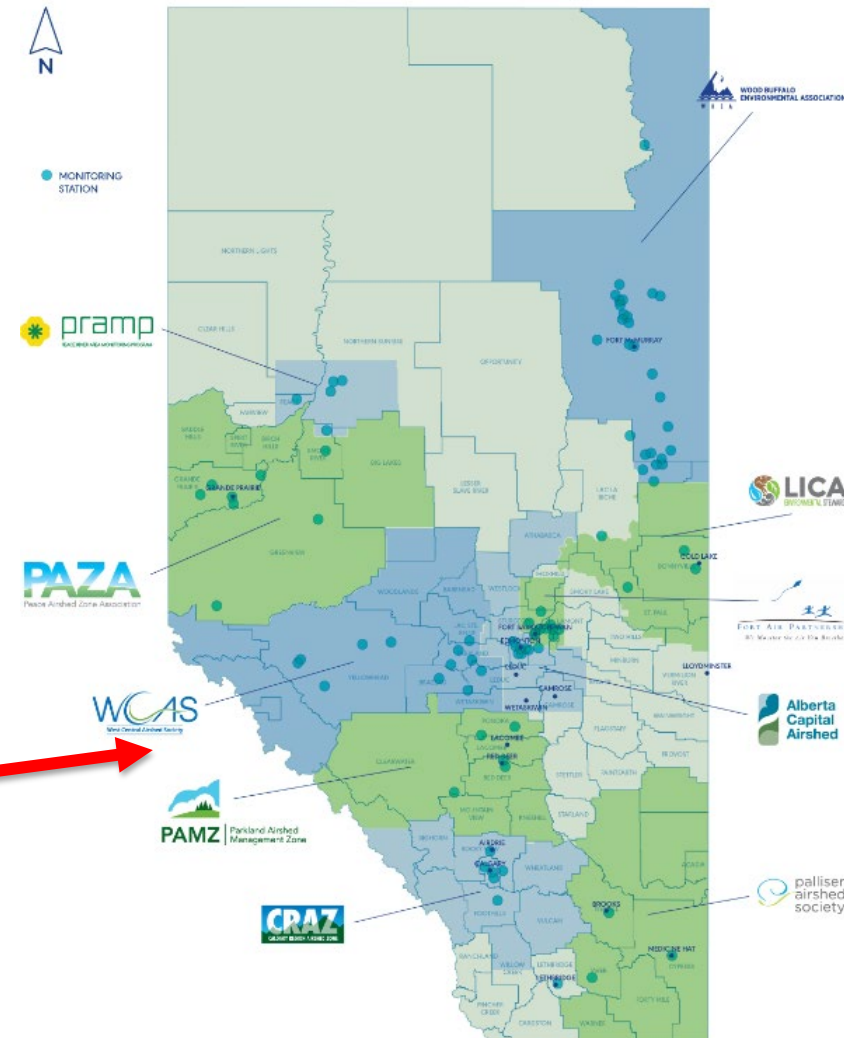
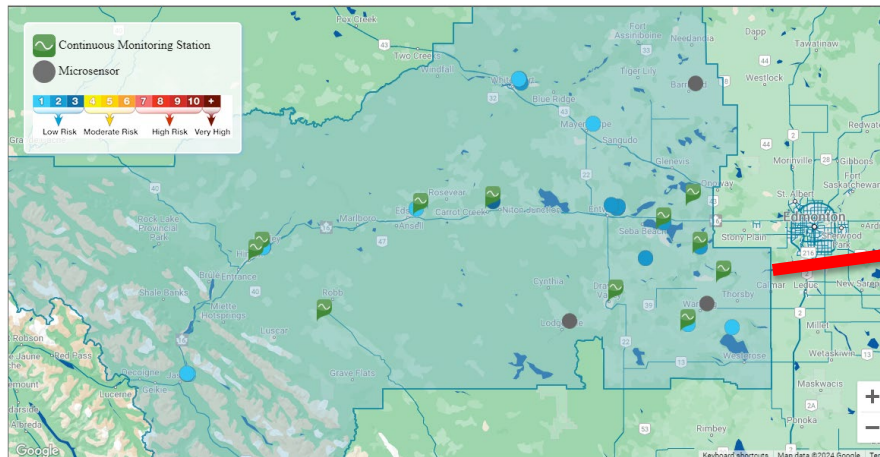
## January 16, 2024

Gary Redmond, Executive Director  
Yvonne Barker, Engagement Coordinator  
Salina Fairbank, Engagement Coordinator



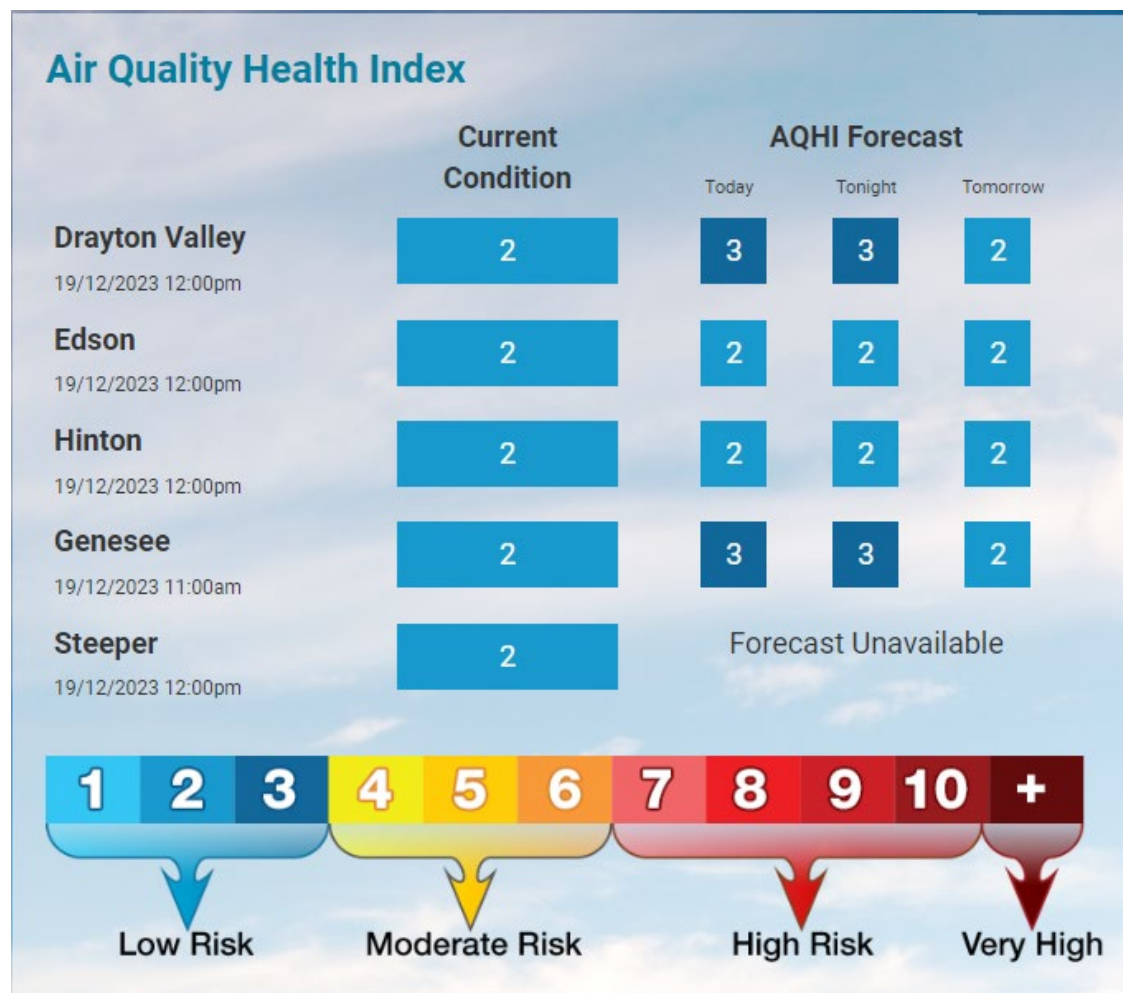
# West Central Airshed Society

- One of 10 not-for-profit Alberta Airsheds
- Independent, multi-stakeholder membership, responsible for monitoring ambient (outdoor) air quality
- Airsheds have 93 stations across Alberta
- WCAS monitoring network
  - 11 Permanent stations
  - 2 Portable stations
  - Multiple micro-sensor locations



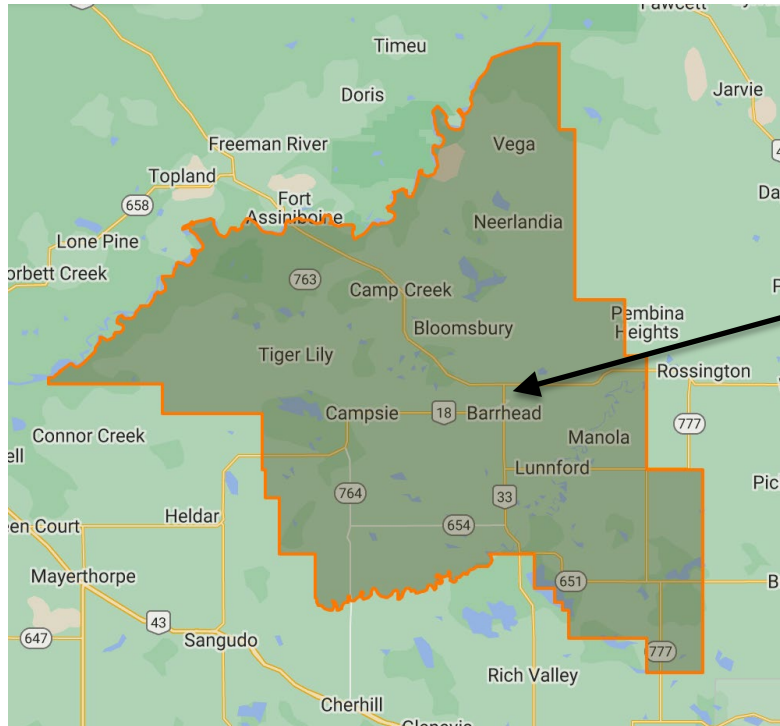
# West Central Airshed Society

[www.wcas.ca](http://www.wcas.ca)



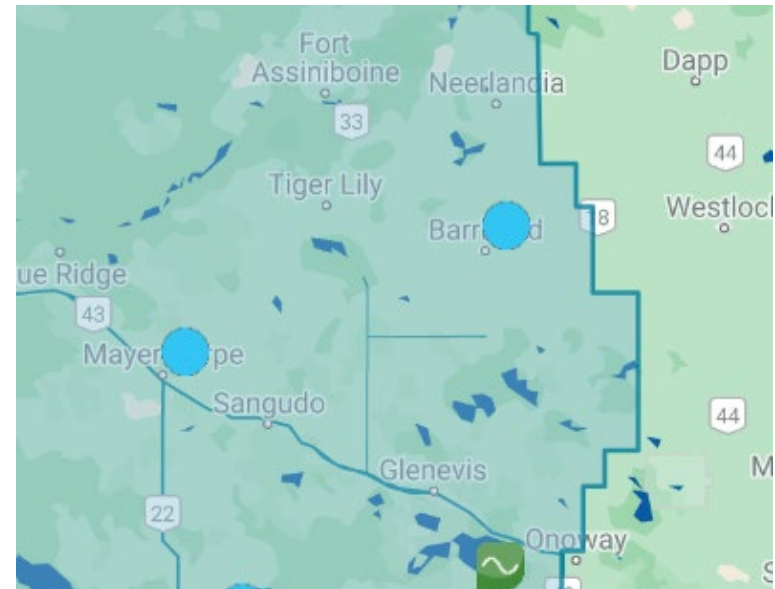
The Air Quality Health Index, or AQHI, is a scale that shows the health risks associated with outdoor air quality. It provides a number and related health risk category to help you understand the potential impacts of air pollution on your health.

# Air Quality Monitoring – County of Barrhead No.11



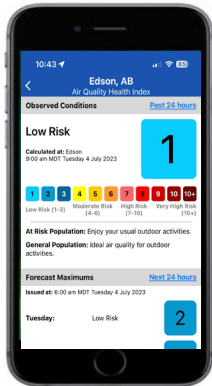
## Barrhead - Ecole Barrhead Elementary School Particulate Matter Sensor

- Monitors for PM<sub>2.5</sub> (greatest concern of wildfire smoke) + temperature and relative humidity
- Low cost
- Real-time data is available at [wcas.ca](http://wcas.ca)





# County of Barrhead No. 11 does not currently have AQHI



- Ozone -  $O_3$
- Fine Particulate Matter -  $PM_{2.5}$
- Nitrogen Dioxide -  $NO_2$
- Sulphur Dioxide -  $SO_2$
- Total Reduced Sulphur - TRS



# County of Barrhead No.11 does not currently have AQHI

## Continuous Air Quality Monitoring Stations are costly

- Air monitoring is regulated by Alberta Air Monitoring Directive
- ~\$350,000 to build new station
- > \$60,000/year to operate
- Additional costs for data management/analysis, equipment replacement, site maintenance, etc.
- Airshed stations in Alberta are paid for by:
  - Large industrial emitters
  - Alberta EPA (populated areas without emitters)

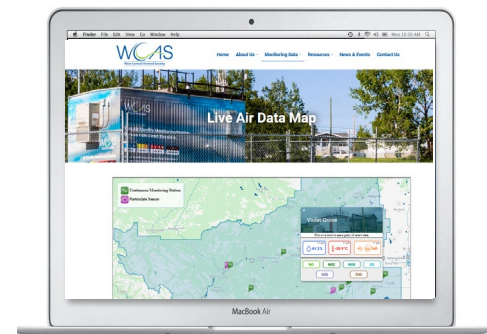
## Airsheds are exploring new approaches

- Smaller, low-cost sensors
- Alberta EPA's Leduc pilot project
- Satellite data
- Sharing costs with local hosts

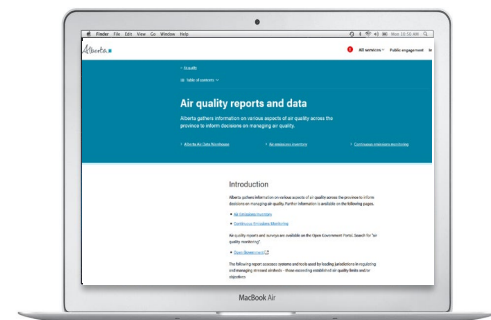


# Public Info / Data

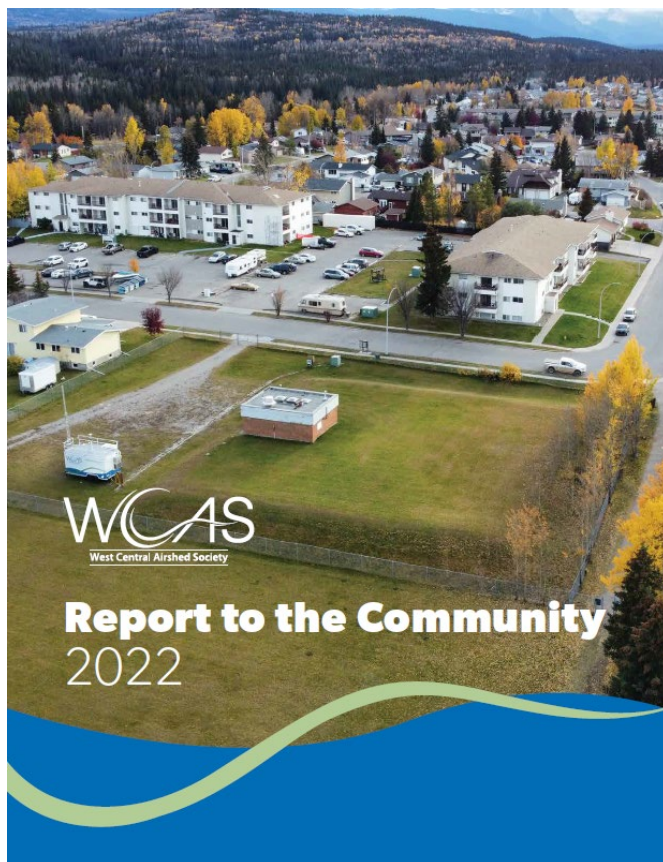
1. Live data – [wcas.ca](http://wcas.ca)
2. Historical data – AEPA Data Warehouse
3. Social Media
4. Annual Report to the Community



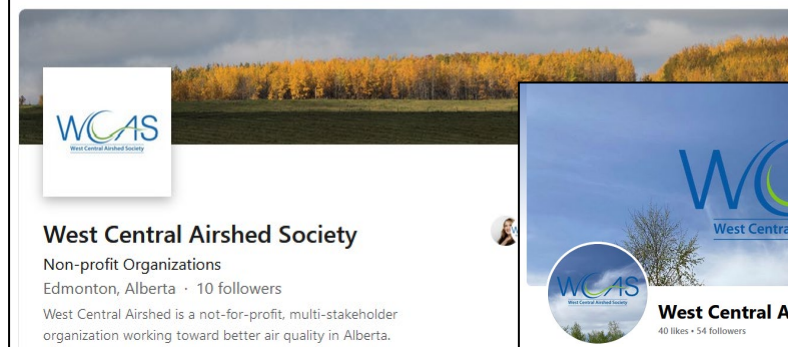
[www.wcas.ca](http://www.wcas.ca)



[airdata.alberta.ca](http://airdata.alberta.ca)



LinkedIn





# Partnership Opportunities – County of Barrhead No. 11 & WCAS

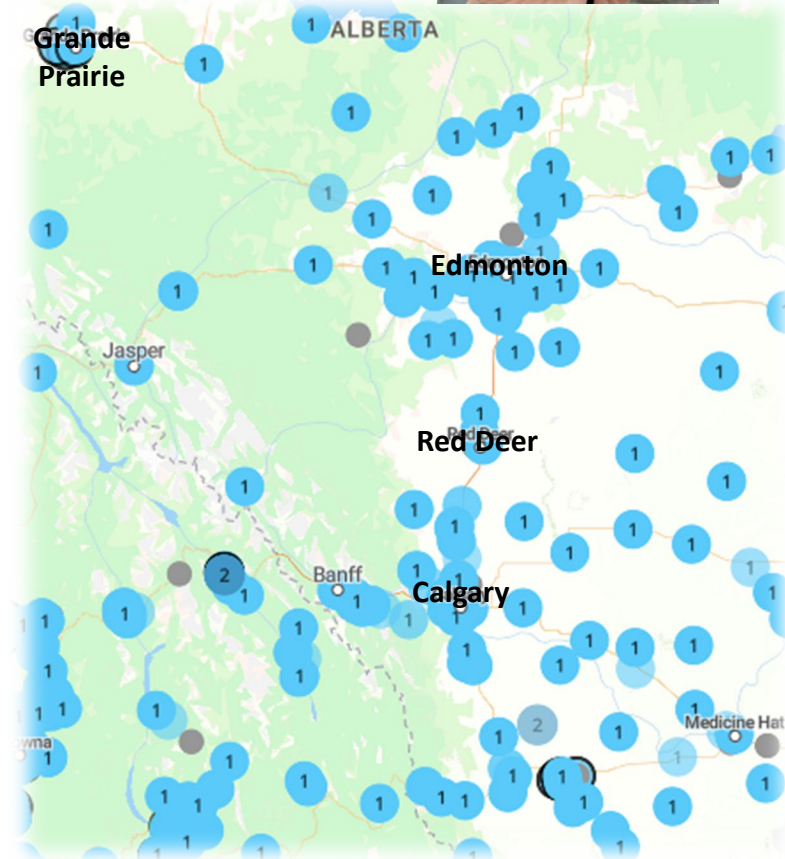
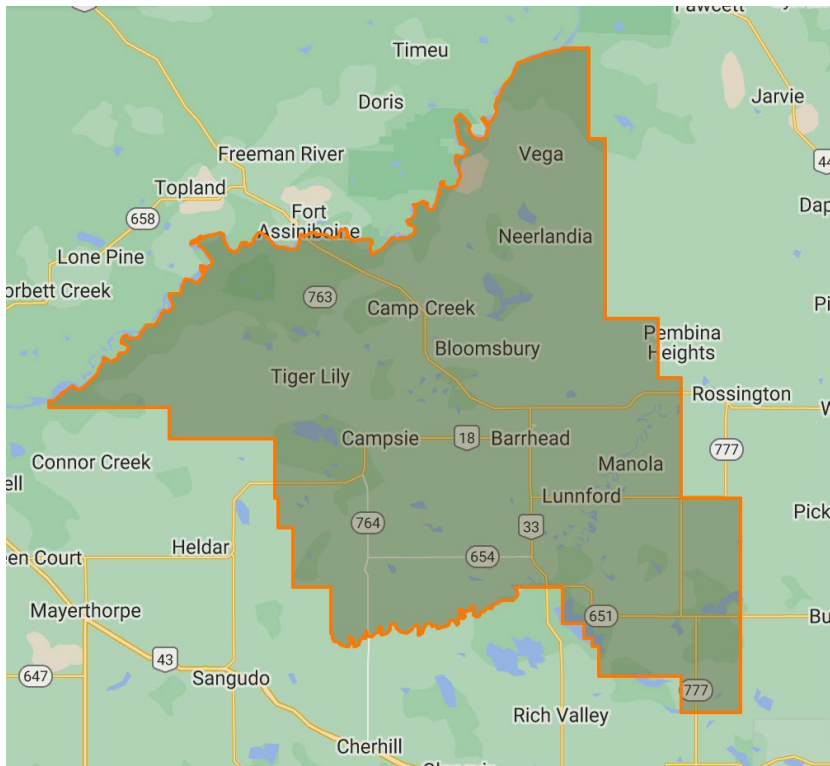
## 1. Sensor Monitoring

WCAS is looking to add 2 microsensors distributed across the County (in partnership with ECCC – no cost to the County)

These sensors monitor for:

- PM<sub>2.5</sub> (greatest concern of wildfire smoke)
- Temperature and relative humidity

Real time data is available at [wcas.ca](http://wcas.ca)



# Partnership Opportunities – County of Barrhead No.11 & WCAS

## 2. Membership

- All stakeholders are invited to be members of WCAS/Airsheds.
- Industry pay based on their annual air emissions.
- Cost for municipalities to join WCAS as a member is **\$1500/year**
- Other municipal members include Brazeau County, Woodlands County, Yellowhead County, Lac Ste. Anne County and several towns (Edson, Hinton, Jasper, etc.)

WCAS supports its municipal members with air data analysis for planning, response to issues, awareness/outreach on air quality, etc.



### MUNICIPAL MEMBERS

Our urban and rural municipalities are valued partners and participate as WCAS members voluntarily.

#### Benefits of WCAS Membership

- Support for effective public engagement on air quality and odour issues
- Cost effective solutions for meeting environmental responsibilities
- Access to air quality expertise, especially important for municipalities with limited resources
- Consistent messaging to all residents in the region regarding air quality
- An important connection between air quality and land use planning
- Forum to work with other stakeholders and neighbouring municipalities on air quality issues
- Another connection with regulatory and legislative bodies







THANK YOU FOR THIS OPPORTUNITY  
ANY QUESTIONS?