



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, DECEMBER 8, 2020 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

*Barrhead....a quality community....giving a quality lifestyle*

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – November 24, 2020
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) There are Delegations
6. Old Business
  - (a) All Saints Ukrainian Orthodox Church Cemetery
  - (b) Construction Cost on possible access for 59 Avenue (44th Street to 43rd Street)
7. New Business
  - (a) Barrhead Regional Water Commission – Draft 2021 Business Plan
  - (b) Operational Agreement with the Barrhead Regional Water Commission
  - (c) Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) Franchise Fee 2021
  - (d) FortisAlberta Franchise Fee 2021
  - (e) Twinning Committee Operating Budget 2021
  - (f) Twinning Committee Operating Plan 2022-2024
  - (g) Airport Committee 2021 Operating Budget and 3 Year Financial Plan
  - (h) Airport Committee 2021 Capital Budget
  - (i) Airport Committee 10 Year Capital Plan

- (j) Barrhead FCSS 2021 Operating Budget with Highlights
- (k) Barrhead Public Library Operating Budget 2021 and 3-year Operating Plan
- (l) Members at Large for 2021
- (m) 2021 Interim Operating and Capital Budgets

8. Reports

- (a) CAO's Report
- (b) Council Action List

9. Minutes

- (a) Community Futures Yellowhead East – October 15, 2020

10. Bylaw

- (a) Bylaw 12-2020, The Designated Manufactured Home Tax Installment Payment Bylaw

11. Correspondence Items

- (a) Email from Mr. Suki Famobio – Barrhead Peoples Pharmacy

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) Pursuant to Section 24(1) of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, NOVEMBER 24, 2020,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald (via Video Conference), L. Penny and D. Smith

Officials: Ed LeBlanc, CAO, Kathy Vickery, Director of Corporate Services and Cheryl Callihoo, Director of Development & Legislative Services

Others: Kevin Berger, Barrhead Leader

**ABSENT**

**CALL TO ORDER**

Mayor McKenzie called the meeting to order at 5:30 p.m.

**AGENDA**

The agenda was reviewed.

367-20

Moved by Cr. Klumph that the agenda be accepted with the following additions:

- 8(a) Family & Community Support Services Report
- 8(a) Community Futures Yellowhead East Report
- 8(a) Library Board Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of November 10, 2020, were reviewed.

368-20

Moved by Cr. Kluin that the Minutes of the Town Council Regular Meeting of November 10, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Ms. Rita Cardinal and Ms. Linda Livingstone from PJ Elite Services Ltd. at 5:32 p.m.

Ms. Rita Cardinal and Ms. Linda Livingstone provided a PowerPoint presentation and updated Council on services provided in Barrhead.

They are looking for office space for their business at a reasonable rate plus parking for their van.

Council suggested Blue Heron Support Services or Life Empowerment.

They mentioned that Family & Community Support Services (FCSS) are trying to help find office space as well.

Council also suggested that they contact the Chamber of Commerce and inquire if any businesses would like to advertise in the PJ Elite Brochure.

**EXITED**

Mayor McKenzie and Council thanked Ms. Rita Cardinal and Ms. Linda Livingstone for their presentation and they exited the Chambers at 5:57 p.m.

369-20

Moved by Cr. Assaf that Council accepts the presentation from Ms. Rita Cardinal and Ms. Linda Livingstone from PJ Elite Services Ltd., as information.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Ms. Jennifer Pederson, Town's Communications Coordinator at 5:58 p.m.

Ms. Jennifer Pederson presented samples of the Town's Logo to Council and answered questions.

Council discussed the options.

**EXITED**

Mayor McKenzie and Council thanked Ms. Jennifer Pederson for her presentation and she exited the Chambers at 6:23 p.m.

370-20

Moved by Cr. Klumph that Council accepts the presentation from Ms. Jennifer Pederson, Town's Communications Coordinator regarding the Town's Logo as information.

CARRIED UNANIMOUSLY

371-20

Moved by Cr. Klumph that Council approves the use of the Blue Heron with the logo as presented, when isolated from any other brand elements.

CARRIED UNANIMOUSLY

**YOUTUBE AND FACEBOOK VIEWERSHIP REPORT**

The YouTube and Facebook Viewership Report, was received.

Ed LeBlanc, CAO discussed with Council.

Council discussed and suggested one a week video and focus on Barrhead.

372-20

Moved by Cr. Assaf that Council receive the YouTube and Facebook Viewership Report, as presented.

CARRIED UNANIMOUSLY

**TEMPORARY ROAD CLOSURE OF A PORTION OF 51<sup>ST</sup> AVENUE**

The temporary closure of a portion of 51 Avenue, was reviewed.

Ed LeBlanc, CAO discussed with Council and answered questions.

373-20

Moved by Cr. Kluin that Council approve the request from Blue Heron Support Services to temporary close a portion of 51 Avenue (between 49A Street and 51 Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26, 2021 and ending on August 28, 2021 for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals and adhere to Provincial COVID-19 protocols, as presented.

CARRIED UNANIMOUSLY

**APPOINTMENT TO THE MUNICIPAL EMERGENCY ADVISORY COMMITTEE**

That Council appoint three Councillors to serve on to the Municipal Emergency Advisory Committee, was received.

374-20

Moved by Cr. Smith that Council appoint Crs. Assaf, Oswald and Penny to the Municipal Emergency Advisory Committee, as presented.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT**

The Monthly Bank Statement for the month ended October 31, 2020, was received.

375-20 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended October 31, 2020, as presented.

CARRIED UNANIMOUSLY

**2019 CAPITAL RE-ALLOCATION**

That Council revise Resolution No. 293-19 and approve the re-location of two solar pathway lights that was incorporated with the approved 2019 Capital Budget, was received.

376-20 Moved by Cr. Klumph that Council revise Resolution No. 293-19 by installing the two solar pathway lights originally allocated to the Barr Manor subdivision to the off-leash Dog Park, as presented.

CARRIED UNANIMOUSLY

377-20 Moved by Cr. Smith that Council advise Administration to do a report regarding streetlighting and bring back to Council for consideration.

CARRIED UNANIMOUSLY

Administration to check with FortisAlberta regarding the cost for streetlights on 46<sup>th</sup> Street.

Council requested a map with all streetlight locations.

**FINANCIAL STATEMENT REPORT TO JUNE 30, 2020**

For Council to approve the Financial Statement Report to September 30, 2020, as presented.

378-20 Moved by Cr. Klumph that Council approves the Financial Statement Report to September 30, 2020, as presented.

CARRIED UNANIMOUSLY

**UTILITY WRITE-OFFS**

A report regarding Utility Account write-offs, was reviewed.

379-20 Moved by Cr. Assaf that Council authorize Administration to write-off the outstanding Utility Accounts for 2019 and 2020, in the amount of \$1,480.99, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**ACCOUNTS RECEIVABLE WRITE-OFFS**

A report regarding Accounts Receivable write-offs, was reviewed.

380-20 Moved by Cr. Penny that Council authorize Administration to write-off the outstanding Accounts Receivable Accounts in the amount of \$125.00, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**RECESSED**

381-20 Moved by Cr. Assaf recessed the meeting at 6:38 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

382-20 Moved by Cr. Assaf reconvened the meeting at 7:08 p.m.

CARRIED UNANIMOUSLY

**REPORTS TO COUNCIL**

The following Reports to Council as of November 24, 2020, were reviewed:

- Family & Community Support Services
- Community Futures Yellowhead East
- Library Board

383-20 Moved by Cr. Klumph that the following Reports to Council as of November 24, 2020, be accepted as information:

- Family & Community Support Services
- Community Futures Yellowhead East
- Library Board

CARRIED UNANIMOUSLY

**MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society – October 15, 2020
- Barrhead & District Family & Community Support Services Society – Special Meeting of the Board of Directors – October 22, 2020
- Barrhead & District Social Housing Association – February 19, 2020

384-20 Moved by Cr. Penny that the following Minutes to Council be accepted as information.

- Barrhead & District Family & Community Support Services Society – October 15, 2020
- Barrhead & District Family & Community Support Services Society – Special Meeting of the Board of Directors – October 22, 2020
- Barrhead & District Social Housing Association – February 19, 2020

CARRIED UNANIMOUSLY

**FOR THE GOOD OF COUNCIL**

Cr. Assaf commended all residents, businesses and staff for keeping the Town of Barrhead in a non-enhanced area.

Cr. Penny commended the Public Works on the snow removal of our streets.

**CLOSED SESSION – LAND UPDATE  
FOIP ACT SECTION 16(1)(b)**

385-20 Moved by Cr. Smith that Council go in closed session at 7:20 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

386-20 Moved by Cr. Kluin that Council come out of closed session at 8:00 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

387-20                    Moved by Cr. Assaf that the Council Meeting be adjourned at 8:00 p.m.

CARRIED UNANIMOUSLY

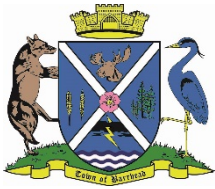
**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



Item No. 6(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Request for maintenance service for the All Saints Ukrainian Orthodox Church Cemetery

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## 1.0 **Purpose:**

To provide formal direction as it relates to the request for maintenance service for the All Saints Ukrainian Orthodox Church Cemetery.

## 2.0 **Background and Discussion:**

During the October 27<sup>th</sup>, 2020 Council Meeting, Council passed the following resolution:

*Moved by Cr. Kluin that Council accept the letter from Ms. Sandra McBeth dated October 15, 2020 requesting that the Town of Barrhead consider the undertaking of the care and maintenance of the All Saints Ukrainian Orthodox Church Cemetery, as information and to forward the matter to Administration to be discussed further during the 2021 budget deliberation meetings.*

*(Resolution No: 318-20)*

The matter was discussion in detail during Council's Budget Retreat held on Saturday November 21<sup>st</sup>.

A resolution would be in order to provide the individual with a formal decision to close the matter completely.



### **3.0 Alternatives:**

- 3.1 Council denies the request from Sandra McBeth, representing families from the All Saints Ukrainian Orthodox Church Cemetery to provide any maintenance care at the All Saints Ukrainian Orthodox Church Cemetery.
- 3.2 Council denies the request from Sandra McBeth, representing families from the All Saints Ukrainian Orthodox Church Cemetery to provide any maintenance care at the All Saints Ukrainian Orthodox Church Cemetery and any other similar request from other religious entities.

### **4.0 Financial Implications:**

None.

### **5.0 Interdepartmental Implications:**

None.

### **6.0 Senior Government Implications:**

None

### **7.0 Political/Public Implications:**

Limited.

### **8.0 Attachments:**

- 8.1 Letter from Sandy McBeth dated October 15, 2020.

### **9.0 Recommendations**

Council denies the request from Sandra McBeth, representing families from the All Saints Ukrainian Orthodox Church Cemetery to provide any maintenance care at the All Saints Ukrainian Orthodox Church Cemetery and any other similar request from other religious entities.

(Original was signed by the C.A.O.)  
Edward LeBlanc  
CAO

October 15, 2020

RECEIVED

OCT 16 2020

Dear Mayor and Town Council;

I am writing on behalf of myself and other families who have an interest in the care and upkeep of the graveyard at the All Saints Ukrainian Orthodox Church cemetery.

We have been hiring someone to take care of cutting the grass around the graveyard for the past five years and have split the cost out of our pocket.

We were hoping the town would take over this responsibility.

I am requesting funds to be allocated for lawn care for the graveyard for the months of May to October every year. The remaining acres of the property are taken care of by Koberstein farms.

I have enclosed a couple pictures of the area that I am referring to.

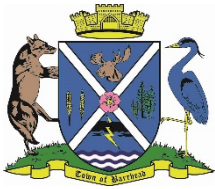
I can be reached at xxx-xxx-xxxx if you wish to discuss this further or require additional details.

I look forward to your reply.

Sincerely,

Sandra McBeth





Item No. 6(b)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Cost to provide an alternate vehicle access for 59<sup>th</sup> Avenue (44<sup>th</sup> to 43<sup>rd</sup> street)

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## **1.0 Purpose:**

To provide an estimate cost to provide an alternate vehicle access for 59<sup>th</sup> Avenue (44<sup>th</sup> to 43<sup>rd</sup> street).

## **2.0 Background and Discussion:**

During the October 27<sup>th</sup>, 2020 Council Meeting, Council passed the following resolution:

*Moved by Cr. Kluin that Council instructs Administration to follow up with landowners regarding a possible access from 59<sup>th</sup> Avenue – 44<sup>th</sup> Street to 43<sup>rd</sup> Street and report back to Council.*

(Resolution No. 356-20)

Based on a preliminary review of the scope of the project to provide a physical alternate vehicle access (refer to the attachment - area highlighted in yellow) onto 43<sup>rd</sup> street, the cost is estimated to be approximately \$ 55,000.00 for a gravel base road.

## **3.0 Alternatives:**

3.1 Council received the report on the estimate cost of \$ 55,000.00 to provide an alternate vehicle access for 59<sup>th</sup> Avenue onto 43<sup>rd</sup> street (44<sup>th</sup> to 43<sup>rd</sup> street) as presented and instruct Administration to incorporate the project in the Town's 10-year Capital Plan.

- 3.2 Council received the report on the estimate cost of \$ 55,000.00 to provide an alternate vehicle access for 59<sup>th</sup> Avenue onto 43<sup>rd</sup> street (44<sup>th</sup> to 43<sup>rd</sup> street) as presented.
- 3.3 Council instructs Administration to provide further information on the estimate cost to provide an alternate vehicle access for 59<sup>th</sup> Avenue (44<sup>th</sup> to 43<sup>rd</sup> street) and to bring back the information at the next Council Meeting.

#### **4.0 Financial Implications:**

As previously noted, the projected cost to provide an alternate access would be approximately \$ 55,000.00

#### **5.0 Interdepartmental Implications:**

None.

#### **6.0 Senior Government Implications:**

Taking advantage of potential cost-sharing grant may be available in the year Council approves the construction project.

#### **7.0 Political/Public Implications:**

Limited.

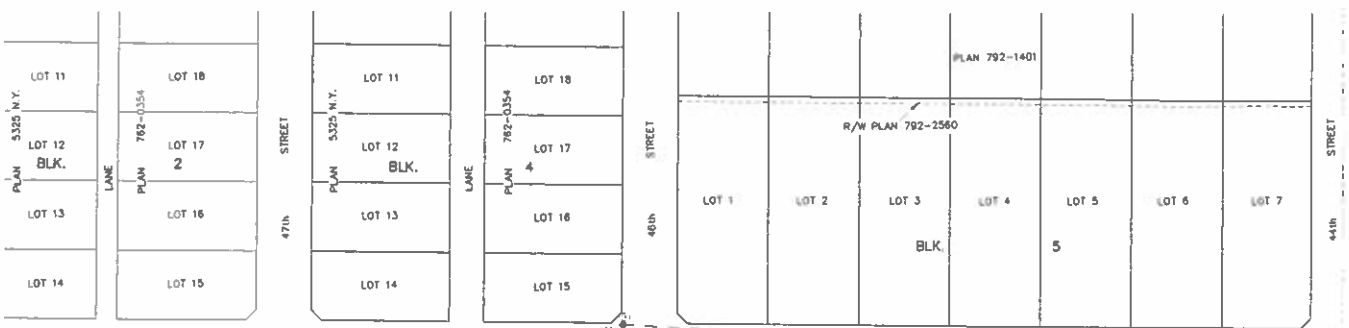
#### **8.0 Attachments:**

- 8.1 Copy of Road Plan 082 3411 outlining that the required road allowance has already been dedicated and registered.
- 8.2 An aerial photo of the area in question.

#### **9.0 Recommendations**

Council received the report on the estimate cost of \$ 55,000.00 to provide an alternate vehicle access for 59<sup>th</sup> Avenue onto 43<sup>rd</sup> street (44<sup>th</sup> to 43<sup>rd</sup> street) as presented and instruct Administration to incorporate the project in the Town's 10-year Capital Plan.

(Original was signed by the C.A.O.)  
Edward LeBlanc  
CAO



**CERTIFICATE - SECTION 47, SURVEYS ACT**

REGISTERED ON \_\_\_\_\_

AS NUMBER \_\_\_\_\_

Notarizing that all Statutory Monuments were placed in the ground between the dates of \_\_\_\_\_ and \_\_\_\_\_ and are positioned in accordance with co-ordinates shown on the plan or on the attached plan instrument except for the following \_\_\_\_\_

REGISTRAR \_\_\_\_\_

LAND TITLES OFFICE

PLAN No. **082 3411**

ENTERED AND REGISTERED ON **April 15, 2008**

INSTRUMENT No. **082 158 822**

*Wayne H. Bird*  
A.D. REGISTRAR  
N.A.L.R.D.

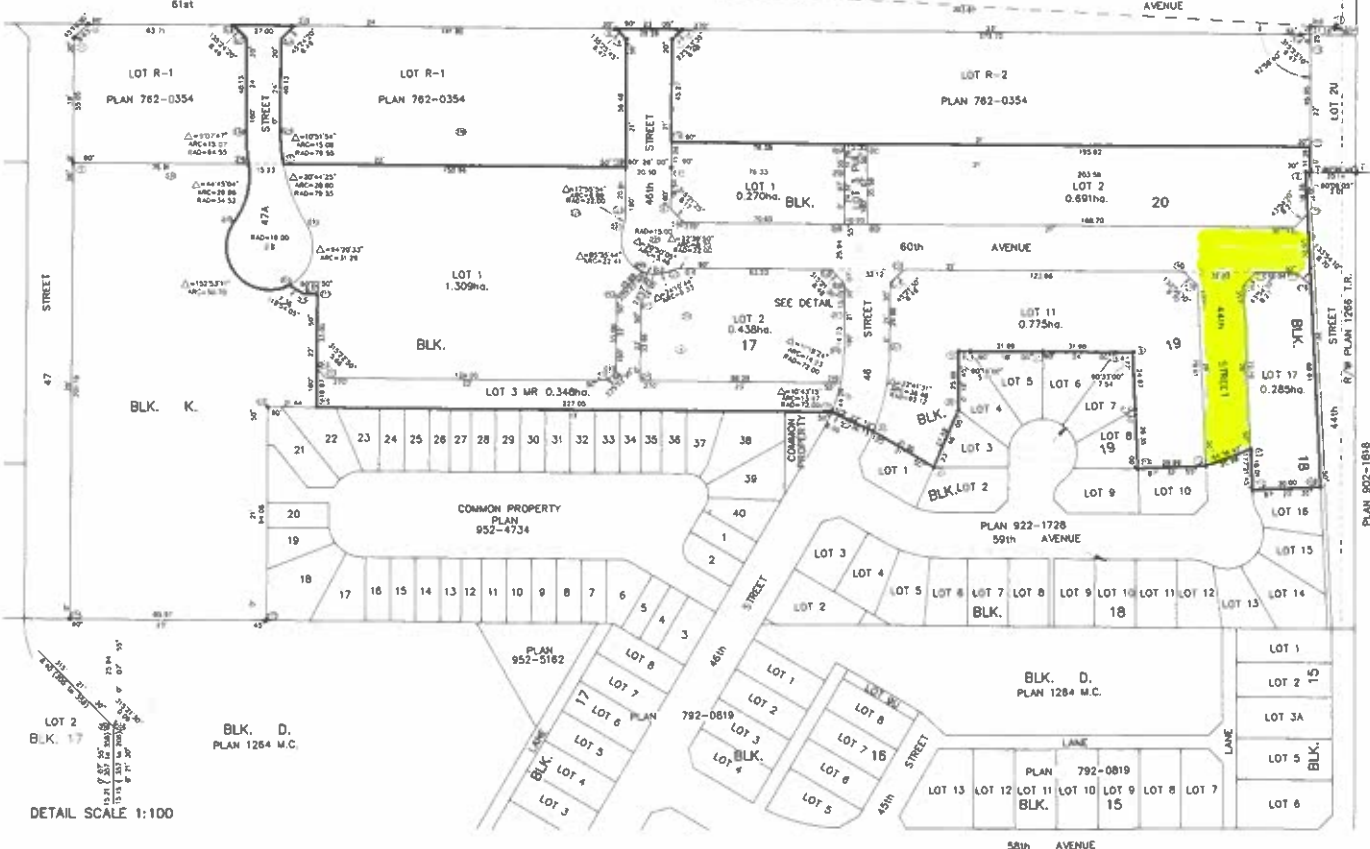
**PLAN**

SHOWING SURVEY OF SUBDIVISION OF BLOCK K, PLAN 752-1766 & PART OF LOT R-1 & LOT R-2, & ALL OF LOT 1U, PLAN 762-0354 ALL WITHIN S.W.1/4 SEC.28 - TWP.59 - RGE.3 - WSM

**TOWN OF BARRHEAD**

D. WILSON, A.L.S. 2008

0 10 20 30 40 50 100 150 METRES



SURVEYOR:

NAME: DON WILSON

SURVEYED BETWEEN THE DATES OF JANUARY 8, 2008, AND JANUARY 10, 2008, IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT



SUBDIVISION AUTHORITY:

NAME: TOWN OF BARRHEAD

FILE NO.: 05/08 SUBDIV

REGISTERED OWNER:

NAME: ROSE COUNTRY DEVELOPMENTS LTD.

THE TOWN OF BARRHEAD

**LEGEND:**

S TATION IRON SURVEY POSTS FOUND SHOWN PLUS

S TATION IRON SURVEY POSTS PLANTED AND MARKED 'TYP' SHOWN PLUS

ALBERTA SURVEY CONTROL MARKERS (A.S.C.M.) SHOWN PLUS

TEMPORARILY TRAVELLED POINTS SHOWN PLUS

THE POSITION WHERE STATUTORY HIGH POSTS ARE TO BE PLACED PURSUANT TO SECTION 47 OF THE SURVEYS ACT SHOWN PLUS

HORIZONTAL DATUM: N.A.D. 83; REFERENCE MERIDIAN: 114°; CORRECTION FACTOR = 0.99907

BEARINGS ARE ASTROLOGICAL AND ARE DERIVED FROM THE A.S.C.M.'S SHOWN ON THIS PLAN

DISTANCES ARE SHOWN IN METRES AND DECIMALS THEREOF

PLA DENOTES PUBLIC UTILITY LOT

MH DENOTES MUNICIPAL RESERVE

C OF T DENOTES CERTIFICATE OF TITLE

E DENOTES EAST

F# DENOTES FOUND

H# DENOTES HETTER

I DENOTES IRON PIPE

MD DENOTES MOUND

NO DENOTES NUMBER POST

N DENOTES NORTH

PL DENOTES PLANTED

RE DENOTES RANGE

RE-EST DENOTES RE-ESTABLISHED

S DENOTES SOUTH

SEC DENOTES SECTION

TWP DENOTES TOWNSHIP

W DENOTES WEST

AREA AFFECTED BY THE REVISION OF THIS PLAN BOUNDED THUS \_\_\_\_\_

AREA REQUIRED BY THIS BLOCK K = PLAN 752-1766 = 4.55ha

AREA REQUIRED WITHIN LOT 1U = PLAN 762-0354 = 0.17ha

AREA REQUIRED WITHIN LOT R-2 = PLAN 792-0354 = 0.31ha

AREA REQUIRED WITHIN LOT R-1 = PLAN 792-0354 = 0.00ha

TOTAL = 5.03ha

DRAWING FILE NAME: 078BBLDW SCALE: 1:1000

DRAFTED BY: RW CLIENT: ROSE COUNTRY DEVELOPMENTS LTD.

CHECKED BY: D.W. FILE No: 07868

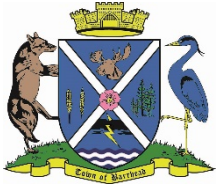
DON WILSON SURVEYS LTD. BOX 4120, BARRHEAD— ALBERTA PHONE: 874-2287

LAND TITLES PLAN NUMBER: \_\_\_\_\_

LOT 2  
BLK. 17

DETAIL SCALE 1:100





# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead Regional Water Commission – Draft 2021 Business Plan

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## **1.0 PURPOSE:**

For Council to receive the Barrhead Regional Water Commission's draft 2021 Business Plan, as information.

## **2.0 BACKGROUND AND DISCUSSION:**

In 2010, the Town of Barrhead and the County of Barrhead prepared a Business Plan to support the creation of a regional Water Commission and to acquire capital funding.

In 2014/2015 the Commission completed a review of the Business Plan and adopted a new Plan in 2015. The current Board has undertaken another review and has drafted the attached Business Plan. Any information that is highlighted in gray is a change from the existing 2015 Business Plan. While any areas highlighted in green is a revision from the first draft of the proposed 2021 Business Plan.

Administration recently received the Barrhead Regional Water Commission's draft 2021 Business Plan and its Manager has requested feedback from the Town in respect to the draft Plan.

## **3.0 ALTERNATIVES:**

- 3.1 Council receives the Barrhead Regional Water Commission – draft 2021 Business Plan dated October 26, 2020, as information and as presented.
- 3.2 Council instructs the Barrhead Regional Water Commission to provide further information to the draft 2021 Business Plan dated October 26, 2020 and to bring back the information at a future Council Meeting.



**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

The Water Commission's Board of Directors have total autonomy in its decision ability and does not require any formal direction or permission from either the Town or the County in their business affairs.

**8.0 ATTACHMENTS:**

8.1 Barrhead Regional Water Commission – draft 2021 Business Plan, dated October 26, 2020.

**9.0 RECOMMENDATIONS:**

Council receives the Barrhead Regional Water Commission – draft 2021 Business Plan dated October 26, 2020, as information and as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



# Barrhead Regional Water Commission

## 2021 Business Plan

### Commission Members

Town of Barrhead  
County of Barrhead No. 11

D R A F T 2

October 26, 2020

Areas of Change from the 2015 Business Plan marked in **Gray Highlight**  
Areas of Change from 2021 Business Plan Draft 1 marked in **Blue Highlight**



## Table of Contents

Table of Contents.....	2
1. Introduction.....	7
1.1 Definitions.....	7
1.2 Background.....	7
1.2.1 Water Needs.....	7
1.2.2 Development of Regional Water Supply.....	8
1.3 Currently.....	8
1.4 Business Planning.....	9
1.4.1 Mandate and Strategic Directions of the Commission.....	9
1.4.2 Business Plan Objectives and Scope.....	11
1.4.3 Preparation and Review of Business Plan.....	11
1.4.4 Public Policy.....	12
1.4.5 Compliance with ALSA Regional Plans.....	12
1.5 Previously Completed Studies, Plans and Reports.....	14
1.6 Commission Information Used in Preparation of Business Plan.....	14
2. Governance and Management.....	15
2.1 Business Entity – Regional Services Commission.....	15
2.2 Governing Board.....	15
2.3 Governing Bylaws.....	15
2.4 Management.....	15
2.5 Organizational Structure.....	16
2.6 Allocation of System Capacity and Use of Water.....	16
2.7 Member Water Supply Agreement.....	17
2.8 Lease to Purchase Certain Water Facilities from the Town.....	18
2.9 Lease to Purchase Certain Water Facilities from the County.....	18
2.10 Addition of New Members.....	19
2.11 Withdrawal of a Member from the Commission and Disestablishment of the Commission.....	19
2.12 Disposition of Assets.....	20
3. System Description.....	21
3.1 Present System Service Area.....	21
3.2 Population and Treated Water Volume Projections.....	21
3.2.1 Town of Barrhead.....	22
3.2.2 County of Barrhead No. 11.....	22
3.2.3 Total Daily and Yearly Volumes.....	23
3.2.4 Water Conservation and Stewardship.....	24
3.3 Potential New Demand on Existing System.....	24
3.3.1 Development of NE 27-59-3-W5.....	24
3.4 Potential Extensions of the System.....	26



---

3.4.1	Thunder Lake / Campsie Line .....	26
3.4.2	Lac La Nonne Line .....	27
3.5	Projected Volume Requirements Reflecting Additional Development and Service .....	30
3.5.1	Treated Water Requirements .....	30
3.5.2	Projected Raw Water Volumes Requirements .....	30
3.6	Present System .....	31
3.6.1	Raw Water Source .....	32
3.6.2	Water Licenses .....	32
3.6.3	Raw Water Intake .....	33
3.6.4	Raw Water Storage .....	33
3.6.5	Water Treatment .....	34
3.6.6	Fluoridation .....	37
3.6.7	Treated Water Reservoirs and Distribution Pumping .....	37
3.6.8	Treated Water Transmission System .....	38
3.6.9	Distribution Systems and Connections to the System .....	42
3.6.10	Bulk Water Stations .....	43
3.7	Enhancement and Upgrading of the Present System .....	43
3.7.1	Raw Water Supply .....	43
3.7.2	Water Diversion Licenses .....	44
3.7.3	Raw Water Intake .....	44
3.7.4	Raw Water Storage .....	45
3.7.5	Water Treatment .....	45
3.7.6	Treated Water Reservoirs .....	46
3.7.7	Distribution/Transmission Pumping Facilities .....	46
3.7.8	Transmission Lines .....	47
3.7.9	Metering and System Control .....	47
4.	Capital Costs and Funding .....	48
4.1	Capital Costs .....	48
4.1.1	New Construction .....	48
4.1.2	Acquired Assets .....	48
4.1.3	Thunder Lake / Campsie Line .....	49
4.1.4	Possible Future Extension - Lac La Nonne Line .....	49
4.1.5	System Operating and Capital Projects .....	49
4.2	Capital Financing .....	50
4.2.1	Government Grants .....	50
4.2.2	Direct Contributions by Members for Acquisition of Assets .....	50
4.2.3	Direct Contributions by Members for Additional Capacity .....	51
4.2.4	Funded Capacity of Rural Municipalities Under the Water for Life Program .....	51
4.2.5	Funds from Own Sources .....	52
4.2.6	Debt .....	52
4.2.7	Debt Limit .....	53



---

5.	System Operation.....	55
5.1	Management and Administration .....	55
5.2	Systems Operations.....	55
5.3	Regulatory Operating Licenses and Approvals .....	57
5.4	Financial Management.....	57
5.4.1	Financial Plans and Budgets .....	58
5.4.2	Financial Reports.....	59
5.4.3	Accumulated Operating Surplus, Operating and Capital Reserves .....	59
5.4.4	Cash Management and Authorization of Expenditures .....	60
5.4.5	Interim Capital Borrowing and Operating Line of Credit.....	60
5.5	Insurance and Risk Management.....	61
5.6	Policy Development .....	61
6.	Operating Costs and Revenue - Budget and Projections .....	62
6.1	Annual Costs.....	62
6.1.1	Governance and Administration .....	62
6.1.2	Raw Water Supply and Treatment .....	62
6.1.3	Transmission Line Operations .....	62
6.1.4	Debentures.....	63
6.1.5	Transfer to Reserves .....	63
6.1.6	Major Capital Assets Replacement .....	63
6.2	Water Volumes .....	63
6.3	Rates and Charges.....	64
6.3.1	Principles Governing the Establishment of Rates.....	64
6.3.2	Calculation of Rates .....	65
6.3.3	Minimum Volume Charges .....	65
6.4	Financial Summaries.....	66
6.4.1	Summary of Revenue and Expenditures .....	66
6.4.2	Alternative Rate Calculation - Accrued Basis.....	66
6.4.3	Alternative Rate Cost of Service Rate Basis (Utility Rate Model) .....	66
6.4.4	Summary of Balance Sheet Items.....	67
6.5	Metrics .....	68
	Appendix A Alberta Regulation 135/2011.....	69
	Appendix B Current Organizational and Management Bylaws .....	71
	Bylaw No. 1 .....	71
	Bylaw No. 2 .....	73
	Appendix C Population and Volume Projections .....	75
	Appendix E Detailed Financial Information .....	76



### List of Tables

Table 3.1 –	Initial 25 Year Projected Population and Volume by Member
Table 3.2 –	25 Year Projected Population and Volume by Member including the Thunder Lake / Campsie Line and the NE Industrial Area
Table 3.3 –	Raw Water Requirements
Table 3.4 –	Summary of Component Capacities and Upgrading Timeframe
Table 3.5 –	Water Licenses
Table 3.6 –	Treated Water Storage
Table 4.1 –	Capital Expenditure and Financing
Table 4.2 –	Operating and Capital Projects
Table 4.3 –	Debenture and Capital Borrowing Details
Table 4.4 –	Debt Limit Analysis
Table 6.1 –	Water System Expenditures to be Raised from Rates
Table 6.2 –	Forecast Sales Volumes
Table 6.3 –	Calculation of Rates
Table 6.4 –	Income Statement Summary
Table 6.5 –	Rate Calculation – Utility Rate Model
Table 6.6 –	Summary of Balance Sheet Items
Table 6.7 –	Metrics and Comparisons
Table C-1 –	Projected Population by Member
Table C-2 –	Projected Average Annual Daily Treated Water Demands
Table C-3 –	Projected Annual Treated Water Demand
Table C-4 –	Projected Maximum Day Water Demands
Table C-5 –	Projected Service Area Volumes – Thunder Lake Line
Table D-1 –	Bylaw #7 – Water Treatment Plant
Table D-2 –	Lease to Purchase – Town WTP
Table D-3 –	Lease to Purchase – County Transmission Lines
Table D-4 –	Lease to Purchase – County Transmission Lines – Thunder Lake
Table D-5 –	Detailed Operating Expense
Table D-6 –	Tangible Capital Assets
Table D-7 –	Amortization of No Cost Capital

*The Tables in this Plan are contained within a financial model using interlinked spreadsheets. The amounts highlighted in yellow indicate those values that are variables within the spreadsheet. Those values not highlighted are created by calculation and formulae. As such, some columns of numbers because of rounding, may not add up exactly.*

*As well, forecasted numbers are not rounded off even though the model does not pretend to be able to forecast future numbers to that degree of accuracy. The numbers are retained as calculated to ensure that formulae are calculating as intended and linkages are retained.*



### List of Figures

- Figure 1.1 - Present System
- Figure 2.1 - Organization Structure
- Figure 3.1 - System Service Area
- Figure 3.2 - System Schematic
- Figure 3.3 - System Capacity Thresholds
- Figure 3.4 - Manola and Northplex Lines
- Figure 3.5 - Neerlandia Line
- Figure 3.6 - Thunder Lake / Campsie Line
- Figure 3.7 - Lac La Nonne Line



## 1. Introduction

### 1.1 Definitions

In this Plan:

- a. “Alberta Environment” means Alberta Environment and Parks or such successor ministries of the Government of Alberta responsible for water legislation and regulation.
- b. “Commission” means the Barrhead Regional Water Commission created under the Regulation,
- c. “County” means County of Barrhead No. 11,
- d. “Director(s)” mean(s) the appointees chosen by the Members and duly appointed to the Board,
- e. “l/s” means litres per second, the quantity measure of rate of flow used in this Plan
- f. “m<sup>3</sup>” means cubic meters, the quantity measure of water used in this Plan. One cubic meter is equal to 1,000 liters or for the purposes of conversion to imperial measure, 220 imperial gallons or 35.3 cubic feet,
- g. “Member” means one of the County or Town,
- h. “Members” means the County or Town collectively in the context of membership of the Commission,
- i. “Municipalities” mean the County or Town collectively in the context of municipal government and boundaries,
- j. “Plan” means Barrhead Regional Water Commission Business Plan,
- k. “System” means the Barrhead Regional Water System owned and operated by the Commission, and
- l. “Regulation” means the Barrhead Regional Water Commission Regulation, AR 135/2011
- m. “System Service Area” means the geographic area set out in Figure 1.1 within which the System would undertake to provide water services.
- n. “Town” means the Town of Barrhead
- o. “WTP” means the Barrhead Water Treatment Plant.

### 1.2 Background

#### 1.2.1 Water Needs

Changes to the regulated water quality standards were adopted by the Government of Alberta in the mid 2000’s and with the 2007 Town of Barrhead water system operating license approval, Alberta Environment required the upgrading of the Town’s water treatment facility by 2013 to meet the new standards by October 31,





2013. As well the County of Barrhead was faced with limited raw water sources for its water distribution system at the hamlet of Neerlandia. In 2007 the Town and County began consideration of a joint system that would provide for the supply of treated water to Neerlandia from the Barrhead WTP and for overall long term supply for the Town and County.

### **1.2.2 Development of Regional Water Supply**

It remains the objective of the Province to encourage the development of major regional water treatment facilities citing advantages of:

- a. Gaining of economies of scale in lowering per unit treatment costs generally and in consideration of higher levels of treatment,
- b. Better opportunity to attract, retain and develop expertise in operations staff, and
- c. Fewer treatment facilities to upgrade to meet both present and future environmental standards and public health and safety requirements.

In support of these objectives, the Province provides substantial funding to development of regional systems under the Water for Life component of the Alberta Municipal Water/Wastewater Partnership program.

With the Town facing the need to substantially upgrade its existing water treatment facilities, with the County facing an emerging need within its hamlet and rural areas of the County for a water supply alternative to groundwater and in given the provincial government objectives and capital funding programs available, the Municipalities concluded that a regional approach centered on supply from the Paddle River would be the most advantageous in meeting the long term water supply needs of the Municipalities. Accordingly the Municipalities moved forward together forward in the creation of the Barrhead Regional Water Services Commission in 2011 and the development of a regional water supply system.

## **1.3 Currently**

Using the upgraded raw water intake facilities in the Paddle River, the Commission has assumed responsibility for the Town's existing WTP which has been upgraded and expanded

to address high THM levels, increase capacity and enhance filtration. The WTP supplies the Town’s water distribution system and, by way of an existing water distribution main of the Town for which the Commission has assumed responsibility, supplies the Commission’s water transmission lines. The Commission has assumed responsibility from the County for an existing transmission line to Manola and has constructed a new transmission line to Neerlandia. The Commission supplies water to the County for the MacGill Estates residential area to the south of the Town through a connection to the Town’s distribution system.

The System as it is presently configured is shown in Figure 1.1 following.

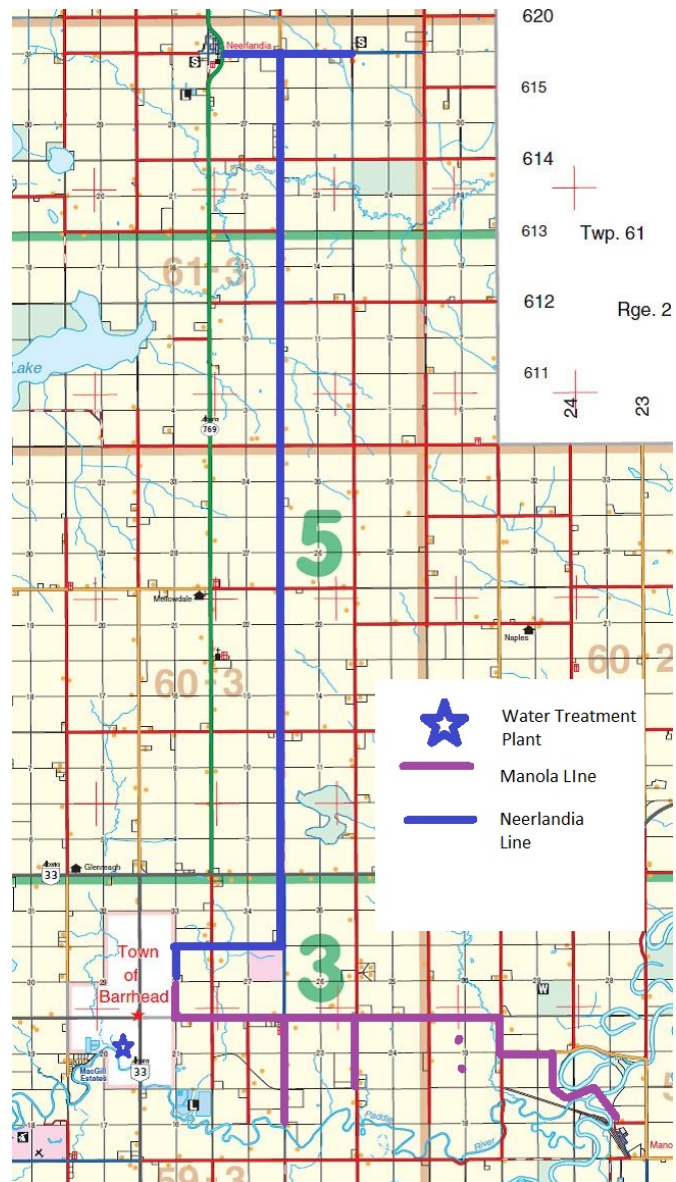


Figure 1.1  
Existing System

## 1.4 Business Planning

### 1.4.1 Mandate and Strategic Directions of the Commission

The mandate of the Commission, as set out in the Regulation, is to “provide potable water through the operation of a water treatment and transmission system.” The following strategic directions are reflected in this Plan:



- 1) The primary consideration for the Commission is to continue with optimizing and enhancing the present System serving the Members. The Commission will set out within the present rate structure financial reserves to provide funds for capital improvements and long term asset replacement.
- 2) The role of the Commission will be to provide water services to its Members while it is the Member's responsibility to provide water services to the properties and customers within their respective municipal boundaries. The Commission will remain alert to non-traditional opportunities for sale of water.
- 3) The Commission will seek to expand the System's transmission line network to serve additional areas of the County.
- 4) While the Commission's primary obligation is to its present Members, the Commission will consider extensions to the System beyond the boundaries of the County provided, however, that the long term interests of the Members and the Commission are not prejudiced. Capital funding for such extensions must come from outside sources.
- 5) The Commission is intent on maintaining the System under the jurisdiction and control of the Members through the organizational structure of the regional services commission. The Commission will seek out such opportunities for cooperation, alliance and combination with other public water systems as means to enhance management, administration, operations, development and security of water supply of the System.
- 6) It remains the intent of the Commission to continue provide for its treated water needs through the operation of the Barrhead water treatment facility. Consideration will be given to the purchase of treated water from other systems instead only if long term unit costs of treated water are assured to be significantly lower.
- 7) While acknowledging that the revenue of the System is solely dependent on the sale of water to the Members, the Commission recognizes the importance of conservation and proper stewardship of our water resources and will take such measures itself and will encourage the Members to also take action to improve the conservation of water supplied by the System and ensure its appropriate use.
- 8) Beyond direct interests of the operation and development of the System, the Commission remains aware of and participates in the consideration and public debate with respect to larger water policy issues.



#### **1.4.2 Business Plan Objectives and Scope**

This Plan is intended to set out how the System is intended or expected to develop in the future, how the System will be managed and operated and the expected revenues, expenditures and rates.

Specifically, the Plan will:

- 1) Identify the expected volumes of treated water to be required by the Members over the 25 year design period, year 2045, and identify how the System will continue to be developed and enhanced to meet these expected needs,
- 2) Identify opportunities for potential System extension and additional potential future water needs and describe the expansions that may be needed to the System to meet these needs,
- 3) Describe the governance and administration of the Commission, the responsibilities of the Members, and principal policy bases for the development and operation of the System,
- 4) Set out the capital costs and financing of the System construction to date and the expected costs and sources of financing for the continued development and enhancement of the System,
- 5) Identify the requirements of and approach for the operation of the System,
- 6) Set out the expected operating costs of the System for the years 2021 - 2025, and
- 7) Set out the rate structure and magnitude of the rates to be charged for water services.

As well, the Plan will become and will be maintained as part of the “corporate memory” of the Commission and be a reference and resource for present and future Board Directors, Commission management and administration and the Members as well a source of information for funding and regulatory agencies and for the general public.

#### **1.4.3 Preparation and Review of Business Plan**

The Town and County prepared a Business Plan in 2010 in support of the creation of the Commission and acquiring capital funding. The Commission during the latter part of 2014 and 2015 undertook an extensive review of the 2010 Plan and adopted a 2015 Plan. The Board has now updated the 2015 Plan with a new 2021 Plan setting out the direction of the Commission and the System for the next 5 Years.

The Commission will review the provisions of this Plan each year as part of the cycle for preparing the financial plans and annual budget for the Commission. A more



extensive, full review of the Plan will be undertaken in 2024 or earlier if the Commission determines a need to do so.

#### 1.4.4 Public Policy

To ensure the long term water supply interests of the Commission and its Members, the Commission will remain aware of and participate in the consideration and public debate with respect to the following policy issues including:

- a. Development and coordination of water supply systems within a larger regional context,
- b. Protection of watersheds and sources of water for municipal supply systems, and
- c. The allocation and licensing of surface water supplies by the Government of Alberta.

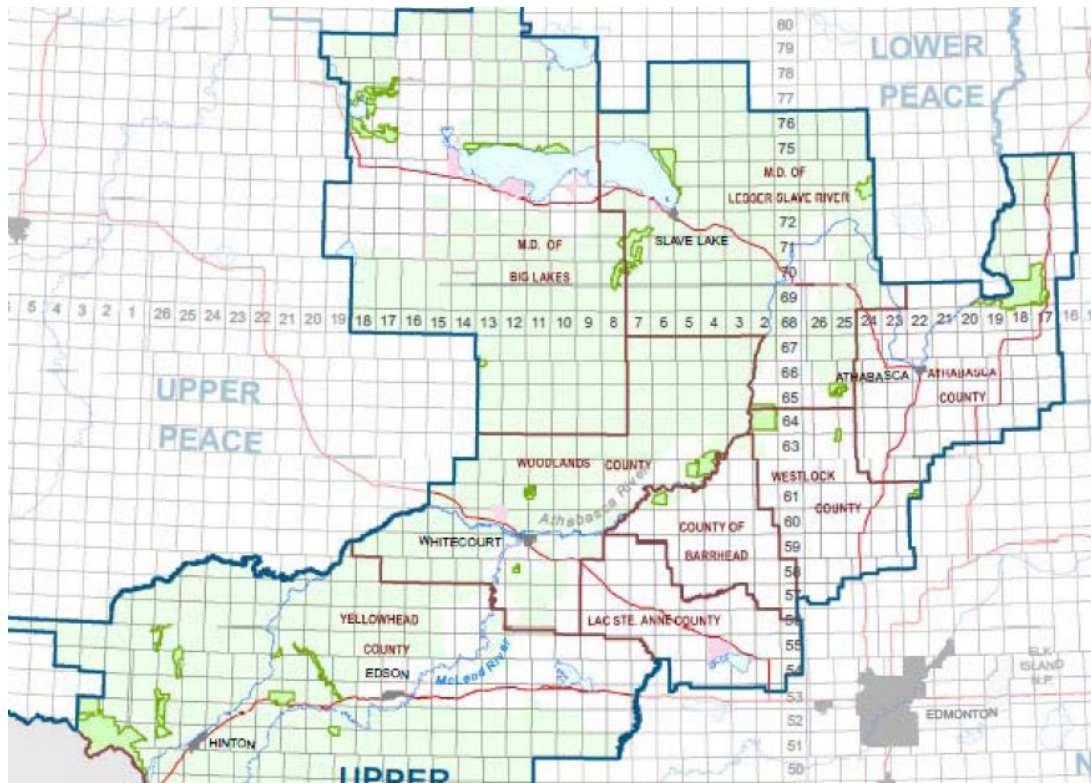
#### 1.4.5 Compliance with ALSA Regional Plans

Under the provisions of Section 602.021 of the *Municipal Government Act (supra)*, a regional commission “must act in accordance with any applicable ALSA [Alberta Land Stewardship Act, S.A. 2009, c. A-26.8] regional plan. The ALSA provides for the implementation of the Alberta Land Use Framework under which the following regions in which the System will operate have been identified as regions for which a land use plan will be a requirement.

The System Service Area is contained within the Upper Athabasca Regional Plan (UARP) area. At this time, the UARP is not under development.<sup>1</sup> The Commission will monitor and participate in the development of the regional land use plan to the extent necessary to safeguard and advocate for the long term water supply interests of the Commission.

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<sup>1</sup> Upper Athabasca Region, Land Use Framework, Alberta Environment and Sustainable Resource Development <https://landuse.alberta.ca/RegionalPlans/UpperAthabascaRegion/Pages/default.aspx>. Accessed September 20, 2020





## 1.5 Previously Completed Studies, Plans and Reports

The following studies, plans and reports prepared by professional entities were consulted in the preparation of the Plan:

- Barrhead Regional Water Commission, Business Plan, 2015
- Barrhead Regional Water Commission, Business Plan, 2010
- County of Barrhead No. 11. 25 Year Water Demand Study, (Stantec Consulting Ltd. 2008)
- Audited Financial Statements, Years 2012, 2013 and 2014
- Barrhead Regional Water Committee, Regional Water Supply System Upgrading Pre-Design Report, (DCL Siemens Engineering Ltd., 2010)
- Barrhead Regional Water Commission, Barrhead to Thunder Lake / Campsie Regional Water Transmission Line – Preliminary Design Report, (Stantec Consulting Ltd., 2014)
- County of Barrhead No. 11, Preliminary Engineering Study NW-27-59-3-W5, (MPE Engineering Ltd., 2014)

## 1.6 Commission Information Used in Preparation of Business Plan

Extensive information was provided by the administration and staff of the Commission Members which proved invaluable in preparing the Plan. This information included an overview of current system operations and status and details relating to:

- annual operating budgets and detailed financial information
- bylaws and operating policies
- Operations and administration,
- water volumes, supply agreements and rates.



## 2. Governance and Management

### 2.1 Business Entity – Regional Services Commission

In order to assume the responsibility for owning and operating the System, the Municipalities chose to form a regional services commission under the provisions of the *Municipal Government Act*. The Barrhead Regional Water Commission (“BRWC” or “Commission”) was created by Order in Council under Alberta Regulation AR135/2011 (Regulation), giving the Commission authority ““to provide potable water through the operation of a water treatment and transmission system” (See Appendix A)

While other governance models are available to the Members, including the option to form a corporation, the Board would see the continued use of the regional services commission governance model as appropriate for the System.

### 2.2 Governing Board

The Board of Directors is responsible for the management and conduct of the affairs of the Commission. The Board consists of six members. Each Member shall appoint 2 Directors from among the respective members of the Member’s municipal council to represent the Member. The Board shall appoint 2 further Directors at large who do not represent the respective Members. The operation of the Board and the Commission is set out under Bylaws adopted by the Board. A Chair and Vice Chair is selected annually by the Board from among the Directors.

### 2.3 Governing Bylaws

The organization and constitution of the Commission is set out in Commission Bylaws No. 1 and No. 2. [Bylaw No. 1](#) establishes the Board of Directors. As provided under the *Municipal Government Act* R.S.A 2000, c. M-26, s. 191(2), initial adoption of the Bylaw No. 1 and any subsequent amendments require the approval of the Minister of Municipal Affairs. [Bylaw No. 2](#) sets out the operation of the Board, the duties of the administration and the financial arrangements of the Commission. The current Bylaws 1 and 2 are included in [Appendix B](#) of this Plan.

### 2.4 Management

The Commission has appointed a Manager who fulfills the [role set out in Bylaw No. 2](#). The Manager is the ongoing administrative head of the Commission and directs the operations of the Commission, the System and its employees and contractors. The Manager will oversee, coordinate and direct the construction of capital works of the System, directing the Consulting Engineers engaged by the Board and any other specific project or construction supervisors that may be required. The Manager may constitute a technical committee of

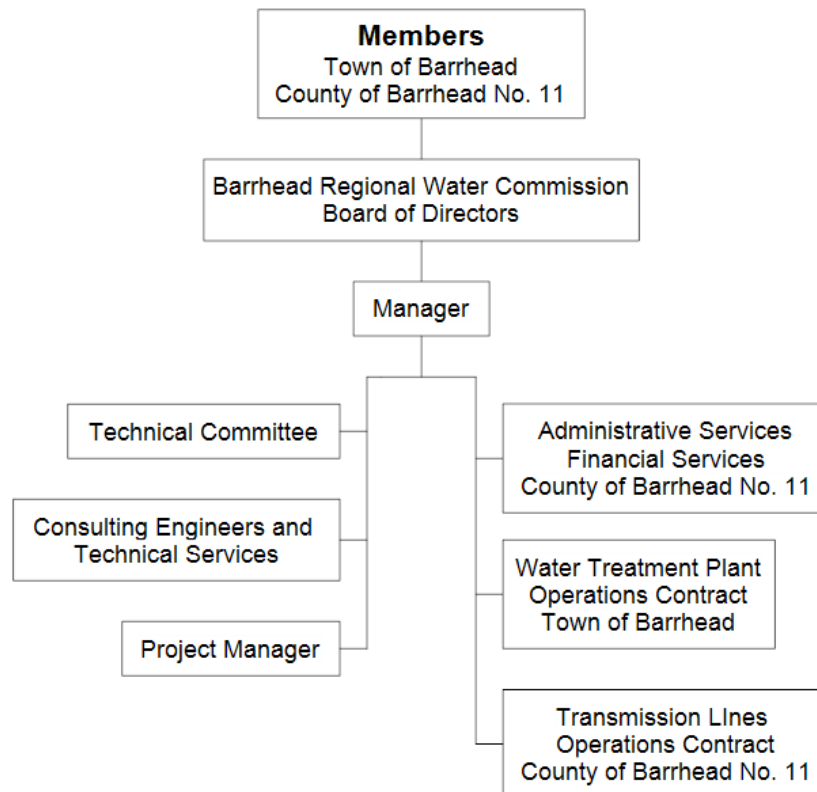




representatives from each of the Members to provide input and advice on the design and construction of capital improvements, as well as provide liaison between the System generally and water facilities staff of each of the Members. The Manager may delegate any or all of these responsibilities to the Chief Administrative Officers of the Town or the County or both.

## 2.5 Organizational Structure

### Barrhead Regional Water Commission Organization



## 2.6 Allocation of System Capacity and Use of Water

- The Members agree that the capacity allocated to the Members is based on the initial 25 year (Year 2033) design capacity of the System. The allocation set out Bylaw 2 is:

Town of Barrhead	902,645 m <sup>3</sup> per year	89.75%
County of Barrhead No. 11	103,000 m <sup>3</sup> per year	10.25%



2. The Commission will be responsible to meet the present and future water services needs of the Members and the Commission will undertake ongoing capital planning and put in place capital financing to ensure that the needs of the Members will be met.
3. The Members agree that any shortages of water supplied will be shared proportionately and the Members agree that the proportion allocated for each Member and Customer will be based on the total volumes of water provided to the Members and Customers of the Commission in the previous year.
4. While it is recognized that the System was constructed for the purposes of supplying the residents of the Members and their communities, it remains the Member's discretion as to the use of the water allocated to the Members in Table 2.1. Subject to any restrictions within the agreements for water supply to the System and within the Water Diversion License of the Commission, the Members may provide water from their respective water capacity allocation for residential, commercial, industrial, agricultural or other domestic and municipal uses.
5. The Members agree that the operating cost and the annual costs associated with net capital costs of System renewal and expansion (after government grants, if any, and direct contributions from Members as may be required and received) will be recovered from Members through uniform rates on actual volumes of water delivered.
6. The Members agree that should these uniform rates, because of less than expected water volumes, fail to generate sufficient revenue to meet the total annual costs of the System in a year, the shortfall of revenue, if it cannot otherwise be met from financial reserves or accumulated surplus, would be recovered in subsequent years by an increase in uniform rates.
7. The Members agree that Members and their Customers will not resell water services to consumers for a rate lower than the sum of the cost of water services received from the System and the Members' or Customers' own costs of water distribution.

## **2.7 Member Water Supply Agreement**

- 1) The Commission will seek to finalize with each Member a Member Water Supply Agreement for the supply of water services from the Commission which, among other things, will set out the:
  - a. Financial obligations of the Member for payment for:
  - b. Water services on a volume basis,



- c. Minimum annual charges required, if any,
- d. Subsequent recovery of revenue shortfall for previous years, and
- e. Special Services required by the Member, if any.
- f. Arrangements, obligations or provisions with respect to the supply of services that may be particular to the Member,
- g. Annual Quantities to be delivered to Member in each year.
- h. Obligations for Minimum Annual Volumes,
- i. Allowable Daily Volume and Maximum Rate of Delivery of water to the Member,
- j. Obligations of the Member with respect to connection with the System, environmental compliance and indemnification,
- k. Provisions for suspension and shutdown of the Members Connection, and
- l. Process for Dispute Resolution.

## **2.8 Lease to Purchase Certain Water Facilities from the Town**

The Commission has entered into an agreement with the Town dated December 11, 2012 which leases the raw water intake and storage facilities and the water treatment plant, previously constructed and owned by the Town to the Commission to use as part of the System for the production of treated water.

Ownership will remain with the Town during the term of the lease. The Commission will pay rent each year to the Town and after 20 years, the Town shall transfer title in the lands comprising the raw water intake and storage and the Water Treatment Plant facility to the Commission at no further cost. During the term of the lease, the Commission is responsible for the costs of operation, maintenance and repair of the facilities and for arranging proper insurance of the facilities and indemnity for the Town.

Also included in the annual rent under the Agreement is the valuation of 10% of the Conveyance Line. ([Section 3.6.7](#))

## **2.9 Lease to Purchase Certain Water Facilities from the County**

Similarly the Commission has entered into an agreement with the County dated December 18, 2012 which leases the Manola and Northplex water transmission lines previously constructed and owned by the County to the Commission to use as part of the System for transmission of water to the Members. Ownership will remain with the County during the term of the lease. The Commission will pay rent each year to the County and after 20 years, the County shall transfer title in pipelines, appurtenances and rights of way to the Commission at no further cost. During the term of the lease, the Commission is responsible



for the costs of operation, maintenance and repair of the water lines and for arranging proper insurance of the leased assets and indemnity for the County.

## **2.10 Addition of New Members**

The Commission may, at its discretion, agree to include another municipality as a Member of the Commission. A new Member would be required to enter into a Member Water Supply agreement with the Commission which among others things would provide that the new Member pay to the Commission a Membership fee which would include:

- a. a portion of the net capital costs of the System based on the proportion of expected water volume to total System volume, and
- b. compensation reflecting the costs and efforts incurred by the Members in establishing the Commission and bringing the System to operation.

The new Member will be entitled to appoint two Directors to the Board of the Commission. Once the Member Water Supply Agreement has been executed, the Commission will request the Minister of Municipal Affairs to amend the Regulation to include the municipality, as a Member.

## **2.11 Withdrawal of a Member from the Commission and Disestablishment of the Commission**

- 1) Subject to the approval of the Minister of Municipal Affairs, a Member may withdraw from the Commission upon five years written notice. The withdrawing Member will not be entitled to any compensation for any perceived equity or capacity built up in the System.
- 2) The withdrawing Member shall still be responsible for any respective proportion of outstanding debt principal for which the System has assumed to create capacity for the Member's estimated 25 year water service requirements together with any outstanding current liabilities that have been incurred by the Commission to the benefit of the Member.
- 3) The withdrawing Member shall pay to the Commission the outstanding current liabilities and may either pay out the outstanding principal and any accrued interest for long term debt or agree to continue to pay the respective share of the annual payments on the debt.
- 4) As a regional services commission requires two Members, where the Commission has only two the Town and the County as Members, the withdrawal of either Member would lead to the disestablishment of the Commission. In such case:



- 
- a. ownership of the WTP would revert to the Town,
  - b. ownership of the Neerlandia, Manola and other Commission transmission lines constructed in the County would revert to the ownership of the County,
  - c. the Town and County would divide the net cash assets of the Commission on the proportions set out in Section 2.6 (1)
  - d. The Town would enter into an agreement with the County for the long term supply of treated water to the County in the quantities required by the County with the rate to be charged calculated on the lesser of a cash basis or Cost of Service (Utility Rate Model) basis.

## **2.12 Disposition of Assets**

As provided in the Regulation, the Board may not dispose of any “land, buildings or personal property used in connection with the supply of water services” unless the Minister is satisfied:

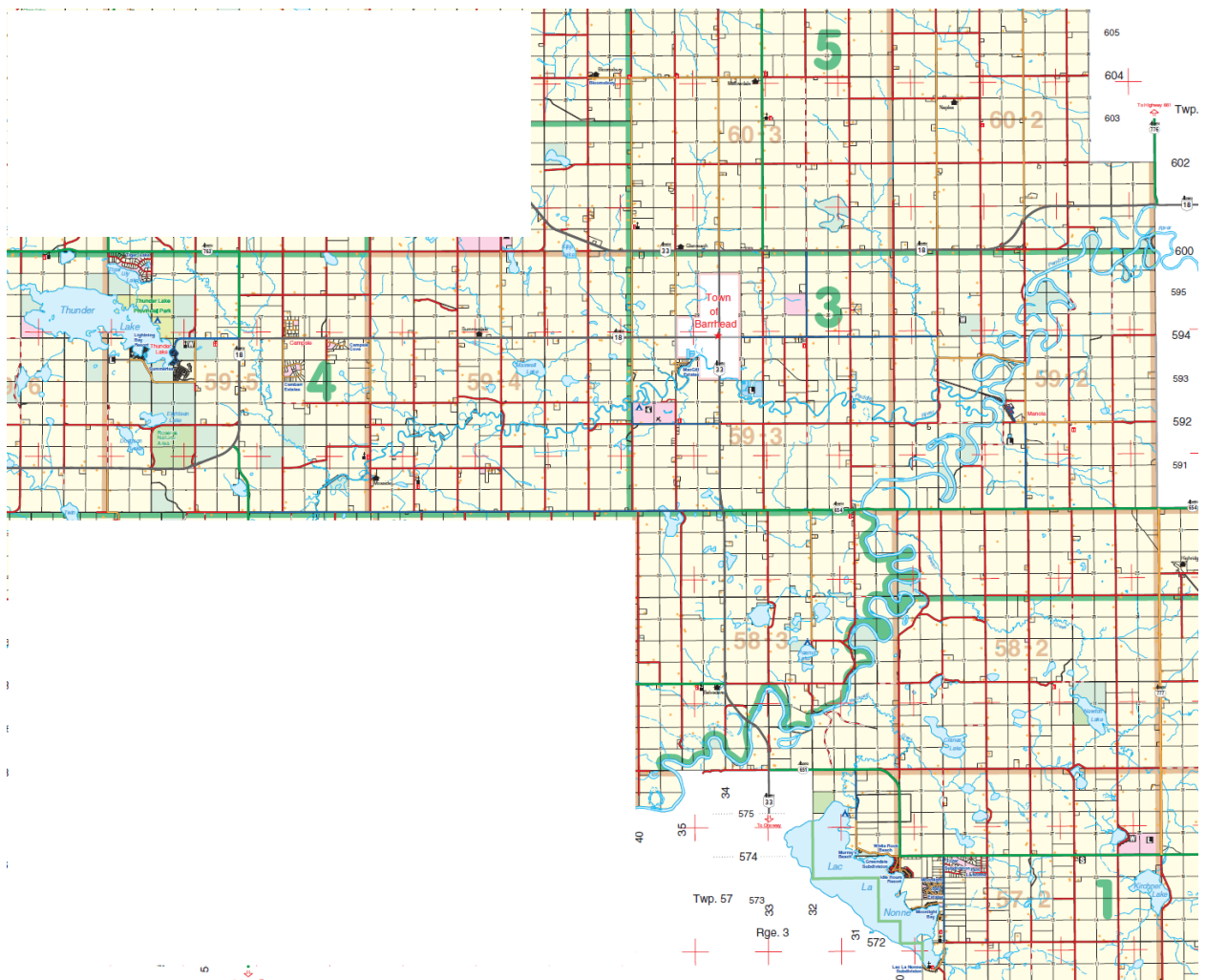
- a. as to the repayment of the grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings, equipment or inventory to be sold,
- b. that the sale would not have a significant adverse effect on the services the Commission provides, and
- c. that the sale will be properly reflected in the rates subsequently charged to the customers of the Commission.

### 3. System Description

#### 3.1 Present System Service Area

The area to be served by the System includes the Town and the south central section of the County as set out in Figure 3.1

Figure 3.1



#### 3.2 Population and Treated Water Volume Projections

The design capacity of the System, in its present form, was based on the projected water needs for a 25 year time frame (2008 to 2033) to serve the Town and the County systems existing at time of creation of the regional system. These projected 25 year water needs have



reset for the period 2021 – 2045 and are set out in summary in Table 3.1 and in detail in Tables C1 – C4 in Appendix C.

### **3.2.1 Town of Barrhead**

The projected average annual increase in the Town's population has been reduced from 1.4% in the 2015 Plan to 0.7% in this Plan. This reduced rate is reflective of actual increase between the 2011 and 2016 censuses. Based on this reduced rate, the total population of the Town to be served in 2045 is projected to rise to about 5,600

The consumption rate of water has declined from a high 376 litres per person per day (lcd) in 2016 to 313 lcd in 2019. The 2015 Plan drew on estimates from the engineering plans for the System expansion and were based on 420 lcd. This declining water demand is consistent with the experience of other regional water systems in the Province and reflects the impact of reduced water fixtures, consumer reaction to higher water bills and a recognition of the importance of stewardship of our finite water resources.

A much more conservative estimate of consumption of 315 lcd been used going forward with daily water demand in the Town rising from about 1,500 m<sup>3</sup> presently to 1,760 m<sup>3</sup> or 645,000 m<sup>3</sup> yearly in 2045. required by the Town at that time is projected at about 2,475 m<sup>3</sup> per day or 900,000 m<sup>3</sup> yearly in 2045.

### **3.2.2 County of Barrhead No. 11**

#### **Urban Centers**

As well, the volume projections for the 2021 Plan for the County urban centers have been significantly reduced from the initial projections in the 2015 Plan which was based on engineering analysis<sup>2</sup> to projections more reflective of actual consumption in the past 5 years.

The 2021 estimated population of Neerlandia at 200 increasing at an average of 0.5% annually is projected to grow to about 230 in 2045. The consumption rate for the 2021 Plan is reduced from 350 lcd to 275 lcd and at this rate the annual volume could rise to about 23,000 m<sup>3</sup> by 2045. Similarly Manola projections are also reduced with a 2045 expectation of about 25,000 annually.

#### **Rural Use**

Regional water systems funded by the Water for Life grant program have funding limitations for rural municipal use with water volumes available for rural use limited

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<sup>2</sup> County of Barrhead No. 11, 25 Year Water Demand Study, (Stantec Consulting Ltd 2008), Tables 3.3, 3.4 and 3.5

**Table 3.1  
Barrhead Regional Water System  
25 Year Projected Water Volume by Member  
2045**

[Index](#)

Annual Growth %	Units	Number	Average Volume in m3			Peak Day Demand	
			Avg Day LCD	Daily Volume	Yearly Volume	Peak Day Factor	Daily Volume (m3)

**Town of Barrhead**

2021	Population	4,741.5	315	1,494	545,310	1.7	2,540	
2045	0.7%	Population	5,606	315	1,766	644,509	1.7	3,002

**Barrhead County**

**Urban**

Neerlandia

2021	Population	202	277	56	20,440	2	112	
2045	0.5%	Population	228	275	63	22,854	2	125

Manola

2021	Population	81	648	52	19,148			
2045	0.5%	Population	91	350	67	24,582	2	135

Total Hamlets - 2045

130	47,436	260
-----	--------	-----

**Total Urban - 2045**

<b>1,896</b>	<b>691,945</b>	<b>3,262</b>
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**Rural**

MacGill Estates

2021	Lots	18		7.0	2,562			
2045	0.0%	Lots	18	130	7.0	2,562	2	14

Northplex

2021				3.3	1,200		
2045	1.0%			4.2	1,524	2	8

Covenant Canadian Reformed Christian School

2008	Students	220	30.0	6.6	2,409			
2045	0.0%	Students	220	30.0	6.6	2,409	2	13

Farm Connections

2008	Services	24	100	8.4	3,066			
2045	0.0%	Services	24	100	8.4	3,066	1	8

**Total County - 2045**

<b>156</b>	<b>56,998</b>	<b>304</b>
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**Total System - 2045**

<b>1,922</b>	<b>701,506</b>	<b>1.7</b>	<b>3,306</b>
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**Capacity Allocation Summary**

Town of Barrhead	644,509	91.87%
County of Barrhead	56,998	8.13%
	<b>701,506</b>	





to 20% of urban volumes (urban municipalities and hamlets). In the 2015 Plan the rural 25 year volumes for the County generated in the Stantec study were identified for the following specific rural uses:

**MacGill Estates** – 2,800 m<sup>3</sup> per year, similar to present day volumes in that the subdivision are is fully developed with 18 serviced lots.

**Northplex** – a doubling of present day use to 2,400 m<sup>3</sup> per year for the industrial area east of the Town serviced by the Neerlandia Line.

**Covenant Canadian Reformed Christian School** – just east of Neerlandia, the 220 students per day are expected to require nearly 3,700 m<sup>3</sup> annually. The school is not anticipated to expand significantly.

**Farm Connections along the Neerlandia Line** – 24 connection points were installed with the line and it is expected that all of those connections will be activated requiring collectively nearly 11,000 m<sup>3</sup> per year.

In the 2021 Plan the number of lots in MacGill Estates is not expected to increase. Its annual consumption would be about 2,500 m<sup>3</sup> per year.

The development in Northplex has not materialized to this point and there is no definitive development expected in the near term. Modest water consumption in Northplex is projected beginning in 2025 and increasing to full buildout by 2045.

Consumption rates for both the School and the Farm Connections have been reduced.

### 3.2.3 Total Daily and Yearly Volumes

With both Town and County uses, the projected 25 year water volume required will be about 2,000 m<sup>3</sup> per day on average and just over 700,000 m<sup>3</sup> per year. The capacity of water supply systems needs to be able to accommodate daily fluctuations in demand. The maximum day demand for treated is water is based on a factor of average daily demand. The peak day demand factor for the Town consumption is 1.7 times average daily demand. For County uses, the factor is 2 times average day volumes for supply to water distribution systems. The smaller volume distribution systems and individual connections such as those in the County are less able to buffer peak demands from their own storage resources than are larger systems like that of Barrhead. Farm connections with their own reservoirs are given a factor of 1.

The peak daily demand in 25 years is projected at about 3,300 m<sup>3</sup> and it was to that capacity that the upgrading of the water treatment capability will be developed.

### 3.2.4 Water Conservation and Stewardship

The volume projections for the System do not reflect a reduction over time of consumption rates. However, conservation and stewardship policies and initiatives of the System, which are supportive of the Government of Alberta Water for Life Program and Alberta Environment and Sustainable Resource Development Conservation Policy, will encourage users to individually reduce long term water usage. Typical consumption rates for the more central parts of Alberta are 350 lcd. Alberta Transportation, in considering funding under the Water for Life program, identifies a 25 time frame based on a consumption rate of 300 lcd rate.

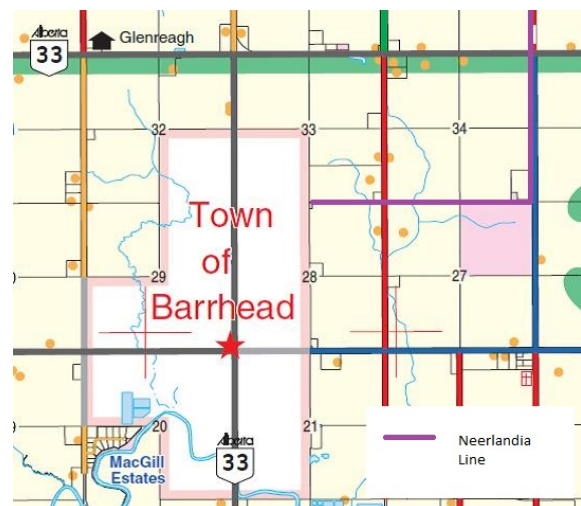
Further the Commission will support the aims enunciated by the Alberta Urban Municipalities Association with respect to the conservation and effective and efficient use of our water resources and will consider implementing the objectives and actions set out in the AUMA's 2014 Urban Municipal Water Conservation, Efficiency and Productivity Plan<sup>3</sup>

Reduced water use can be achieved with the development of tighter distribution systems, more efficient fixtures and a general awareness and spirit of conservation and stewardship among the users. The Members will commit to implement measures to achieve a reduction in per capita use of water over the long term.

## 3.3 Potential New Demand on Existing System

### 3.3.1 Development of NE 27-59-3-W5

The County as developer is considering the development of this quarter section, located east of the Town and lying along the Neerlandia Line, for industrial and commercial uses. Possible average daily water use is projected at 10 litres / second (l/s)



<sup>3</sup> 2014 Urban Municipal Water Conservation, Efficiency and Productivity Plan, Alberta Urban Municipalities Association (2014)

[http://water.auma.ca/digitalAssets/3/3628\\_2014\\_CEP\\_Plan\\_-\\_Final.pdf](http://water.auma.ca/digitalAssets/3/3628_2014_CEP_Plan_-_Final.pdf)



or about 850 m<sup>3</sup> per day with maximum day demand at 20 l/s.<sup>4</sup>

Subject to the removal of the capacity restriction at the meter vault (Sections 3.6.7 and 3.7.7) the Neerlandia Line has an available flow capacity of 19.5 l/s above that allocated for Neerlandia and County users. Of that 3 l/s would be allotted to the Northplex development leaving available 16.5 l/s for new development.

To service NE27, a Pumphouse and Reservoir would ultimately be required and would be constructed at the cost of the County. It is possible, with ongoing pressure in the Neerlandia Line, to service initial development in NE27 but, depending on what uses develop and their respective water demands, construction of the pumphouse and reservoir, possibly staged, would be required.

A consideration for the County in developing NE27 would be the installation of fire flow capacity. The capacity of the Neerlandia line is not sufficient to support the volume of water required for fire flows, typically about 65 l/s in support of one fire pumper truck or 130 l/s in support of two pumpers. The County will develop on site fire water storage and will not seek fire flow capacity from the Neerlandia Line.

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<sup>4</sup> County of Barrhead, Preliminary Engineering Study NE-27-59-3-W5 (MPE Engineering 2014)



## 3.4 Potential Extensions of the System

### 3.4.1 Thunder Lake / Campsie Line

The Commission sees the potential to construct a transmission line westward from the WTP to bring water services to the Hamlet of Campsie, the Campsie and Cambarr rural subdivisions and the rural subdivisions and provincial campsite on the south and east shores of Thunder Lake. Stantec Consulting Ltd. has prepared a preliminary design report (March 2014) describing the project. The Commission has in the past supported an application by the County for funding for the Thunder Lake /Campsie Line and will continue to support future applications that the County may make based on the funding arrangements set out in this Plan. Alternatively, the Commission may choose to make application for funding for the project.

The estimated number of lots to be serviced in potential service population is estimated at about 1,005 presently. Growth over a 25 year design timeframe is not assumed to be substantial with an estimated service population of 1,020. The water volume projected at the 25 design capacity is about 330 m<sup>3</sup>/day. Because of the seasonal nature of many of the residential units that would be served, the annual volume would be perhaps 75,000 m<sup>3</sup> per year.

Two alignments for a 150 mm line were identified:

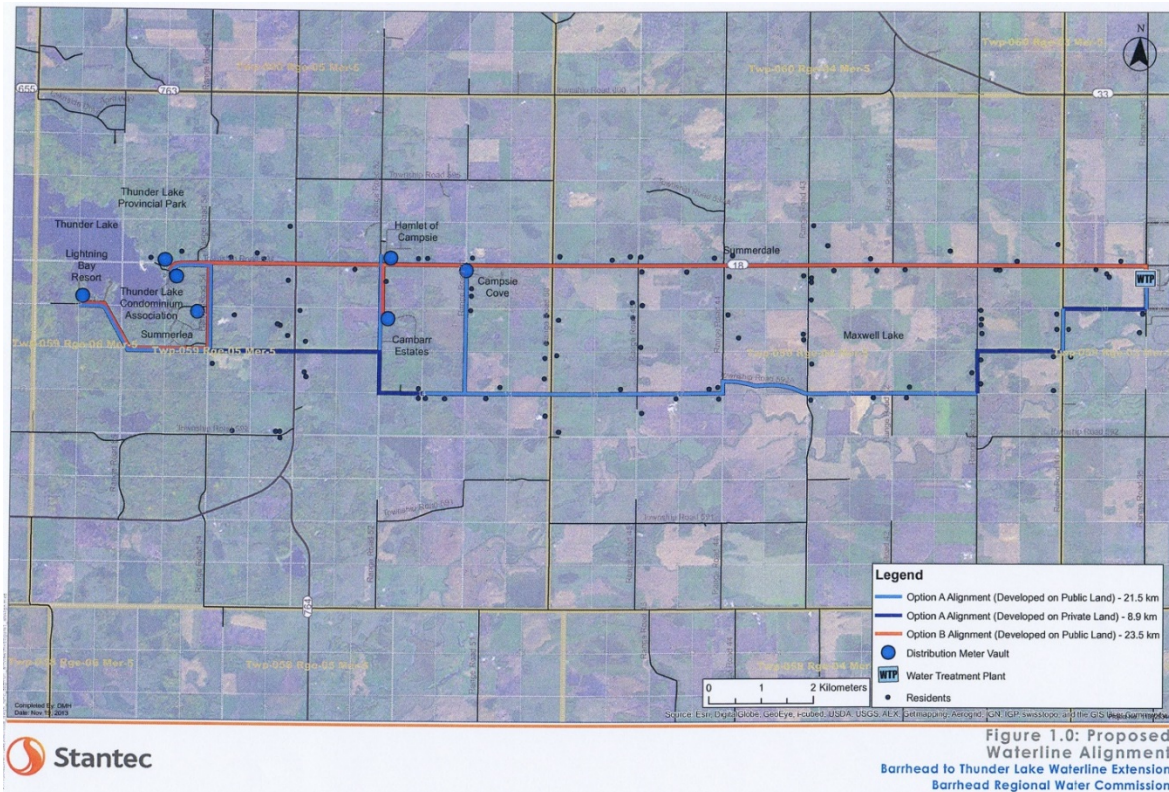
1. Option A at 30.4 km - serves the greatest number potential sites - \$10.2 Million<sup>5</sup>
2. Option B at 23.5 km - shortest most direct route - \$8.2 Million

Funding applications will be made for the Option A routing.

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<sup>5</sup> adjusted to estimated 2021 construction costs

Figure 3.5  
Thunder Lake / Campsie Transmission Line



### 3.4.2 Lac La Nonne Line

Another potential area for service by the System could be the Lac La Nonne and Nakamun Lake areas on southern edge of the County and in the adjacent Lac Ste. Anne County. The two Counties engaged DCL Siemens Engineering Ltd. to undertake Sanitary Sewer Collection and Water Transmission Study for the area. Water supply for the area could potentially be from the:

1. West Interlake District Regional Water System which has as part of its system plan, the extension of transmission line north from Onoway to the South Shore of Nakamun Lake.
2. Barrhead Regional Water System by way of a line to the Summer Village of Birch Cove on Lac La Nonne

If supplied from the Barrhead System, there are two potential sources of supply and corresponding routes

- a. south along Highway 33 sourced directly from the WTP, or
- b. south from Manola using the Commission’s Manola Line for supply.



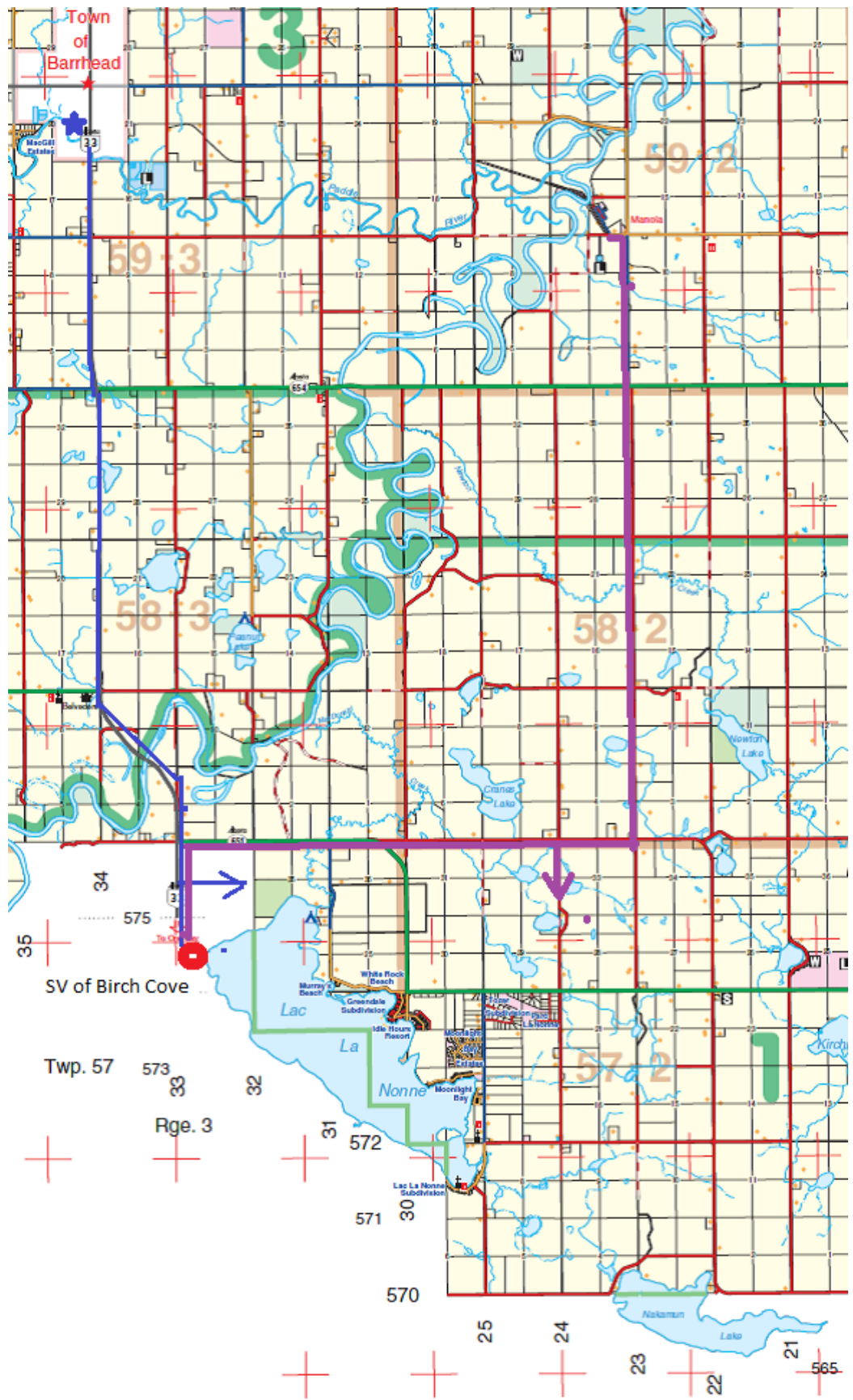
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The distance from the WTP to Birch Cove is about 20 km. (12 m.) A 150 mm pipeline may cost in the order of \$6 Million. The distance from Manola to Birch Cove is about 25 km and a cost of \$7.5 Million.

Beyond the line to Birch Cove, further lines would be extend along the North Shore of Lac La Nonne and beyond to Nakamum Lake although these would be envisioned to be Barrhead County and Lac Ste. Anne County lines.

The Highway 33 routing is the least costly and, if grant funding is involved, particularly Water for Life funding, would likely be the route funded. The Highway 33 line also is sourced directly from the WTP and can be sized to meet whatever the future water demands might be.

The Manola routing is more expensive and its cost would likely not be fully eligible for grant funding. The alignment serves a great rural area and lessens the cost of lines extended to serve the North Shore of Lac La Nonne and beyond. However the capacity of a line on this alignment would be limited by available capacity on the Manola Line.





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## 3.5 Projected Volume Requirements Reflecting Additional Development and Service

### 3.5.1 Treated Water Requirements

The 25 year projected volumes for the System reflecting the potential demand for the NE27 industrial development and the Thunder Lake / Campsie Line in addition to the initially projected volume set out in Table 3.1 are now shown in Table 3.2. The following analysis of the capacities of system components and possible upgrades and expansions are based on the volumes in Table 3.2. Yearly volume in 2045 is estimated at about 910,000 m<sup>3</sup>.

The Lac La Nonne Line is more speculative and the water demands for this potential line have not been included in the 25 year projected volumes at this time.

### 3.5.2 Projected Raw Water Volumes Requirements

The raw water volumes required to meet this future treated water needs is set out in Table 3.3. A 29% waste factor is used to identify the amount of raw water lost in the treatment process. This waste factor has increased from historical values of about 10% as a result of the membrane filtration process. Raw water needs in 2045 would be about 1.5 Million m<sup>3</sup>.



**Table 3.2**  
**Barrhead Regional Water System**  
**25 Year Projected Water Volume by Member**  
**Including Thunder Lake / Campsie Line and NE 27 Industrial Area**  
**2045**

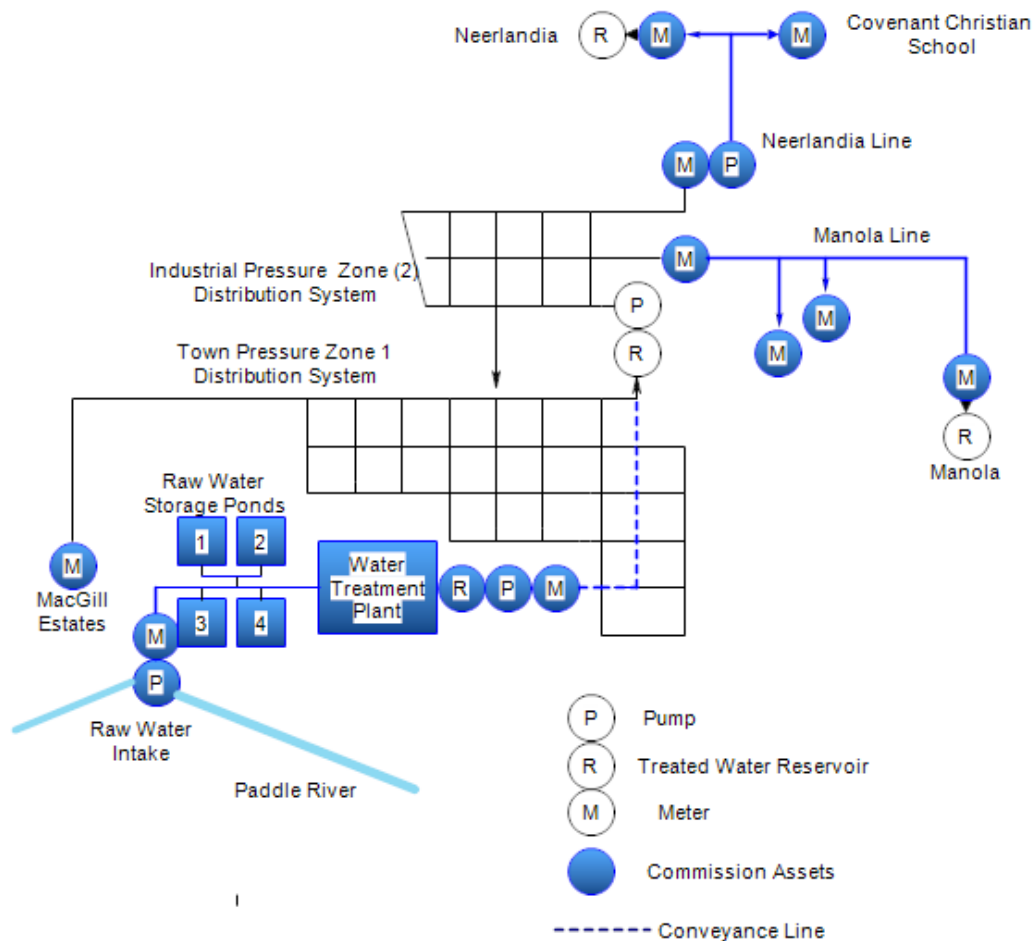
	Number	Avg Day LCD	Daily Volume (m3)	Yearly Volume (m3)	Peak Day	
					Factor	Volume (m3 / day)
<b><u>Town of Barrhead</u></b>	5,606	315	1,766	644,509	1.7	3,002
<b><u>Barrhead County</u></b>						
<b>Total Present System (Table 3.1)</b>			156	56,998		304
<b>Thunder Lake / Campsie Line (Table D5)</b>						
<u>Residential Dwelling Units</u>						
Units	344					
Population	860	275	237	45,939	1.7	402
<u>Thunder Lake Camground</u>						
Sites	127	100	13	1,143	1	13
<u>Rural services</u>						
Connections	52					
Population	130	175	23	8,304	1	23
			272	55,386	1.6	438
<b>NE27 Industrial Area</b>			425	155,125	2	850
<b>Total County</b>			<b>853</b>	<b>267,508</b>		<b>1,591</b>
<b>Total System - 2045</b>			<b>2,619</b>	<b>912,017</b>	1.8	<b>4,593</b>
<b>Capacity Allocation Summary</b>						
Town of Barrhead				644,509	70.67%	
County of Barrhead				267,508	29.33%	
				<b>912,017</b>		

### 3.6 Present System

A summary of the existing capacities of the various components of the System is presented graphically in Figure 3.3, summarized on Table 3.4 (in two parts) and set out in greater detail following. Also shown is the time frame when certain capacities maybe reached. The need for potential expansions and upgrades is addressed in Section 3.7. It is noted that the threshold timing in Table 3.4 is based on maximum day design projections (Tables 3.3 and C4). With the reduced volume projections in this Plan, the threshold timings identified in the 2015 Plan have been pushed back.

The System is set out in schematic format on Figure 3.2.

Figure 3.2  
Barrhead Regional Water System



**Table 3.3**  
**Barrhead Regional Water System**  
**Raw Water Requirements**  
**2010 - 2045**

Year	Raw Water Volume		Continuous Diversion Rate (l/s)	Raw Water Storage Days 95	Raw Water Daily Requirement				Waste from Treatment		WTP Treated Water Production		
	m3	Acre Feet			Average Day		Maximum Day		Annual m3	Loss Factor	Total Annual Production	Own Use	Net to System
					m3	l/s	m3	l/s					
Number of Days of Reliable Diversion			270										
2010	797,965	647	34.2	207,700	2,186	25.3	3,599	41.7	151,091	19%	646,874		646,874
2011	772,875	627	33.1	201,200	2,117	24.5	3,486	40.3	155,602	20%	617,273		617,273
2012	872,140	707	37.4	227,000	2,389	27.7	3,934	45.5	266,587	31%	605,553		605,553
2013	872,925	708	37.4	227,200	2,392	27.7	3,938	45.6	248,767	28%	624,158		624,158
2014	1,035,930	840	44.4	269,600	2,838	32.8	4,673	54.1	411,318	40%	624,612	1,015	623,597
2015	973,805	789	41.7	253,500	2,668	30.9	4,395	50.9	316,285	32%	657,520	997	656,523
2016	952,699	772	40.8	248,000	2,610	30.2	4,291	49.7	269,955	28%	682,744	996	681,748
2017	886,245	718	38.0	230,700	2,428	28.1	3,991	46.2	280,295	32%	605,950	868	605,082
2018	940,845	763	40.3	244,900	2,578	29.8	3,971	46.0	301,660	32%	639,185	1,381	637,804
2019	812,810	659	34.8	211,600	2,227	25.8	3,327	38.5	218,485	27%	594,325	1,615	592,710
2020	809,733	656	34.7	210,800	2,218	25.7	3,211	37.2	225,921	28%	583,812	1,503	582,309
3 Year Avg	854,463	693	36.6		2,341	27.1	3,503	40.5	248,689	29%	605,774	1,500	611,865
2021	839,547	681	36.0	218,500	2,300	26.6	3,970	45.9	244,347	29%	595,200	1,500	593,700
2022	844,907	685	36.2	219,900	2,315	26.8	3,995	46.2	245,907	29%	599,000	1,500	597,500
2023	850,267	689	36.4	221,300	2,329	27.0	4,020	46.5	247,468	29%	602,800	1,500	601,300
2024	868,900	704	37.2	226,200	2,381	27.6	4,108	47.5	252,891	29%	616,010	1,500	614,510
2025	895,348	726	38.4	233,000	2,453	28.4	4,260	49.3	260,588	29%	634,760	1,500	633,260
2026	951,269	771	40.8	247,600	2,606	30.2	4,538	52.5	276,864	29%	674,405	1,500	672,906
2027	984,514	798	42.2	256,200	2,697	31.2	4,708	54.5	286,540	29%	697,975	1,500	696,475
2028	1,017,800	825	43.6	264,900	2,788	32.3	4,879	56.5	296,228	29%	721,573	1,500	720,073
2029	1,051,127	852	45.1	273,600	2,880	33.3	5,049	58.4	305,927	29%	745,200	1,500	743,701
2030	1,084,496	879	46.5	282,300	2,971	34.4	5,219	60.4	315,639	29%	768,857	1,500	767,357
2031	1,117,906	906	47.9	291,000	3,063	35.4	5,390	62.4	325,363	29%	792,543	1,500	791,043
2032	1,151,357	933	49.4	299,700	3,154	36.5	5,560	64.4	335,099	29%	816,259	1,500	814,759
2033	1,211,413	982	51.9	315,300	3,319	38.4	5,840	67.6	352,578	29%	858,835	1,500	857,336
2034	1,239,481	1,005	53.1	322,600	3,396	39.3	5,988	69.3	360,747	29%	878,734	1,500	877,234
2035	1,267,591	1,028	54.3	329,900	3,473	40.2	6,137	71.0	368,928	29%	898,663	1,500	897,163
2036	1,295,745	1,050	55.5	337,200	3,550	41.1	6,286	72.8	377,122	29%	918,622	1,500	917,123
2037	1,323,942	1,073	56.8	344,600	3,627	42.0	6,435	74.5	385,329	29%	938,613	1,500	937,113
2038	1,352,182	1,096	58.0	351,900	3,705	42.9	6,584	76.2	393,548	29%	958,634	1,500	957,134
2039	1,380,466	1,119	59.2	359,300	3,782	43.8	6,734	77.9	401,780	29%	978,686	1,500	977,187
2040	1,408,795	1,142	60.4	366,700	3,860	44.7	6,883	79.7	410,025	29%	998,770	1,500	997,270
2041	1,437,168	1,165	61.6	374,100	3,937	45.6	7,033	81.4	418,283	29%	1,018,885	1,500	1,017,385
2042	1,465,586	1,188	62.8	381,500	4,015	46.5	7,183	83.1	426,554	29%	1,039,032	1,500	1,037,532
2043	1,494,050	1,211	64.0	388,900	4,093	47.4	7,334	84.9	434,838	29%	1,059,211	1,500	1,057,712
2044	1,500,677	1,217	64.3	390,600	4,111	47.6	7,365	85.2	436,767	29%	1,063,910	1,500	1,062,410
2045	1,507,351	1,222	64.6	392,300	4,130	47.8	7,396	85.6	438,710	29%	1,068,641	1,500	1,067,142

**Table 3.4**  
**Barrhead Regional Water System**  
**Summary of Present Component Capacity and**  
**Upgrading Time Frames for Present System Plus Thunder Lake / Campsie Line**

Component	Limit / Capacity		Time Frame When Capacity Reached
	#	units	
<b>Water License</b>			
Annual Diversion (m3)		1,308,933 m3 / year	2036
Diversion Rate		76 l/s	>2045
<b>Raw Water Intake</b>			
Raw Water Intake	>	120 l/s	>2045
Raw Water Transfer Pump		136 l/s	>2045
Raw Water Pipeline	>	120 l/s	>2045
Raw Water Storage	4 Cells	650,000 m3	>2045
<b>Water Treatment Plant</b>			
<u>Raw Water Feed Pumps</u>	2 @	84 l/s	2041
<u>Pre-treatment Trains</u>	2 @	40 l/s	2040
		6,900 m3 / day	
<u>Membrane Filtration</u>			
Present Max Hour 3 Trains			
Short Term Max Day	3 @	19.0 l/s	2028
		4,920 m3 / day	
Sustainable Maximum Day	2 @	19.0 l/s	2014
		3,283 m3 / day	
With Added 4th Train			
Short Term Max Day		76 l/s	2038
		6,560 m3 / day	
Sustainable Maximum Day	3 @	19.0 l/s	2028
		4,925 m3 / day	
<u>Disinfection Contact Time in Clear Well Treated Water Reservoir</u>			
Total Capacity		2,085 m3	
Capacity Required for Contact Time at a minimum of 3.5 hours			
2021		412 m3	
2045		795 m3	2045
<b>Treated Water Storage</b>			
<u>Target (Table 3.6)</u>			
2021		4,310 m3	
2045		4,841 m3	

**Table 3.4**  
**Barrhead Regional Water System**  
**Summary of Present Component Capacity and**  
**Upgrading Time Frames for Present System Plus Thunder Lake / Campsie Line**

Component	Limit / Capacity		Time Frame When Capacity Reached
	#	units	
<u>Existing</u>			
2021			
Clear Well - Net Storage			
Volume	1,603	m3	
Storage Time at Average Day	25	Hours	
Storage Time at Maximum Day	14		
Town Industrial (Zone 2) Reservoir	4,545		
Total Storage	<u>6,148</u>	m3	
2045			
Net Storage Capacity - 2045	1,090		
Town Zone 2 Reservoir	4,545		
	<u>5,635</u>		2045
<b>Meters / Vaults</b>			
Neerlandia Line Meter Vault	11	l/s	2031
<b>Pumping Facilities</b>			
WTP Distribution System Pumps	2 @	53 9,158	l/s m3/day
			2035
<b>Transmission Lines</b>			
Neerlandia Line			
200 mm Section	35	l/s	+2045
	3,000	m3 / day	
150 mm Section	23	l/s	+2045
	2,000	m3 / day	
Manola Line	23	l/s	+2045
	2,000	m3 / day	



### 3.6.1 Raw Water Source

Raw water for the System is drawn from the Paddle River which originates in the Paddle River Natural Area west of Mayerthorpe and flows generally east and north before joining the Pembina River southeast of the Town.

River flow has been regulated since 1986 by the Paddle River Dam located about 50 km. upstream near Rochefort Bridge. The dam is operated primarily as a flood control structure and once the permanent water level is reached, releases from the dam generally reflect inflow volumes with a minimum release rate of about 60 to 90 litres per second. Past practice of Alberta Environment has been to release water when a request is made by the Town. Given the meandering, slow moving nature of the River, released water would take at least five or six day to reach the WTP.<sup>6</sup>

With river flow regulated by the dam, the future flow in the Paddle River is expected to be sufficient to meet the continued long term needs of the System.

### 3.6.2 Water Licenses

The Commission currently relies on three licenses issued to the Town to divert water from the Paddle River. Bearing 1971 and 1979 priorities, the first two licenses, unlike those more recently issued, do not expire. A third license was issued in 2017 which has an expiry in 2042. The total licensed annual volume is 1.31 Million m<sup>3</sup>. Details on the licenses and diversion volumes are shown in Table 3.5. As identified in Table 3.4, the annual licensed volume would be exceeded in about 2036.

The 1971 and 1979 licenses prescribe a maximum diversion rate from the Paddle River of 76 litres per second (l/s). The 2017 license also identifies a maximum diversion rate of 60 l/s but Alberta Environment does not hold that the two rates can be added together. Rather the total maximum diversion rate for all three licenses is the still the value of the first two licenses.

At 76 l/s this licensed withdrawal rate it would take 200 days of pumping to reach the maximum allowed volume. At the same withdrawal rate it would take 230 days of pumping to meet the year 2045 raw water demands. There are typically about 270 days (nine months) of the year when diversion can reliably be undertaken

The maximum diversion rate would not be reached within the 25 year planning time frame of this Plan.

<sup>6</sup> Regional Water Supply System Upgrading Pre-Design Report, (DCL Siemen, 2010) p. 14

**Table 3.5  
Barrhead Regional Water System  
Water Licenses**

**Town of Barrhead Licenses**

<u>Licns No.</u>	<u>Expiry</u>	<u>Priority</u>	<u>m3</u>	<u>Acre Feet</u>
10936	Do not expire	11/16/1971	370,050	300
10936	Do not expire	8/8/1979	363,883	295
201496	2042	3/14/2017	575,000	466
<b>Annual Maximum Volume (m3)</b>			1,308,933	1,061
<b>2021 Projected Diversion</b>				
Volume Diverted			839,547	681
% Used			64%	64%
Projected Year License Exceeded			2034	
<b>Maximum Licensed Diversion Rate</b>				
License 10936				
Cubic Feet per second			2.67	
Litres Per Second			76	
License 201496 - Litres per Second			-	
Total Liters Per Second			76	
M3 per Day			6,532	
Number of Days Pumping at Maximum Rate			200	
<b>2021 Diversion Rate</b>				
Maximum Litres Per Second			76	
M3 per Day			6,566	
Number of Days Pumping at Maximum Rate			128	
<b>2045 Diversion</b>				
Projected Volume Diverted			1,507,351	
Days at Maximum Licensed Diversion Rate			231	
Days at Typical Diversion Rate			230	
Diversion Rate Required assuming maximum available days of pumping				
Available Days			270	
m3 per day			5,582.78	
l/s			65	

### 3.6.3 Raw Water Intake

Subject to sufficient flow rates in the Paddle River, water is drawn through an inlet structure in the river and a 400 mm steel pipe to wet well where it is pumped on an intermittent basis by a raw water transfer pump into raw water storage ponds located on the WTP Site. The intake structure and pipe was installed in 1975. A new stainless steel intake screen was installed in 2007.

The 60 hp raw transfer pump, installed in 2003, has a rated capacity of about 136 litres per second and is typically operates at between 100 and 120 l/s depending on water levels in the River and the storage cells. In that the intake structure does not limit the capacity of the pump the intake structure has a capacity in excess of 120 l/s.

Withdrawal from the River was not possible during periods of low flow in the winter months and in low precipitation periods through the year. To enhance withdrawal from the River, a weir has been constructed in River which increases water depth by about 1 meter above the intake structure.

As identified in Section 3.6.2, there are typically about 270 days (nine months) of the year when diversion can reliably be undertaken. With the existing components, the annual raw water volume required by the System in 2021 can be met with pumping for about 128 days.

### 3.6.4 Raw Water Storage

In that withdrawal cannot occur from the River during periods of low flow in the winter months and in low precipitation periods, four raw water storage ponds or cells have been developed, the first two in 1962, the third in 1979 and the last in 2002.



When possible the cells are kept full. Total usable capacity of the raw storage is about 650,000 m<sup>3</sup> or about 280 days of supply for the WTP at present average treatment





rates. At projected raw water demands in 2045, the number of days storage would drop to 158, still sufficient to bridge the 95 days when withdrawal is not possible.

These cells also allow time for raw water which is “highly colored [due to] high natural organic matter content”<sup>7</sup> and at times turbid, to settle and become clearer. The arrangement of pipe connections and valves allow each of the ponds to be filled and emptied independently.

Each cell has a fine bubble diffusion aeration system which mixes the cells several times per day to disrupt the formation of anaerobic zones and introduce oxygen which reacts with and settles out soluble iron and manganese. By itself the aeration has only limited ability to control algae growth. Algaecide and other chemicals are used as required to control algae growth.

Installation of supplementary treatment of the raw water cells was considered as part of the 2014 WTP upgrade but the costs were not eligible for grant funding and the improvements were not undertaken.

### 3.6.5 Water Treatment

- 1) The first stage of the Town’s existing WTP was initially constructed in 1962 with a second stage expansion in 1998. Further upgrading of the WTP was completed in 2014 as part of the regionalization of the water supply system for the Town and County.
- 2) Raw water is drawn from raw water storage into the WTP for treatment by 2 raw water supply pumps located in the lower level of the WTP. These pumps have individual capacities of rated capacity of 84 l/s and are operated in an alternating duty/standby manner. Raw water entering the WTP is metered.
- 3) Raw water is pre-treated initially through the two conventional treatment trains that existed prior to the 2014 WTP upgrading. This treatment includes aeration, chemical treatment for color and turbidity removal, flocculation and sedimentation. Each train has a treatment capacity of about 40 l/s for a total maximum daily capacity of about 6,900 m<sup>3</sup>/day

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<sup>7</sup> Ibid, p. 13



Pre Treatment Trains

- 4) Partially treated water from these two treatment trains is then further treated with a membrane filtration system, firstly passing through a micro-filtration membrane and then through a nano-filtration membrane. This Pall Corporation membrane system was installed as part of the 2014 WTP upgrading. In place presently are 3 treatment trains with the ability to install a fourth train in the future. Each train has a treatment capacity of about 19 l/s for a total maximum daily capacity of about 5,000 m<sup>3</sup>/day for the present three trains. The addition of the final train would raise the WTP treated water production to a maximum of about 75 l/s or 6,500 m<sup>3</sup> per day. However these rates are only achievable for a short period of time as one membrane unit would typically be off-line for the cyclical cleaning (CIP) process. Installation of the membrane filtration systems has resulted in a significant increase in treated water quality.



Micro Filtration Membrane System



Nano Filtration Membrane System

- 5) The average treated water output of the WTP in a typical 20 hour day operation is presently about 20 l/s or 1,600 m<sup>3</sup> per day. Peak day output may reach upwards to 50 l/s.
- 6) Disinfection is by way of gas chlorine. The installation of the micro and nano-filtration systems has enabled a reduction of up 75% of the amount chlorine



needed to maintain disinfection levels. There has been no indication at this time from Alberta Environment and Parks that a shift to ultraviolet disinfection is required.

- 7) To lower ph levels in raw water to allow more effective treatment, sulfuric acid is now being added.
- 8) Wastewater from filter backwash, about 675 m<sup>3</sup> per average day or 29% of raw water is discharged into the Town's wastewater system.
- 9) The installation of backup electric power generation was considered as part of the 2014 upgrading but was not ultimately included.

### 3.6.6 Fluoridation

Treated water is fluoridated using hydrofluorosilicic acid. Fluoride was initially added into the water treatment system in the mid 1960's as a result of plebiscite. While raised as a public issue occasionally since that time there have been no expressions of concern or opposition lately. In that the water treatment process is now under the control of the Commission, any obligation arising from a plebiscite in either of the Members on the matter is an open question that the Commission would address if it is raised.

### 3.6.7 Treated Water Reservoirs and Distribution Pumping

- 1) Treated water from the treatment process flows into a storage reservoir in the WTP or "clear well." The clear well, composed of 3 cells, has a capacity of 2,018 m<sup>3</sup>. Gas chlorine disinfection requires a minimum of 3.5 hours contact time before entering the distribution system. As well, the flow rate through the clear well cells reduces as the water levels in the cells falls. As a result of these two factors the present usable storage in the clearwell is about 1,600 m<sup>3</sup>. By 2045, this might reduce to about 1,000 m<sup>3</sup>.
- 2) Treated water is pumped from the clear well into the Town's water distribution system (Zone 1) by 2 high lift pumps in the WTP. These pumps have individual capacities of 53 l/s. Collectively the pumps have a capacity of about 9,000 m<sup>3</sup> per day. Treated water delivered to the Town's distribution system is metered.
- 3) The Town's water distribution system has a second pressure zone in the Industrial Park northern sector of the Town which is supplied by the separate Industrial Reservoir/Pumphouse facility. The reservoir has a treated water capacity of 4,545 m<sup>3</sup>. Through pressure reducing stations, water can be supplied from Zone 2 to Zone 1 as required.
- 4) Emergency pumping capacity in the case of electric power failure is provided by a natural gas fueled engine at the Industrial Reservoir/Pumphouse which with



the interconnection of Zone 1 and Zone 2 is able to provide continuing water pressure for the System and the Town's distribution system and the ability for limited fire flow.

- 5) The net treated water storage capacity of the Clear Well is presently about 1,603 m<sup>3</sup> or 25 hours supply at average daily flow or about 14 hours at maximum daily flow.
- 6) Total treated water capacity between the two reservoirs is about 6,100 m<sup>3</sup> or about 3 days at the present average day water demands with 20% retained for fire protection. For reference, the water demands of a large fire in the past history of the Town was found to drop the reservoir volume by 10%.

### 3.6.8 Treated Water Transmission System

#### Conveyance Line

The Commission's transmission lines do not connect to the WTP but rather to Town's piped distribution system. In recognition of the use of the Town's distribution system for conveyance of the Commission's water to its transmission lines, the Commission is acquiring, by way of a lease to purchase arrangement, a 10% share of the Town's distribution main from the WTP to connection with transmission lines which includes 250 mm distribution main dedicated for the supply the Town's Industrial Zone (Zone 2) Pumphouse/Reservoir facility from the WTP. The Commission's Manola Line and the Neerlandia Line connect to the distribution system in Zone 2. The Commission's 10% share represents the proportion of volume in the line related to Commission's supply of the Neerlandia and Manola Lines.

The Commission will contribute 10% of the replacement costs of this main when such is required. The proportionate share will be adjusted should the respective flows for the Town and the Commission change as a result of future development and water usage.

#### Manola and Northplex Lines

The Manola and Northplex transmission lines were existing lines constructed by the County prior to the formation of the Commission and which are being acquired by the Commission under a lease to purchase agreement.

The 150 mm (6") PE Manola Line, running eastward and southward to the hamlet of Manola from a metered connection on the Town's distribution system, was constructed in 1991 at a cost of \$725,000 with grant funding of \$650,000. The Line discharges into the distribution system reservoir at Manola. This reservoir has a capacity of 91 m<sup>3</sup> (20,000 imp gallons). The Line has a maximum capacity of about 2,000 m<sup>3</sup> per day or 23 litres/second (l/s). From the main transmission line two

smaller 75 mm water lines were extended south on Range Roads 31 and 32 a distance of 1.6 km and 2 km respectively.

The Northplex Line (previously referred to as the JTB Line) was built in 2001 to service the new JTB Canadian Pork processing plant. The cost of the 200 mm (8 inch) line was \$370,000 with a grant of \$122,000 and the balance funded by the County. The JTB plant facility has been redeveloped as the Northplex modular building fabrication facility.

Figure 3.3



### Neerlandia Line

The transmission line to Neerlandia Line was completed and became operational in 2012. From a metered connection to the Town’s Pressure Zone 2 distribution system, this line extends eastward and then northward along Range Road 33 to Neerlandia, a distance of about 24 km (16 m). The line discharges into the Neerlandia distribution system reservoir. A 1.6 km (1 mile) 150 mm easterly extension from Neerlandia to the Covenant Canadian Reformed Christian School was also constructed. The line is shown on Figure 3.4.

The initial section of the Neerlandia Line, at 200mm, is the existing Northplex Line. A 150mm (6 inch) HDPE extension to the hamlet of Neerlandia was constructed in 2011. The entire line is now referred to as the Neerlandia Line.

A booster pump station is installed on the Line at its initial connection to increase Town distribution system pressure to ensure sufficient pressure to reach Neerlandia.



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The Line is continually pressured and, as such, direct customer service connections are possible. There were 24 private service connections installed on the Line at construction and 16 of these connections are active.

The Line itself has a maximum capacity of about

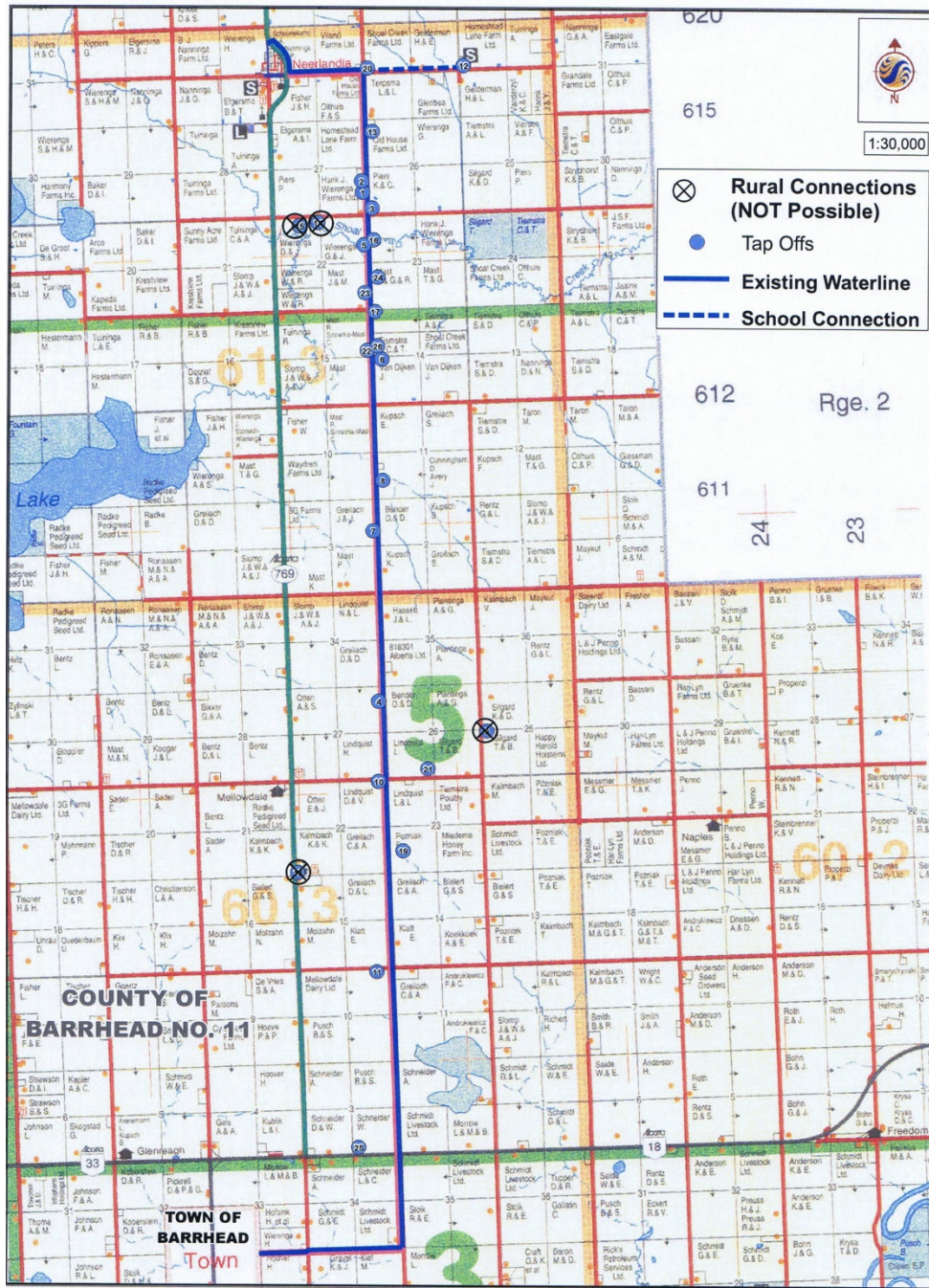
- About 3,000 m<sup>3</sup> per day or 35 l/s for 200 mm section, and
- 2,000 m<sup>3</sup> per day or 23 l/s for the 150 mm section.


However, the meter vault at the connection with the Town distribution system has a capacity of only 11 l/s.

Because of the elevation peak in the Neerlandia line between the existing booster pump and the hamlet of Neerlandia, some connections at the higher elevations at times are unable to get sufficient flow.



Figure 3.3



 <b>Stantec</b>	Stantec Consulting Ltd. 600, 4808 Ross Street Red Deer AB Canada T4N 1X5 Tel. 403.341.3320 Fax. 403.342.0969 www.stantec.com	<b>BARRHEAD - NEERLANDIA RURAL TAP-OFFS</b>  <b>THE COUNTY OF BARRHEAD NO. 11</b>	Drawn by <b>VILLAGE OF NEERLANDIA WATER SUPPLY STUDY</b>  Figure No. <b>1</b> 113928120-05b  Title <b>Rural Tap-Offs</b> June 17, 2009
	V:\11392\active\113928120\05b\Arcview\PDFs\22X34BarrheadNeerlandia_TapOffs17Jun09.pdf		





### 3.6.9 Distribution Systems and Connections to the System

- 1) The Commission's mandate is to supply treated water to the Members and, as such, the Commission will not undertake the development or operation of any water distribution system. The Members will be responsible to undertake or regulate the development of water distribution systems within the Member's respective boundaries. A Member may only provide water distribution system services beyond its respective boundaries in another Member's jurisdiction with the approval of that Member.
- 2) Water services will be provided from the System to the Members only. Each Member will have one or more metered connections through which water is conveyed from the System to the Member.
- 3) Members are responsible for the regulation, development and operation of such connections and systems that are necessary to distribute water to Customers of the Member and to meet fire flow needs of the Member.
- 4) Water from a connection must be discharged into a reservoir or cistern, either individually at each distribution system customer location or into a central reservoir for subsequent pumping and distribution to customer locations. Reservoir capacity of 2 times typical average daily volume would be required. If the distribution system provides fire flow capability, then the required reservoir capacity would be increased to meet at least two hours of fire flow rates.
- 5) The Member will make application to the Commission for connection and would be responsible to meet all of the standards, specifications and requirements of the Commission with respect to connection to the System including the payment of any and all fees, charges and rates imposed by the Commission.
- 6) The configuration and design of the transmission system provides ongoing pressure and flow and, as a result, the direct connection of individual services and clusters of individual services to the transmission lines in order to provide constant flow water service may be permitted, provided that:
  - a. There is sufficient pressure at a particular location to enable proper operation of the connection, and
  - b. The volume of water to be provided does not exceed the capacity of the System or jeopardize the ability of the System to meet present operational needs and anticipated future volume requirements of Members.



- 7) On the Neerlandia Line 24 service connections have been pre-installed. As well, additional connections may be permitted. Direct connections are provided by way of:
  - a. Private Service Connections which, within a service vault structure, provides one or more individual metered service connections intended to service residential sites or other low volume users. The connection is typically  $\frac{3}{4}$  inch in size.
  - b. Community Service Connections which, within a service vault structure, provides for a larger sized metered connection for a group of customers requiring a higher volume of water.
- 8) Service Vaults are installed within the right of way of the Commission and the point of transfer from the Commission to the Member is at the service vault.

#### **3.6.10 Bulk Water Stations**

Generally, the provision of bulk water stations for truck filling is the responsibility of the individual Members. Stations are located at the Town and in the County at Neerlandia and Manola. Subject to Section 2.6 (7), each Member is free to set whatever conditions and rates for use.

On any new transmission lines that may be developed, the Commission may choose to install bulk water stations, in which case the rates will be set by the Commission and the revenue generated will assist in meeting the annual costs of the System.

### **3.7 Enhancement and Upgrading of the Present System**

To meet the 25 year projected volume needs of the Commission, the expansion and upgrading of some components of the System will be required and these are detailed in the following sub-sections. For each, an approximate timing is given where current demands may reach the identified capacity thresholds or regulatory requirements and this summarized in Table 3.4 previously.

As these time frames approach the Commission will undertake further engineering review of the capacity needs of the System and the Commission will begin to plan for the needed upgrading.

#### **3.7.1 Raw Water Supply**

It is expected that the Paddle River will be able to meet the long term raw water volume needs of the System. If it cannot, then consideration of an alternative source will need to be given. At this point, the best practical long term source of raw water would be the Athabasca River, located about 25 km north and west of the WTP. In



2010, DCL Siemens estimated the cost of developing this source at \$25 to \$30 Million which would include river intake, pumping facilities and pipeline.<sup>8</sup> The Pembina River has a larger flow volume than the Paddle River and is closer, at 10 km east of the WTP, than the Athabasca. However, it shares many of the characteristics that would make the Paddle River inadequate.

The Commission will encourage Alberta Environment and Parks and the County to continue the recent programs to the re-establish of riparian zones along the Paddle River, safeguarding and potentially improving raw water quality in the river.

The Commission will consider investigating an alternative source of raw water other than the Paddle River should:

- a. The increase in the licensed diversion volume or diversion rates permitted by Alberta Environment, as identified in Section 3.4.2, be insufficient to meet the ensuing 10 year needs of the System,
- b. Flow volumes and seasonal flow characteristics be such that the System cannot reliably meet its raw water needs, or
- c. Water quality deteriorates to the point where it is expected that the WTP is either unable to treat water to meet current treatment standards or is unable to treat water at a fast enough rate to meet System demands.

### **3.7.2 Water Diversion Licenses**

With the addition of a third license in 2017, the licensed diversion is sufficient to meet raw water requirements until about 2036.

### **3.7.3 Raw Water Intake**

The construction of the weir in the Paddle River has improved the ability to withdraw raw water. At the present capacity of 120 l/s, the existing components of the intake would be able to divert the annual water requirements projected until at least 2045. The Commission continues to anticipate that arrangements can be made for additional discharges from the Paddle River Dam should river flows be inadequate to allow diversion.

The raw water pumphouse structure is deteriorating with brickwork crumbling. The replacement of this structure will be considered by 2023.

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<sup>8</sup> Ibid, p. 15



### 3.7.4 Raw Water Storage

Raw water storage of a minimum of 95 days of average daily use will be maintained to provide sufficient buffer to bridge periods where withdrawal from the River is not possible and to provide sufficient time for settling and reduction in turbidity. The existing cells at present day use provide about 280 days of storage. Present raw water storage will be sufficient until at least 2045.

Existing aeration of raw water in the cells is not fully effective in controlling algae and other organic growth and the addition of algacide and other chemicals is required at times. While the use of such chemicals in potable water treatment is not ideal, until such time as the use of these is prohibited, the Commission will not install supplementary treatment systems for the raw water cells.

Effective Raw Water storage capacity will benefit from the cleaning of storage cells. Cells 1 and 2 are planned for cleaning 2021 while Cell 3 is planned for 2023.

### 3.7.5 Water Treatment

- 1) The rate at which raw water is transferred to the treatment process will not exceed the rated capacity of a single transfer pump until about 2041. An increase in pumping capacity will be installed when required to ensure that sufficient backup pumping capacity is in place in case of failure of one of the pumps.
- 2) The present capacity of the 2 pre-treatment trains appears to be sufficient until at least 2040.
- 3) While the present capacity of the membrane filtration system may be adequate to meet short periods of maximum flow until about 2028, the present 3 membrane trains may not at this time be able to sustain a maximum flow rate for a number of days in a row. The Commission has engaged engineering services to review membrane filtration performance and assess the need for increasing capacity with the installation of a 4th membrane filtration unit. The Commission has no immediate plans to install the 4th membrane unit.
- 4) The volume of wastewater from the treatment and filtration process is significant at 29% of raw water volume. Presently this is about 700 m<sup>3</sup> per average day, 1200 m<sup>3</sup> on maximum days and annually about 250,000 m<sup>3</sup>. At current waste factor rates, WTP wastewater volume will double by 2038.
- 5) Currently this wastewater is discharged to Town's wastewater collection and treatment system. At this point the Town does not levy a fee for this discharge. The Town has expressed some concern as to the impact that the WTP wastewater volume has on its wastewater treatment facilities. The Commission has engaged engineering services to investigate the feasibility of returning the WTP wastewater to the Paddle River and identify other options handling wastewater.



- 6) Gas chlorination to this point has been effective in maintaining the required disinfection levels to the furthest points of the Towns distribution system and the Commission's transmission lines. The Commission will not consider converting to chloramine or ultra violet disinfection unless:
  - a. Satisfactory disinfection levels cannot be maintained in the Town's distribution or the Commission's transmission networks, or
  - b. Required by provincial regulation
- 7) The Commission has engaged engineering services to review options to the current use of sulfuric acid to enhance treatment of raw water. Options may include changing the handling approach to the use of acid to improve safety or to replace acid use with a carbon dioxide (CO<sub>2</sub>) process.
- 8) The Commission has undertaken further review the need for backup electric power to the WTP and concluded given the Town's backup power capacity at the Industrial Reservoir and Pumpstation that installing backup power for operation of the water treatment system is not warranted. The Commission will consider installation of sufficient backup power to maintain lights, heat and control systems.

### 3.7.6 Treated Water Reservoirs

Reservoir capacity is set out in Table 3.6. For the Town, the combined available storage of the Clear Well and the Industrial Reservoir and Pumpstation reservoir in Zone 2 presently in excess of 6,000 m<sup>3</sup> and will be sufficient until about 2045. Earlier plans of the Commission to put in place at least 1 average day's volume for treated water storage at the WTP over the next 10 years has been deferred.

The existing capacity of reservoirs in both the hamlet of Neerlandia and the hamlet of Manola are below the requirements set out of [Section 3.6.8](#). The Commission will request the County to consider increasing reservoir capacity in the hamlets.

### 3.7.7 Distribution/Transmission Pumping Facilities

The capacity of a single high lift pump at the WTP to meet maximum daily flows of the System may be reached in about 2035 at which point additional pumping capacity will be installed at the WTP.

Because of the role of the Town's Industrial Reservoir/Pumphouse facility in supplying the Neerlandia and Manola Lines, the Commission and the Town will address, at a point in the future when capacity is being approached, the need for upgrading at this facility.

**Table 3.6  
Barrhead Regional Water System  
Treated Water Storage**

Commission	Town	Neerlandia Line	Manola Line
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**Volumes**

2021 Projected Average Day	1,501	77	49
2021 Projected Maximum Day	2,551	153	99
2045 Projected Average Day	1,766	85	72
2045 Projected Maximum Day	3,002	169	143

**Storage Capacity Required**

Daily Consumption Coverage - Target = 2 times average daily volume

2015	3,001	153	99
2045	3,532	169	143

Fire Flow Capacity

Flow Rate gal/minute	2,400	1,200	1,200
Hours of Flow	2	2	2
Volume Required (m3)	1,309	655	655

Total Storage Capacity Required

2021	4,310	808	753
2045	4,841	824	798

**Existing Capacity**

Facility	Tag			
	WTP Clear Well	Zone 2 Reservoir / Pumphouse	Reservoir / Pumphouse	Reservoir / Pumphouse
Net Storage Volume in m3	1,603	4,546	364	91
Combined Storage for Town Distribution		6,150		
Volume in Imp Gal.	353,000	1,000,000	80,000	20,000
Combined Storage for Town Distribution		1,353,000		

**AB Environment Standards**

2021

Fire Storage	1,309	655	655
25% of Max Day	638	38	25
15% of Average Day	225	12	7
	2,172	705	687

2045

Fire Storage	1,309	655	655
25% of Max Day	750	42	36
15% of Average Day	265	13	11
	2,325	710	701



### 3.7.8 Transmission Lines

The Commission will provide continuing adequate pressure and flow on the Neerlandia Line to meet the requirements of the hamlet of Neerlandia, Covenant Canadian Reformed Christian School, the 24 installed connections and the NE27 Industrial Area. The Commission will evaluate the problems of insufficient pressure on the heights of the Neerlandia Line. Solutions may include:

- a. Increasing the meter chamber and meter capacity from the present 11 l/s to 23 l/s (2,300 m<sup>3</sup>/day), or
- b. Increasing the capacity of the existing booster station, or
- c. The installation of a further booster station further along the Line. lack of sufficient line pressure even with an increase in meter flow capacity, the Commission will install a further booster station on the Line

The capacity of the meter vault for the Neerlandia Line, if not otherwise increased above, will be reached in about 2031 depending on the pace of development in NE27 Industrial Area.

No increases in capacity is expected to be needed on the Manola Line with the 25 year planning timeframe of this Plan.

### 3.7.9 Metering and System Control

The meters on the Manola Line and to MacGill Estates have been recently replaced. The Commission will investigate with the County the installation of a new SCADA system to control the transmission systems of the Commission and the Neerlandia and Manola hamlet distribution systems of the County.



## 4. Capital Costs and Funding

### 4.1 Capital Costs

The capital costs for the various components of the present System are set on Table 4.1.

#### 4.1.1 New Construction

The Commission has undertaken to:

- a. install the new weir in the Paddle River to improve raw water intake capacity
- b. upgrade the WTP to increase capacity and add membrane filtration
- c. construct the Neerlandia Line

When the work on the WTP upgrade was finished in 2015, the Commission had expended over \$18.0 Million for new construction.

#### 4.1.2 Acquired Assets

The Commission will also acquire existing assets from the Members by way of lease to purchase agreements. Acquisition values were as follows:

- a. Existing WTP, raw water intake facilities and site from the Town - \$1,670,695 based on Net Book Value @ Original Cost valuation.<sup>9</sup>
- b. a 10% interest in the Conveyance Line - \$71,865 reflective of 10% of depreciated estimated cost of a 250 mm (10”) from the WTP to the Town boundary<sup>10 11</sup>
- c. Northplex Line from the County - \$168,194 based on net book value (depreciated cost less grant received)<sup>12</sup> The original cost of the line was \$534,600.
- d. Manola Line from the County - \$22,258 based on net book value (depreciated cost less grant received)

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<sup>9</sup> Valuation of the Town of Barrhead Water Supply, Storage, Treatment and Transmission Facilities. Campbell Ryder Consulting Group Ltd. (2009) p. 5, Schedule 3

<sup>10</sup> 2010 Business Plan, Appendix B – Water Main Evaluation.

<sup>11</sup> Despite the values identified in Appendix B of 2010 Business Plan, the Lease to Purchase Agreement with the Town identifies a total purchase price of \$1,742,540 for both the WTP and 10% of the Conveyance Line. The Conveyance Line cost is adjusted to bring the total capital cost to match the Lease to Purchase Agreement.

<sup>12</sup> 2010 Business Plan, Appendix C – Barrhead County



**Table 4.1**  
**Barrhead Regional Water System**  
**Capital Expenditures and Financing**

	2019 and Previous	2020	2021	2022	2023	2024	Possible Future	Total
<b>Capital Expenditures</b>								
<u>Raw Water Supply</u>								
Paddle River Weir	\$727,588							\$727,588
Equipment	\$0	\$31,000	\$4,600	\$0	\$0	\$0	\$0	\$35,600
<b>Total Raw Water Supply</b>	<b>\$727,588</b>	<b>\$31,000</b>	<b>\$4,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$763,188</b>
<u>Water Treatment System</u>								
Town of Barrhead Existing WTP	\$1,670,675							\$1,670,675
Water Treatment Plant Upgrades	\$12,439,791	\$69,275	\$495,641	\$66,000	\$78,000	\$67,430	\$0	\$13,216,137
Engineering Evaluation		\$200,000						\$200,000
Nanofiltration	\$1,341,319							\$1,341,319
	\$15,451,784	\$269,275	\$495,641	\$66,000	\$78,000	\$67,430	\$0	\$16,428,130
<u>Transmission System</u>								
Neerlandia Line	\$3,597,610	\$6,000	\$0	\$0	\$0	\$0	\$0	\$3,603,610
Town of Barrhead Internal Line	\$71,865							\$71,865
Barrhead County Northplex Line	\$168,162							\$168,162
Barrhead County Manola Line	\$22,258	\$0	\$0	\$0	\$0	\$0	\$0	\$22,258
Thunder Lake / Campsie Line	\$0					\$10,200,000		\$10,200,000
Lac La Nonne Line	\$0						\$6,600,000	\$6,600,000
	\$3,859,895	\$6,000	\$0	\$0	\$0	\$10,200,000	\$6,600,000	\$20,665,895
<b>Total Capital Cost</b>	<b>\$20,039,268</b>	<b>\$306,275</b>	<b>\$500,241</b>	<b>\$66,000</b>	<b>\$78,000</b>	<b>\$10,267,430</b>	<b>\$6,600,000</b>	<b>\$37,857,214</b>





#### 4.1.3 Thunder Lake / Campsie Line

The Commission had supported an application by the County for funding under the Small Communities Fund of the New Building Canada Fund for the development of the Thunder Lake / Campsie Line. The total estimated cost was \$9.181 Million based on Alignment Option A as identified in Section 3.4.1. The funding application was not successful.

As noted in [Section 3.4.1](#), the County or in the alternative the Commission will continue to seek funding for the development of this transmission line. It is envisioned that the construction of the line again would be undertaken by the County. Upon completion the line would be leased to the Commission and operated in a manner similar to the other acquired assets of the Commission

The timing of construction would be dependent on securing adequate funding. However for the purpose of evaluating the rate impact of this line's construction and operation, construction of the line is shown in 2024 with operation and sales beginning in 2025. The earlier cost estimates have been increased by 10% to \$10.2 Million reflect more current construction costs.

#### 4.1.4 Possible Future Extension - Lac La Nonne Line

The estimated cost for construction of the Lac La Nonne Line to the Summer Village of Birch Cove is \$6 Million based on the Highway 33 alignment identified in Section 3.4.2. It is anticipated that this line to Village of Birch Cove would be eligible for funding under the Water for Life Program.

The Commission will remain aware of the discussions among Barrhead County, Lac Ste. Anne County and the West Interlake District Regional Water Services Commission as to the best approach to providing regional water services to the Lac La Nonne and Nakamun Lake area. Should the provision of water from the Barrhead Commission emerge as the better alternative to the supply of this area, the Commission will give further consideration to undertaking this. The earlier cost estimates have been increased by 10% to \$10.2 Million reflect more current construction costs.

#### 4.1.5 System Operating and Capital Projects

Further detail on various operating and capital projects is provided in Table 4.2.  
<To be updated to match Board decisions on the 2021 Budget>



**Table 4.2**  
**Barrhead Regional Water System**  
**Operating and Capital Projects**  
**2020 - 2025**

ITEM #	Project	Additional Comments	Capital or Operating	2020 Projected	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
14	Level transmitters for chemical tanks - \$1,979 plus Installation - Quote from Davis Controls	2019 Polymer	op	\$1,979					
15	Eight sensors for pH testing (annually) - \$4,872 - Quote from Spartan Controls	Annually	op	\$5,658	\$4,872	\$4,872	\$4,872	\$4,872	
16	Two sensors for measuring water quality entering nano filters (annually) - \$1,428 - Quote from Spartan Controls	Annually	op	\$1,428	\$1,428	\$1,428	\$1,428	\$1,428	
17	Two sensors for conductivity probes (every three years) - \$1,866 - Quote from Spartan Controls		op			\$1,866			
18	Control valve for replacement of faulty valve - \$3,500 - Quote from Process & Steam Specialties		cewtp						
19	Micro filtration replacement (2023) - \$3,000 per module X 66 = \$198,000 - Quote from DWG	3,000/module from Pall, \$66,000/train (3 trains) Do in 2022, 2023, 2024	cewtp			\$66,000	\$66,000	\$66,000	
20	Micro filtration autopsy (2023) - \$6,000 per module X 2 = \$12,000 - Quote from DWG		cewtp				\$12,000		
21	Nano filtration replacement (2019) - We have replacement modules on site	No cost in 2019, do next set 7 years later							
22	Nano filtration autopsy (2020) - \$3,000 per module X 2 = \$6,000 - Quote from DWG		op	\$6,288					
23	Raw water chemical analysis	Annually	op	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	
24	Changeover from sulfuric acid injection to CO2 system - \$471,000 - Cost estimate from MPE Engineering	Not priority. Determine Costs/Year later	cewtp		\$471,000				

**Table 4.2**  
**Barrhead Regional Water System**  
**Operating and Capital Projects**  
**2020 - 2025**

ITEM #	Project	Additional Comments	Capital or Operating	2020 Projected	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
25	Painting Pump Station		Operating						
26	Paving Road Tie-In By Water Plant and Entrance		Determine year						
27	Pump House Roof		cen	\$6,000					
28	Camera System		cewtp	\$6,025					
29	Pall SCADA Computer Replacement		cewtp	\$6,528					
30	Barrhead SCADA Computer Maintenance		op						
31	Pall Health Check		op				\$11,000		
32	5-Year Business Plan Update		op	\$8,000					
33	<i>Extra heater in CIP tank</i>	<i>Electrical system is not compatible</i>		\$0					
34	<i>Replace 10" singer valve with actuator</i>	<i>Quote</i> <i>Electrical and/or programming</i>	cewtp	\$20,320					
35	Desktop turbidity meter (laser desktop)		cewtp	\$5,500					
36	Chlorine Injection Pump Booster Station		op		\$2,200				
37	Compound Meter Neerlandia Waterline		op						
38	Chlorine Analyzer Booster Station		cewtp		\$5,000				
39	Emergency Power Generator (heating water plant)		cewtp						
40	Raw water pump rebuild		ceraw		\$4,600				
<b>Total Expenditure</b>				<b>\$174,567</b>	<b>\$761,341</b>	<b>\$76,766</b>	<b>\$347,900</b>	<b>\$77,830</b>	<b>\$0</b>
<b>Classification of Expense</b>									
	Capital Equipment - Raw Water Supply		ceraw	\$31,000	\$4,600	\$0	\$0	\$0	\$0
	Capital Equipment - Water Treatment Plant		cewtp	\$69,275	\$495,641	\$66,000	\$78,000	\$67,430	\$0
	Capital Equipment - Neerlandia Transmission Line		cen	\$6,000	\$0	\$0	\$0	\$0	\$0
	Capital Equipment - Manola Transmission Line		cem	\$0	\$0	\$0	\$0	\$0	\$0
	Total Capital Projects			\$106,275	\$500,241	\$66,000	\$78,000	\$67,430	\$0
	Operating Special Project		op	\$68,292	\$261,100	\$10,766	\$269,900	\$10,400	\$0
				<b>\$174,567</b>	<b>\$761,341</b>	<b>\$76,766</b>	<b>\$347,900</b>	<b>\$77,830</b>	<b>\$0</b>
<b>Source of Capital Funding</b>									
	Transfer from reserves			\$106,275	\$500,241	\$66,000	\$78,000	\$67,430	\$0

**Table 4.2**  
**Barrhead Regional Water System**  
**Operating and Capital Projects**  
**2020 - 2025**

ITEM #	Project	Additional Comments	Capital or Operating	2020 Projected	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
	Debt								
	Grant								
	<b>Total Funding</b>			<b>\$106,275</b>	<b>\$500,241</b>	<b>\$66,000</b>	<b>\$78,000</b>	<b>\$67,430</b>	<b>\$0</b>
	<b>Source of Operating Funding</b>								
	Transfer from Reserves			\$68,292	\$261,100	\$10,766	\$269,900	\$10,400	\$0
	<b>Total Funding</b>			<b>\$174,567</b>	<b>\$761,341</b>	<b>\$76,766</b>	<b>\$347,900</b>	<b>\$77,830</b>	<b>\$0</b>



## 4.2 Capital Financing

The capital funding for the present System is also set out in Table 4.1 with sources of capital financing including government grant funding, contributions by Members, debt financing by the Commission and financing from the Commission's own sources.

### 4.2.1 Government Grants

The major share of government funding identified for financing the System's development has been through the Government of Alberta Water for Life program. (WFL) WFL typically provides 90% funding for the eligible costs for the System's transmission lines and 100% funding for the provision of regional water supply. For the System, WFL funding was provided for the upgrading of the WTP and construction of the Neerlandia Line. In that the WTP upgrading went beyond installing additional capacity for just the additional regional supply and upgraded the facility for the benefit of the Town as well, the WFL funding was provided a blended rate of 71.02%. The project was completed and WFL funding totaled \$12.8 Million.

The Commission will continue to look firstly to Water for Life funding for major System upgrading and extensions. Should WFL funding not be available for a particular stage or major component of the System, the Commission would look to other federal and provincial grant programs for alternative funding.

For the Thunder Lake / Campsie Line, funding is based on obtaining 90% funding under the Water for Life Program rather than the sharing of 1/3 of eligible costs among the Government of Canada, the Government of Alberta and the County under the typical Canada/Alberta infrastructure grant programs. Eligible costs are estimated at \$9,761,000. Grant funding would total \$8.785 Million from the provincial government.

Water for Life funding at 90% is assumed for the Lac La Nonne Line.

### 4.2.2 Direct Contributions by Members for Acquisition of Assets

For the System to date, the Town through a rent to purchase agreement is in essence providing the funding for the acquisition of the WTP and the Commission's interest in the Conveyance Line with repayment over a 20 year period ending 2031 without interest through annual payments.

Similarly the County, through a rent to purchase agreement is in essence providing the funding for the acquisition of the Northplex and Manola Lines with repayment over a 20 year period ending 2031 without interest through annual payments.





A similar lease to purchase arrangement is planned for the Thunder Lake / Campsie Line. Based on the County share of the project at \$976,000, the Commission would reimburse the County through the annual rental payment of 1/20<sup>th</sup> of the County share or \$48,800 per year for a 20 year term period beginning 2025 and ending 2044. The Commission alternately may consider funding the County share up front rather than by way of lease to purchase.

#### **4.2.3 Direct Contributions by Members for Additional Capacity**

As a matter of general policy

- a. If a Member requires the capacity of portions of the System to be increased beyond what would be normally attributable to the Member under common factors of growth and water demands, then the Member would be responsible to pay directly to the Commission at the time of construction, the difference in actual cost between providing for the normally attributed capacity and the actual capacity required, or
- b. If all or part of the capacity of the System, which is to be attributed to a Member, be ineligible for grant funding, then the Member would be responsible to pay directly to the Commission at the time of construction, the difference in actual cost between providing for the capacity eligible for funding and the actual capacity required.

At this point, the capacity of the System has not been increased beyond eligible funding and neither Member has incurred any additional cost for additional capacity.

The County would be responsible for any ineligible costs of the potential Thunder Lake /Campsie Line estimated under a typical Canada/Alberta infrastructure grant funding program at \$439,000. Presumably the County would recover these costs from development and land owners in the areas to be served.

#### **4.2.4 Funded Capacity of Rural Municipalities Under the Water for Life Program**

The conditions of the WFL funding currently in place limits the proportion of the capacity of a regional water system that can be attributed to the rural municipalities to 20% of the urban allocation on a line. At the time of planning of any further transmission lines that the Commission may undertake, the County will need to indicate to the Commission the desired future capacity that it might require and engineering evaluation will determine whether those additional capacity



requirements can be accommodated within the capacity of the System component as it is planned to be built or whether components will have to be enlarged.

#### 4.2.5 Funds from Own Sources

Funds for certain capital projects may be provided in whole or in part from the Commission own cash resources, be they from current operations, identified reserves or accumulated surplus. With respect to the System Extensions described in Section 3.7 the Commission is generally not prepared to contribute any funds from its own sources toward the capital costs of these extensions. Proponents of the projects will be expected to provide sufficient capital financing to ensure that the Commission is not financially disadvantaged in undertaking the particular extension.

Smaller System upgrading projects will be funded where possible from capital reserves.

#### 4.2.6 Debt

Debt information is set out in Table 4.3. For major capital projects, the Commission will fund the net project costs (after the deduction of WFL, other grant funding or direct contributions from Members or Customers) with debenture borrowing from the Alberta Capital Financing Authority (ACFA) or long term borrowing from other sources if financially more favorable. The amortization term of the borrowing will be 25 years.

To fund the WTP upgrading and the Neerlandia Line, the Commission has borrowed nearly \$5.1 Million from ACFA. The details of the capital borrowing are set out in Table 4.2 following. Annual payments of interest and principal total about \$297,000. This borrowing matures in 2038. Upon final accounting for the WTP upgrading and Neerlandia Line, the net Commission share was less than the debenture borrowing and about \$260,000 is unexpended. The Commission will apply this unexpended debenture funds to future capital project funding or to funding a portion of the annual principal repayments on existing debt.

Under the lease to purchase agreements for existing assets, the Commission will pay \$87,127 and \$9,521 respectively to the Town and the County each year for the 20 year term of the agreements which conclude in 2031. For the purpose of illustration, beginning in 2025, the Commission will begin payments to the County of \$48,800 for the Thunder Lake / Campsie Line for 20 years ending in 2044.

In certain cases where government grant funding has been approved but funding will be delayed and where conditions of particular government funding program so allow,

**Table 4.3**  
**Barrhead Regional Water System**  
**Debenture and Capital Borrowing Details**

[Index](#)

	<b>Principal</b>	<b>Interest</b>	<b>Total to Repay</b>		
<b>Construction</b>					
Bylaw No 7 - Matures 2038	\$5,065,125	\$2,362,477	\$7,427,602		
	<hr/>	<hr/>	<hr/>		
	\$5,065,125	\$2,362,477	\$7,427,602		
<b>Acquisition Leases</b>					
Town (WTP) Matures 2031	\$1,742,540	\$0	\$1,742,540		
County (Trans Lines) Matures 2031	\$190,420	\$0	\$190,420		
County (Thunder Lake) Matures 2044	\$976,000	\$0	\$976,000		
	<hr/>	<hr/>	<hr/>		
	\$2,908,960	\$0	\$2,908,961		
<b>Annual Borrowing Costs</b>					
<b>Debenture Borrowing</b>					
25 year Amortization, Semi-Annual Payments					
Bylaw No 7 - Matures 2038					
Rate	3.238%				
Annual Payment	\$297,104				
<b>Acquisition Lease to Purchase</b>					
20 year Amortization,					
Rate of Interest		0.000%			
<b>Annual Payments</b>					
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
Bylaw No 7 - Matures 2038	\$297,104	\$297,104	\$297,104	\$297,104	\$297,104
Town (WTP) Matures 2031	\$87,127	\$87,127	\$87,127	\$87,127	\$87,127
County (Trans Lines) Matures 2031	\$9,521	\$9,521	\$9,521	\$9,521	\$9,521
County (Thunder Lake) Matures 2044	\$0	\$0	\$0	\$0	\$48,800
Total Annual Payment	<hr/> <b>\$393,752</b>	<hr/> <b>\$393,752</b>	<hr/> <b>\$393,752</b>	<hr/> <b>\$393,752</b>	<hr/> <b>\$442,552</b>
Bylaw No 7 - Matures 2038					
Interest	\$126,383	\$120,810	\$115,055	\$109,113	\$102,976
Principal	\$170,721	\$176,294	\$182,049	\$187,991	\$194,128
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$297,104	\$297,104	\$297,104	\$297,104	\$297,104
<b>Long Term Debt Principal and Lease to Purchase Obligations Owing at End of Year</b>					
Bylaw No 7 - Matures 2038	\$3,774,725	\$3,598,431	\$3,416,382	\$3,228,391	\$3,034,263
Town (WTP) Matures 2031	\$871,270	\$784,143	\$697,016	\$609,889	\$522,762
County (Trans Lines) Matures 2031	\$95,210	\$85,689	\$76,168	\$66,647	\$57,126
County (Thunder Lake) Matures 2044	\$0	\$0	\$0	\$0	\$927,200
Total Debt. Commitments	<hr/> <b>\$4,741,205</b>	<hr/> <b>\$4,468,262</b>	<hr/> <b>\$4,189,566</b>	<hr/> <b>\$3,904,926</b>	<hr/> <b>\$4,541,351</b>



the Commission may find it expedient to interim borrow all or part of the value of the grant to allow a project to proceed provided firm assurances are in place that the grant funds will be received.

The debt that might be incurred for the potential the Lac La Nonne Line is not included in Table 4.3 and subsequent calculations of debt limit and rates.

#### 4.2.7 Debt Limit

Under the *Regional Services Commission Debt Limit Regulation* AR 76/2000, there are two limitations to the amount of debt, operating and capital that a commission can carry to develop the public utility:

- a. Total debt cannot exceed two times the annual revenue, and
- b. Total debt servicing cost (principal and interest payments) cannot exceed 35% of the annual revenue.

If the borrowing required exceeds the debt limit of the Regulation, the Minister of Municipal Affairs, upon presentation of an acceptable business plan, may authorize an extension of the debt limit.

Calculation of the Debt Limit is set out in Table 4.4. Two calculations are included. The first column does not include the lease to purchase obligations for the acquisition of assets. It is this basis upon which the calculation in the Audited Year End Financial Statement is shown.

The second column includes the lease to purchase obligations. Section 2(2) of the *Regional Services Commission Debt Limit Regulation* AR 76/2000 provides that the debt of the Commission is the principal outstanding of borrowings of the Commission. The *Municipal Government Act* R.S.A., c. M-26, s. 241 includes in the definition of borrowing obligations under lease or capital purchase agreements the terms of payment of which exceed 5 years. The amounts to be paid under these agreements represent significant obligations and the Commission will include the lease to purchase obligations in the debt amounts of the Commission.

The Commission has a statutory debt limit under the Regulation of \$3.0 Million based on 2021 revenue of \$1.5 Million. To facilitate the initial capital borrowing necessary, the Commission received a debt limit extension to \$7 Million under Ministerial Order L: 205/11.

**Table 4.4**  
**Barrhead Regional Water System**  
**Debt Limit Analysis**

**Present System**

	Lease to Purchase Obligations	
	Not Included	Included
<b>Regulatory Debt Limit</b>		
2021 Revenue	\$1,356,762	\$1,356,762
Debt Limit at 2 times Annual Revenue	\$2,713,524	\$2,713,524
Debt Servicing Limit at 35% of Annual Revenue	\$474,867	\$474,867
<b>Debt Limit Extension</b>		
Present Long Term Debt	\$3,774,725	\$3,774,725
Remaining Commitment On Lease to Purchase Acquisitions		\$966,480
Interim Borrowing for Capital Purposes	\$0	\$0
Operating Line of Credit	\$0	\$0
Total Authorized Borrowing	\$3,774,725	\$4,741,205
Debt Limit Extension Authorized by Ministerial Order L:205/11	\$7,000,000	\$7,000,000
Debt as a Factor of 2015 Annual Revenue	2.8	3.5
<b>Debt Servicing Cost</b>		
Total Capital Borrowing Annual Payments	\$297,104	\$393,752
Annual Debt Servicing as % of 2021 Annual Revenue	22%	29%

**Acquisition of Thunder Lake Line**

<b>Regulatory Debt Limit</b>		
2025 Revenue	\$1,620,041	\$1,620,041
Debt Limit at 2 times Annual Revenue	\$3,240,083	\$3,240,083
Debt Servicing Limit at 35% of Annual Revenue	\$567,014	\$567,014
<b>Debt Limit Extension</b>		
Long Term Debt	\$3,034,263	\$3,034,263
Remaining Commitment On Lease to Purchased Acquisitions		\$579,888
New Commitment on Lease of Purchased Acquisitions		\$976,000
Operating Line of Credit	\$200,000	\$100,000
Total Authorized Borrowing	\$3,234,263	\$4,690,151
Debt Limit Extension Authorized by Ministerial Order L:205/11	\$7,000,000	\$7,000,000
<u>Debt as a Factor of 2025 Annual Revenue</u>	2.0	2.9
<b><u>Debt Servicing Cost</u></b>		
Total Capital Borrowing Annual Payments	\$297,104	\$442,552
Annual Debt Servicing as % of 2025 Annual Revenue	18%	27%



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The Commission debt at the end of 2021 will be \$4.74 Million which includes debenture debt principal and the remaining commitments on the leases to purchases. The present debt is 3.2 times the 2021 revenue exceeding the statutory debt limit of 2 times. The annual debt servicing cost is 26% of the 2021 annual revenue, within the 35% statutory limit.

Major borrowing for future capital projects may, depending on the magnitude of the borrowing and present debt of the Commission, require a further increase in the debt limit. Any interim borrowing contemplated in lieu of government grant funding to advance or complete a project will be considered part of the debt of the Commission and a request to the Minister will need to be made to authorize a sufficient debt limit.

The obligations under the lease to purchase agreement to acquire the Thunder Lake / Campsie Line identified for illustration in 2024. A further debt limit increase is not required. With the added annual rental, the debt service ratio rises to 25%.



## 5. System Operation

### 5.1 Management and Administration

The Commission will ensure that the duties and requirements of management administration and operation are fulfilled and have created the position of Manager to supervise and direct the contracted operations and construction. The administrative center for the Commission and the System is at the Town office.

Generally speaking, the Commission from time to time will review the management and administrative approach and consider options, including:

1. establishing a separate management and administrative structure of the Commission with employees of the Commission and a separate administrative center,
2. contracting management and administration to one of the Members
3. contracting management and administration to another Commission, or
4. contracting management and administration to an external agency or firm

and make decisions with respect to an approach at such times as may be appropriate to ensure proper management and administration of the Commission and the System. There may be opportunities in the future to cooperate with other regional services commission in providing joint management and administrative services.

The Commission's contractual arrangement with Oberg and Oberg Municipal Services and Consulting Ltd. for the provision of management and financial services concluded at the end of 2020. The Commission will <to be completed once the Board's direction providing for management and financial services is set out>

### 5.2 Systems Operations

- 1) The Commission will be responsible to put in place arrangements for the operation of the System. Major aspects of such operational responsibility shall include, but not be limited to:
  - a. Operation, maintenance and repair of the raw water supply and water treatment facilities,
  - b. Operation, maintenance and repair of transmission pipelines, metering facilities, control systems and related facilities and lands,
  - c. Such monitoring and testing of the:



- i. Quality of treated water that may be necessary to ensure compliance with Provincial health requirements, and
  - ii. Quantity of treated water delivered to the Members that may be necessary to ensure compliance with connection agreements.
- d. Coordination of System operations with the water distribution systems of the Members,
- e. Inspection of rights of way associated with the System and supervision of any activities on these lands that are relevant to or have the potential to affect the System, and
- f. Management of any operations center that may be required.

Generally speaking, the Commission from time to time will review the System operations approach and consider options, including:

- i. direct Commission operation with Commission employees and a separate operations center,
- ii. contracting operations to one of the Members,
- iii. contracting operations to the another Commission
- iv. contracting operations to an external agency or firm

and make decisions with respect to an approach at such times as may be appropriate to ensure proper operations of the System.

- 2) For the operation of the WTP and raw water supply system the Commission entered into a 5 year agreement with the Town which expired in 2017. Under this agreement The Town was to undertake to operate the facility and perform such testing in compliance with the conditions and requirements of the license issued by Alberta Environment and such other regulations that might apply. The agreement set out the services to be provided by the Town and basis for compensation. A renewal of that agreement has not been finalized pending a resolution of wastewater disposal decision as identified in Section 3.7.5 (3) of this Plan. The Town continues to operate the water treatment system under a continuation of the expired agreement.
- 3) For the operation of the transmission lines, the Commission renewed the operating agreement for further 5 years with the County. The will expire in 2024. The County will undertake to operate the transmission lines and perform such testing in compliance with the conditions and requirements of the license issued by Alberta Environment and such other regulations that might apply. The agreement sets out the services to be provided by the County including line locating, emergency response, maintenance and repair services and the basis for compensation.





- 4) Provincial regulation requires the WTP to be under supervision of a certified Level 3 water treatment operator. Other operational staff require Level 1 water treatment operator certification.
- 5) The Commission will maintain relationships with other water treatment systems in the region to provide reciprocal certified operator coverage.
- 6) The Commission will consider the merits of certifying the System as ISO 14001: Environmental Management System Standard compliant.
- 7) In 2023 the Commission will review the operating approach for the System. Among the issues and matters to be considered in this review, the Commission will:
  - consider the merits of renewing the operating agreements with the Town and County.
  - ascertain the interest of the Town and County in renewing the operational agreement and, if so interested, the terms on which the Town and County may propose to continue operations,
  - consider the issues of training, retention and successful, recruitment of qualified System operators
  - address respective roles of the Commission and operating contractors with respect to administrative reporting, spending authority and operational decision making, and

### 5.3 Regulatory Operating Licenses and Approvals

The Commission has been granted the following approvals by Alberta Environment:

- a. Approval 394-02.02, which set out the approval, conditions and requirements for the operation of a waterworks system, was originally granted to the Town December 4, 2007 and was transferred to the Commission on February 3, 2012. It was reissued March 22, 2012 and again November 23, 2017 as 394-03-00. The approval expires November 1, 2027. In latter 2026 the Commission will begin the process involved in the renewal of this approval.
- b. Approval 394-02-03, which approves the Commission's Drinking Water Safety Plan was issued November 5, 2012 and expired December 1, 2017. The Commission has continued to maintain this Plan with the most recent updating in November 2019.

### 5.4 Financial Management

- 1) The Commission will continue to keep in place policies and procedures which ensure the proper management of the financial affairs of the Commission and System. The



Manager will ensure that detailed records and books of account are kept and maintained in accordance with generally accepted accounting principles and meet the requirements of the provisions of Bylaw No. 2, *the Municipal Government Act* and any other relevant legislation.

- 2) The Commission in the setting of its rates and budgets seeks to recover the full annual costs each year reflective of Section 602.21(1) of the Municipal Government Act which provides that “If the total revenues and transfers of a commission over a 3-year period are less than the total expenditures and transfers of the commission for the same period, the operating budget for the commission for the year following the 3-year period must include an expenditure to cover the deficiency.”

#### **5.4.1 Financial Plans and Budgets**

- 1) The Commission’s financial year is the calendar year. In the fall of each year a Financial Plan for the next three years will be prepared and will include the specific operating and capital budgets for the next ensuing year.
- 2) As provided under Section 602.2(1) of the Municipal Government Act and in reflection of Section 8.2 of Bylaw No.2, the Financial Plan and budgets will set out the:
  - a. Expected consumption requirements of the Members
  - b. Estimated expenditures for:
    - i. Operation of the Commission Board, Manager and Administration,
    - ii. Operation of the System,
    - iii. Capital development of the System,
    - iv. Repayment of debt obligations,
    - v. A return on equity and investment
    - vi. Non cash expense,
    - vii. Any other noncash expenditures, and
    - viii. Any amount needed to recover any deficiency.
  - c. Estimated amount and sources of revenue required to meet or exceed the estimated expenditures,
  - d. Rates and fees to be charged to Members and Customers of the System,
  - e. Second and third year projections of operating expenditure, revenue requirements, rate trends and capital expenditures



- f. Expected magnitude and timing of the contributions required of the Members, and
  - g. Rates of remuneration and expenses to be provided to the Directors of the Commission.
- 3) Bylaw 2 goes on in Section 8.8 to direct that operating costs will be determined on a Cost of Service basis. The Commission has not and do not intend in the timeframe of this plan to determine budget expenses and rates on a Cost of Service basis but rather will continue to set budgets and rates for Members on a cash basis. The Commission will consider amendments to Bylaw 2 to give the Commission the option of choosing a cash rate or Cost of Service rate approach in setting budgets and rates. A proposed amending bylaw is included in Appendix B.

#### 5.4.2 Financial Reports

- 1) The Manager will prepare for the Commission Board quarterly financial reports for operations which will set out details of budgeted revenue estimates and expenditure appropriations, actual revenues and expenditures to date and in the case of the third quarter report, estimated final revenues and expenditures.
- 2) The Manager will prepare for the Commission Board ongoing financial reports for capital project activities which will set out details of authorized capital expenditure appropriations and expected capital financing, actual expenditures and financing to date and the estimated final expenditures and financing.
- 3) The Board will provide for the appointment of an auditor and the presentation of an audited financial statement at the Commission's Annual meeting to be held no later than April 30th of each year. The audited financial statements will be distributed to each Member within thirty (30) days of the Commission's approval.

#### 5.4.3 Accumulated Operating Surplus, Operating and Capital Reserves

- 1) Section 8.3 of Bylaw 2 provides that the Commission may accumulate up to 50% of the annual operating expenditures in a year. Currently the Commission has an accumulated operating surplus of about 35%.
- 2) As well Section 8.3 allows the Commission to accumulate capital reserve funds up to the value of expected capital expenditures in the next 3 years. In 2021



capital reserves will total \$1.12 Million. Planned capital expenditures for 2021 – 2023 total \$644,000.

- 3) The Commission will consider amendments to Bylaw No. 2 to remove the restrictions on capital reserve balances. A proposed amending bylaw is included in Appendix B

#### 5.4.4 Cash Management and Authorization of Expenditures

- 1) The Manager will establish and maintain such accounts with a financial institution or institutions authorized by the Board that may be necessary to handle the financial transactions of the Commission related to capital construction and to operations.
- 2) The Commission Board will authorize such:
  - a. Interim and long term borrowing as may be required to meet the capital construction expenditures of the System, and
  - b. Interim borrowing as may be required to meet the operating expenditures of the System.
- 3) The Manager will manage the flow of cash to ensure that sufficient funds are in place in a timely fashion to meet the financial obligations of the Commission and that surplus cash is invested appropriately.
- 4) The Commission will require two signatures to make, sign, draw, accept, negotiate, endorse, execute and deliver any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money or other instruments, whether negotiable or not, on behalf of the Commission. One signature must be that of the Chair, or in the Chair's absence, the Vice-Chair and the second signature shall be the Manager or, in the Manager's absence, the CAO of either the Town or the County.

#### 5.4.5 Interim Capital Borrowing and Operating Line of Credit

- 1) The Commission may if required maintain the Commission's financial agency, an ongoing line of credit in the amount of up to \$250,000 to ensure adequate cash flow for operating purposes. At this time a line of credit is not in place.
- 2) During the term of construction of capital projects, the Commission will seek to arrange with the Commission's financial agency, interim capital borrowing as may be required subject to the limits of the Commission approved debt limit to ensure adequate cash flow for capital construction purposes.



## 5.5 Insurance and Risk Management

- 1) The Commission will keep in place sufficient types and levels of insurance coverage to ensure that the Commission corporately, as well as its Directors, Officers and staff, are adequately protected, including, but not limited to:
  - a. General Umbrella Liability Insurance,
  - b. Liability Insurance for Directors, Officers and staff,
  - c. Environmental Impairment Insurance,
  - d. Property and Fire Insurance,
  - e. Stationary Machinery, Equipment and Boiler Insurance,
  - f. Vehicle and mobile Machinery and Equipment Insurance, and
  - g. Business Continuation Insurance.
- 2) The insurance coverage shall be sufficient in terms and quantity to hold harmless and otherwise indemnify the Members for any liability that might be incurred in relation to any activities on Commission property or actions by the Commission for which the Commission or other third party is solely responsible.
- 3) The Commission will require of any contractor, agent or third party undertaking activities on Commission facilities or acting on behalf of the Commission to have sufficient liability and builders' insurance coverage to protect the interests of the Commission. The Commission will also require that such contractors, agents or third parties have in place, where it is appropriate to do so, such financial security and guarantees to ensure that any works or activities undertaken may be completed at no additional cost to the Commission.

## 5.6 Policy Development

- 1) The Commission will undertake, on an ongoing basis, the development and adoption of policies that may be necessary or appropriate to guide and govern the management, administration and operation of the Commission and its System.
- 2) As part of the annual review of the Plan, the Commission will identify particular policy areas to address in the upcoming year.
- 3) Prior to the completion of the term of this Plan, the Commission will put in place an Asset Management System and 10 Year Infrastructure Plan.



## 6. Operating Costs and Revenue – Budget and Projections

### 6.1 Annual Costs

The projected annual operating expenses for the Commission and System are set out in Table 6.1 and detailed in Table D1 in Appendix D. These expenses are consistent with the 2021 – 2023 adopted operating budget. A cost escalation factor of 1% is used in projecting external expense in 2024 and 2025. A volume escalation factor is also applied reflecting the increase in volumes projected in Table 6.2.

#### 6.1.1 Governance and Administration

The Commission provides honoraria to the Directors at Large and provides for the costs of operating the Board. The annual cost for 2021 is proposed at \$4,000 rising in 2023 to \$4,300.

The total costs of administration for the Commission are budgeted at \$51,475 for 2021 with future costs increasing with annual inflation. The largest cost component for administration is the cost of management and financial services at \$43,430 in 2021.

#### 6.1.2 Raw Water Supply and Treatment

The annual cost of operations of the raw water intake facilities and WTP in 2021 is budgeted at \$763,000. Included are appropriations of:

- \$235,000 for contracted operations by the Town
- \$120,000 for chemicals and
- \$208,000 for utilities.

Also included is the lease payment of \$87,127 for the acquisition of the WTP and \$20,000 reserved for future Membrane replacement. The chemical and utilities costs are expected to rise with increased volume and with annual inflation. The lease payment and the reserve transfer do not increase annually. The remaining operating costs for the raw water intake and WTP are expected to rise with inflation.

#### 6.1.3 Transmission Line Operations

The operation of the Neerlandia and Manola Lines is budgeted to cost about \$46,000 in 2021 with largest cost component being the contracted operations by the County at an estimated \$18,000. These operating costs are expected to rise with inflation. For illustration purposes operations of the Thunder Lake / Campsie Line is shown in 2025. This, when added to the beginnings of connections in the NE27 Industrial Area, would add a further estimated 50% to the total operating costs of the

**Table 6.1**  
**Barrhead Regional Water System**  
**Water System Expenditures to be Raised from Rates**  
**Years 2020 - 2025**

<a href="#">Index</a>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
	<b>Projected</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
Cost Escalation Factor	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Volume Escalation Factor	-1.8%	2.0%	0.6%	0.6%	2.2%	3.1%
<b><u>Operating Expenditures</u></b>						
<b>Governance</b>						
Honoraria	\$3,500	\$4,000	\$4,100	\$4,300	\$4,343	\$4,386
Services	\$150	\$450	\$600	\$700	\$707	\$714
Goods and Supplies	\$0	\$750	\$1,000	\$1,275	\$1,288	\$1,301
	<b>\$3,650</b>	<b>\$5,200</b>	<b>\$5,700</b>	<b>\$6,275</b>	<b>\$6,338</b>	<b>\$6,401</b>
<b>Administration</b>						
Audit and Professional Services	\$1,850	\$3,000	\$3,400	\$3,700	\$3,737	\$3,774
Contracted Services	\$43,000	\$43,430	\$43,864	\$44,303	\$44,746	\$45,193
General Services	\$15	\$1,615	\$1,790	\$1,965	\$1,985	\$2,005
Insurance	\$2,990	\$3,400	\$3,600	\$3,750	\$3,788	\$3,825
Goods and Supplies	\$100	\$500	\$600	\$700	\$707	\$714
Regional Collaboration	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$47,955</b>	<b>\$51,945</b>	<b>\$53,254</b>	<b>\$54,418</b>	<b>\$54,962</b>	<b>\$55,512</b>
<b>Raw Water Supply and Treatment</b>						
Communications	\$9,000	\$11,500	\$12,000	\$12,400	\$12,524	\$12,649
Contracted Operations	\$224,960	\$228,600	\$230,900	\$233,280	\$235,613	\$237,969
Contracted, Professional Services	\$3,000	\$13,000	\$13,000	\$13,000	\$13,130	\$13,231
Maintenance	\$25,000	\$34,823	\$34,820	\$35,520	\$35,875	\$36,234
Lease	\$87,127	\$87,127	\$87,127	\$87,127	\$87,127	\$87,127
Insurance	\$49,990	\$57,500	\$60,000	\$63,000	\$63,630	\$64,266
WTP Chemicals	\$100,000	\$120,000	\$125,000	\$125,000	\$129,024	\$134,290
Utilities	\$205,000	\$208,000	\$215,000	\$225,000	\$231,089	\$238,903
Sub-total Operations	<b>\$704,077</b>	<b>\$760,550</b>	<b>\$777,847</b>	<b>\$794,327</b>	<b>\$808,011</b>	<b>\$824,669</b>
To Membrane Reserve	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	<b>\$724,077</b>	<b>\$780,550</b>	<b>\$797,847</b>	<b>\$814,327</b>	<b>\$828,011</b>	<b>\$844,669</b>
<b>Transmission System</b>						
Communications	\$4,500	\$5,000	\$5,500	\$6,000	\$6,060	\$8,140
Contracted Operations	\$15,000	\$18,000	\$20,000	\$22,000	\$22,220	\$29,848
Maintenance, Goods, Equipment	\$6,500	\$7,750	\$7,800	\$8,350	\$8,434	\$11,329
Booster Station	\$3,500	\$4,000	\$4,500	\$5,000	\$5,050	\$6,784
Lease	\$9,521	\$9,521	\$9,521	\$9,521	\$9,521	\$58,321
Insurance	\$1,150	\$1,300	\$1,350	\$1,425	\$1,439	\$1,933
	<b>\$40,171</b>	<b>\$45,571</b>	<b>\$48,671</b>	<b>\$52,296</b>	<b>\$52,724</b>	<b>\$116,355</b>
<b>Debentures</b>						
Interest	\$131,779	\$126,383	\$120,810	\$115,055	\$109,113	\$102,976
Principal	\$165,325	\$170,721	\$176,294	\$182,049	\$187,991	\$194,128
	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>
<b>Reserves</b>						
Operating Reserve	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Capital Reserve	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>Total Annual Cash Expenses</b>	<b>\$1,412,957</b>	<b>\$1,480,370</b>	<b>\$1,502,576</b>	<b>\$1,524,420</b>	<b>\$1,539,139</b>	<b>\$1,620,041</b>



Transmission Lines. Also included beginning in 2025 is the annual lease rental for the Thunder Lake/Campsie Line estimated at \$48,800.

#### **6.1.4 Debentures**

The yearly expense of semi-annual payments of combined interest and principal on the debenture debt owing by the Commission as set out in Table 4.3 total about \$297,000 per year. Payments remain fixed for the entire 25 year term of the debenture.

#### **6.1.5 Transfer to Reserves**

The Commission is maintaining transfers to each of operating and capital reserves of \$100,000 and \$200,000 respectively for 2021 – 2025.

#### **6.1.6 Major Capital Assets Replacement**

The capital reserves accumulated under Section 6.1.5 are intended to fund ongoing capital enhancements but would be insufficient to fund the long term replacement of capital assets. The annual amount required to be reserved to fund replacement would require additional engineering and financial evaluation. The annual depreciation of the Commission's tangible capital assets presently are nearly \$400,000. This amount includes depreciation on both the constructed assets and the assets to be acquired through the lease to purchase arrangements with the Town and County. With the addition of the Thunder Lake/Campsie Line, this annual depreciation rises to \$570,000. This amount identifies a starting point for determining the amount funding ultimately required for renewal and replacement.

As many of the System components are for the most part new or nearly new, replacement of major components is not anticipated until far into the future. To begin putting funds in reserve for long term replacement would require significantly higher rates to Members and would result in a situation where an agent of the Municipalities would be holding significant cash reserves while the Municipalities themselves face financial challenges. For these reasons, the Commission will not at this point begin to accumulate funds for the eventual replacement of major tangible capital assets. Such a diversion may be possible to consider once the existing debt and lease to purchase obligations are retired.

## **6.2 Water Volumes**

The projected volumes identified Table 3.1 earlier in this Plan were developed as part of the engineering design and for the basis for engineering evaluation and capacity allocation. Table 3.2 includes the additional volumes from the Thunder Lake / Campsie Line and the NE27 Industrial Area. Those volumes however are not used in determining the rates for





water services to the Members. Instead rates are based the projected volume communicated in the fall of each year to the Commission by the Member that is expected to be required in the ensuing calendar year.

The volumes for the purposes of calculating rates are set out in Table 6.2 (shown in 2 parts). For the years 2017 to 2020, the actual volumes have consistently been below budget estimates with consumption in 2020 expected to be 92% of budget with the County dropping to 80% of Budget. Reflective of Section 3.2, the population increase for the Town has been reduced to 0.7% and the per capita consumption dropped to 315 lcd.

The County has reduced its projections for 2021 – 2023 to 48,500 m<sup>3</sup> in each year.

Connections in the County’s NE27 Industrial Area are estimated to begin drawing water from the System in 2024 at an estimated 3% of possible build-out volume. This amount is increased to 6% in 2025. For illustration purposes, the Thunder Lake / Campsie Line is identified to become operational in 2025 with about 10% of the potential connected volume (set out in detail in Table C5) assumed, some of which would be drawn by way of the bulk water dispenser that will be built as part of the project.

## 6.3 Rates and Charges

### 6.3.1 Principles Governing the Establishment of Rates

As set out in Section 5.4 of this Plan, the Commission in the setting of its rates and budgets, seeks to recover the full annual costs each year. The expenses identified for recovery do not include non-cash expenditures (depreciation) or return on equity. The Commission continues to set its rates on the basis of the recovery of cash expenditures and reserve transfers only.

The Commission will use a “postage stamp” approach in determining the rate for water services to be provided with all Members being charged a uniform rate per cubic meter for governance, administration, operation, maintenance, transmission, treatment, capital development and debt repayment. This approach achieves:

- a. Equity – Uniform rates provide the same operation, maintenance, transmission, and treatment rates per volume for each municipality regardless of their distance from the water treatment plant,
- b. Simplicity – Easy for the Commission to understand and apply and easy for the Member and utility service customers to understand.
- c. Conservation – In that rates are charged on actual volume of water consumed, a postage stamp rate structure provides a direct relationship between the amount

**Table 6.2**  
**Barrhead Regional Water System**  
**Actual / Forecast Sales Volumes (m3)**  
**Years 2015 - 2025**

<a href="#">Index</a>	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Annual Volume in m3 per year</b>											
<b>Town of Barrhead</b>											
Population	4,557	4,579	4,611	4,643	4,676	4,709	4,742	4,775	4,808	4,842	4,876
% Growth	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%
Per Capita Consumption (lcd)	362.98	375.78	326.89	344.82	319.02	312.67	315	315	315	315	315
Actual Volume (m3)	603,800	628,051	550,168	584,405	544,471	537,357					
Projected (m3)	586,000	611,000	612,071	618,192	624,374	580,000	545,200	549,000	552,800	556,700	560,600
Actual / Projection	103%	103%	90%	95%	87%	93%					
<b>Barrhead County</b>											
<u>Neerlandia Transmission Line</u>											
% Growth	0.0%	7.1%	0.5%	0.5%	0.5%	0.5%					
Actual Volume	29,418	33,967	33,530	32,613	28,628	25,809					
Projected Volume (m3)	27,300	29,237	29,383	29,530	29,678	29,826	28,000	28,000	28,000	28,000	28,000
<u>Manola Transmission Line</u>											
% Growth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%					
Actual Volume	21,500	18,524	18,884	18,381	17,348	16,797					
Projected Volume (m3)	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
<u>MacGill Estates</u>											
Number of Lots	18	18	18	18	18	18					
% Occupied	100%	100%	100%	100%	100%	100%					
Connected Lots	18	18	18	18	18	18					
LCD @ 3 persons/Connection	137	122	122	122	122	122					
Actual (m3)	1,805	1,206	2,500	2,405	2,263	2,346					
Projected (m3)	2,700	2,763	2,763	2,763	2,763	2,763	2,500	2,500	2,500	2,500	2,500
<u>Thunder Lake Line</u>											
Number of Lots Served										523	523
Seasonal @ 3 months										341	341
Permant @ 12 months										182	182
Projected Volume - Full Service											
Average Daily (m3)										272	272
Annual (m3)										55,386	55,386
Estimated Volume - Initial Connection											
% Drawing from System										0%	10%
Project Annual Volume										-	5,540
<u>NE27 Industrial Area</u>											
Full Building Daily Volume								850	850	850	850
% Drawing from System								0%	0%	3%	6%
Daily Volume								-	-	26	51

**Table 6.2**  
**Barrhead Regional Water System**  
**Actual / Forecast Sales Volumes (m3)**  
**Years 2015 - 2025**

<a href="#">Index</a>	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
Annual Volume								-	-	9,310	18,620
<b>Total County</b>											
Actual	52,723	53,697	54,914	53,399	48,239	44,952					
Projected	48,000	50,000	50,146	50,293	50,441	56,000	48,500	48,500	48,500	57,810	72,660
Actual / Projection						80%					
<b>Total Volume to Members</b>											
Actual	656,523	681,748	605,082	637,804	592,710	582,309					
Projected	634,000	661,000	662,217	668,485	674,815	636,000	593,700	597,500	601,300	614,510	633,260
<b>Other Sales</b>											
Actual											
Projecter											
<b>Total System</b>											
<b>Total Actual</b>	656,523	681,748	605,082	637,804	592,710	582,309					
<b>Total Projected</b>	634,000	661,000	662,217	668,485	674,815	636,000	593,700	597,500	601,300	614,510	633,260
% Increase m3 over prev yr	5.3%	3.8%	-11.2%	5.4%	-7.1%	-1.8%	2.0%	0.6%	0.6%	2.2%	3.1%



of water consumed and the cost paid. It will provide incentives for Members and utility service customers to seek to reduce the amount of water produced and to conserve valuable water resources.

### 6.3.2 Calculation of Rates

As provided in Section 8.8 of Bylaw No 2 and referenced in Section 2.6 (5) in Plan, a uniform rate per m<sup>3</sup> on actual volume is the basis for charging Members for water services. The calculation of the uniform rates for water supply and transmission is set out in Table 6.3 following and is based on volumes of water estimated to be required by the Member. These rates and fees are adopted annually by bylaw of the Commission Board.

Because of the lower than expected sales volume in 2020, a shortfall of revenue from water sales is projected. If the minimum 90% volume provisions of Section 6.3.3 are applied to the County, as shown in Table 6.3 the shortfall is projected at about \$60,000. If the minimum 90% is not applied to the County the rate revenue shortfall is about \$75,000. This shortfall would be covered by using unexpended capital funds from Bylaw No 7 Debenture to offset a portion of the principal payments for 2020.

The rate required of Members to meet the net revenue requirements without surplus would be \$2.46 / m<sup>3</sup> in 2021 rising to \$2.51 by 2025 with the addition of expense for the Thunder Lake / Campsie Line. However this would require a nearly 10% rise in rates from the existing rate of \$2.26 in 2020. Recognizing the emerging financial impact of the Covid 19 pandemic, the Commission will not increase rates in 2021 and instead will buffer the shortfall in revenue from rates with again using unexpended capital debenture funds to offset a portion of the principal payments for 2021.

Beginning in 2022 the Commission will increase rates annually with the goal of reaching required rates by 2025. For 2022, the Members' rate would increase by 2% to \$2.31 and 3% annually in the next 3 years to \$2.52 in 2025. Revenue shortfall would be buffered by unexpended capital debenture funds until they are used up and then by unrestricted surplus.

### 6.3.3 Minimum Volume Charges

The rates set out sub-section 6.3.2 are calculated assuming a certain volume of water annually from the Members. Members, however, will be charged on the actual volume of water delivered to the System. To ensure that the Commission is able to meet fixed costs for operation of the System, Members will be required in advance of each year to estimate the anticipated volume of water for the ensuing year. A Member will be charged for either the actual volume of water or 90% of the estimated volume whichever is higher.

**Table 6.3**  
**Barrhead Regional Water System**  
**Calculation of Rates**  
**Years 2020 - 2025**

[Index](#)

	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Rate Required</b>						
Total Annual Expenditure (Tbl 6.1)	\$1,412,957	\$1,480,370	\$1,502,576	\$1,524,420	\$1,539,139	\$1,620,041
<b>Less: Other Revenues</b>						
Sales to Non-Members	\$0	\$0	\$0	\$0	\$0	\$0
From Reserves	\$0	\$0	\$0	\$0	\$0	\$0
Investment Income	(\$21,479)	(\$15,000)	(\$18,000)	(\$20,000)	(\$19,256)	(\$22,456)
<b>Net Revenue to be Raised</b>	<b>\$1,391,478</b>	<b>\$1,465,370</b>	<b>\$1,484,576</b>	<b>\$1,504,420</b>	<b>\$1,519,883</b>	<b>\$1,597,586</b>
<b>Total Volume (Table 6.2)</b>	<b>582,309</b>	<b>593,700</b>	<b>597,500</b>	<b>601,300</b>	<b>614,510</b>	<b>633,260</b>
<b>Rate Required / m3</b>	<b>\$2.39</b>	<b>\$2.47</b>	<b>\$2.48</b>	<b>\$2.50</b>	<b>\$2.47</b>	<b>\$2.52</b>
<b>Rate Established or Forecast</b>						
<b>Net Revenue to be Raised</b>	\$1,391,478	\$1,465,370	\$1,484,576	\$1,504,420	\$1,519,883	\$1,597,586
<b>Less:</b>						
From Unrestricted Surplus			-\$48,233	-\$76,720	-\$17,046	-\$2,433
From Unexpended Capital Funds	-\$63,146	-\$123,608	-\$58,986	\$0	\$0	\$0
<b>Adjusted Revenue from Rates</b>	<b>\$1,328,332</b>	<b>\$1,341,762</b>	<b>\$1,377,357</b>	<b>\$1,427,700</b>	<b>\$1,502,837</b>	<b>\$1,595,153</b>
% Increase over Previous Year	0%	0.0%	2.0%	3.0%	3.0%	3.0%
<b>Established / Anticipated</b>	<b>\$2.26</b>	<b>\$2.26</b>	<b>\$2.31</b>	<b>\$2.37</b>	<b>\$2.45</b>	<b>\$2.52</b>
<b>Components</b>						
Governance and Administration	\$0.09	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10
Raw Water Supply and Treatment	\$1.21	\$1.28	\$1.30	\$1.32	\$1.31	\$1.30
Transmission	\$0.07	\$0.08	\$0.08	\$0.09	\$0.09	\$0.18
Debt Servicing	\$0.51	\$0.50	\$0.50	\$0.49	\$0.48	\$0.47
Restricted/Unrestricted Surplus	\$0.38	\$0.31	\$0.33	\$0.37	\$0.46	\$0.47
	<b>\$2.26</b>	<b>\$2.26</b>	<b>\$2.31</b>	<b>\$2.37</b>	<b>\$2.45</b>	<b>\$2.52</b>
<b>Rate Revenue from Members</b>						
Town of Barrhead	\$1,214,428	\$1,232,152	\$1,265,555	\$1,312,544	\$1,361,458	\$1,412,126
Barrhead County	\$101,591	\$109,610	\$111,802	\$115,156	\$141,379	\$183,027
<b>Total</b>	<b>\$1,316,018</b>	<b>\$1,341,762</b>	<b>\$1,377,357</b>	<b>\$1,427,700</b>	<b>\$1,502,837</b>	<b>\$1,595,153</b>
<b>2020 Minimum Volume</b>						
	<b>2020 Budget</b>	<b>Projected / Budget</b>	<b>2020 90% Minimum</b>			
Town	\$1,310,800	93%				
County	\$126,560	80%	\$113,904			
	\$1,437,360					



## 6.4 Financial Summaries

### 6.4.1 Summary of Revenue and Expenditures

The Income Statement Summary is set out in Table 6.4. With the holding of the 2020 rate for 2021 and then a gradual escalation of rates to 2025 to return to a full recovery rate, the Commission will not generate any operating surplus over the 5 years of the Plan. Rather the Commission withdraw \$325,000 from restricted reserves and unexpended debenture funds to cover the revenue shortfall.

### 6.4.2 Alternative Rate Calculation – Accrued Basis

The year-end audited financial statement of the Commission, which is in a format mandated by Alberta Municipal Affairs, uses an accrued accounting basis which among other differences includes amortization of tangible capital assets as expense. The accrued surplus calculation is set out in the lower portion of Table 6.4. Unlike many other regional systems, the Commission achieves a surplus on an accrued basis in each year due to the manner in which the capital funding is structured.

### 6.4.3 Alternative Rate Cost of Service Rate Basis (Utility Rate Model)

The utility world generally uses what can be termed the cost of service or utility rate model basis in calculating and defending rates. It is used by some water systems in Alberta including the large city systems, Epcor and Enmax, the City of Red Deer in selling water services to the North Red Deer Regional Water System, the Town of Drumheller in selling water services to Starland County and Aqua Seven Regional Water System and the Town of Stettler in selling water services to the Highway 12/21 and Shirley McClellan Regional Water Systems. It is a rate calculation approach based on the Principles of Water Rates, Fees and Charges developed by the American Water Works Association (AWWA) and recognized by utility regulatory agencies including the Alberta Utilities Commission (AUC). Rates calculated on this accounting basis are what a municipality is entitled to charge if the rate was reviewed by the AUC.

[Section 8.9 of Bylaw No. 2](#) provides that the Commission shall use this basis in determining rates though in fact the Commission uses a cash basis for calculating the rate. The approach differs from the accrual basis described above in that the capital amortization expense is reduced by an offsetting amortization of capital revenue funding provided by outside contributions such as grants or the acquisition of capital assets in kind. This is termed No Cost Capital (NCC) under the utility rate model. As well, the utility owner is entitled to a return on equity in the net capital assets of the utility. As shown on Table 6.5, under this approach the rate that could be charged in 2021 would be \$2.46/m<sup>3</sup>, slightly less than the \$2.47 /m<sup>3</sup> cash rate that

**Table 6.4**  
**Barrhead Regional Water System**  
**Income Statement Summary**  
**Years 2020 - 2025**

<a href="#">Index</a>	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Revenue</b>						
<i>90% Minimum in Effect</i>	Yes					
<b>Members Water Sales</b>						
Town of Barrhead	\$1,214,428	\$1,232,152	\$1,265,555	\$1,312,544	\$1,361,458	\$1,412,126
County of Barrhead	\$113,904	\$109,610	\$111,802	\$115,156	\$141,379	\$183,027
<b>Total Rate Revenue</b>	<b>\$1,328,332</b>	<b>\$1,341,762</b>	<b>\$1,377,357</b>	<b>\$1,427,700</b>	<b>\$1,502,837</b>	<b>\$1,595,153</b>
<b>Revenue from Others and Own Sources</b>						
Sales to Non Members	\$0	\$0	\$0	\$0	\$0	\$0
Investment Income	\$21,479	\$15,000	\$18,000	\$20,000	\$19,256	\$22,456
From Reserves for Projects	\$68,292	\$261,100	\$10,766	\$269,900	\$10,400	\$0
	\$89,771	\$276,100	\$28,766	\$289,900	\$29,656	\$22,456
<b>Rate Buffering</b>						
Unrestricted Surplus			\$48,233	\$76,720	\$17,046	\$2,433
Unexpended Capital Fnds	\$63,146	\$123,608	\$58,986	\$0	\$0	\$0
<b>Total Rate Buffering</b>	<b>\$63,146</b>	<b>\$123,608</b>	<b>\$107,219</b>	<b>\$76,720</b>	<b>\$17,046</b>	<b>\$2,433</b>
<b>Total Revenue</b>	<b>\$1,481,249</b>	<b>\$1,741,470</b>	<b>\$1,513,342</b>	<b>\$1,794,320</b>	<b>\$1,549,539</b>	<b>\$1,620,041</b>
<b>Expense</b>						
Governance	\$3,650	\$5,200	\$5,700	\$6,275	\$6,338	\$6,401
Administration	\$47,955	\$51,945	\$53,254	\$54,418	\$54,962	\$55,512
Raw Water Supply, Treatment	\$704,077	\$760,550	\$777,847	\$794,327	\$808,011	\$824,669
Transmission	\$40,171	\$45,571	\$48,671	\$52,296	\$52,724	\$116,355
Debt Servicing	\$297,104	\$297,104	\$297,104	\$297,104	\$297,104	\$297,104
Reserves	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000
<b>Total Regular Operating Expense</b>	<b>\$1,412,957</b>	<b>\$1,480,370</b>	<b>\$1,502,576</b>	<b>\$1,524,420</b>	<b>\$1,539,139</b>	<b>\$1,620,041</b>
Operating Project Expense	\$68,292	\$261,100	\$10,766	\$269,900	\$10,400	\$0
<b>Total Operating Expense</b>	<b>\$1,481,249</b>	<b>\$1,741,470</b>	<b>\$1,513,342</b>	<b>\$1,794,320</b>	<b>\$1,549,539</b>	<b>\$1,620,041</b>
<b>Cash Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accrued Surplus</b>						
Cash Surplus	\$0	\$0	\$0	\$0	\$0	\$0
Add:						
Transfer to Reserves	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000
Debenture Principal	\$165,325	\$170,721	\$176,294	\$182,049	\$187,991	\$194,128
Lease to Purchase Principal	\$96,648	\$96,648	\$96,648	\$96,648	\$96,648	\$145,448
Less:						
Amortization of TC Assets	-\$517,848	-\$529,324	-\$537,414	-\$539,471	-\$541,548	-\$610,512
<b>Accrued Surplus (Deficit)</b>	<b>\$64,124</b>	<b>\$58,045</b>	<b>\$55,529</b>	<b>\$59,226</b>	<b>\$63,091</b>	<b>\$49,064</b>

**Table 6.5**  
**Barrhead Regional Water System**  
**Rate Calculation - Cost of Service Model**  
**Years 2021 - 2025**

[Index](#)

	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Cash Expense</b>					
Governance	\$5,200	\$5,700	\$6,275	\$6,338	\$6,401
Administration	\$51,945	\$53,254	\$54,418	\$54,962	\$55,512
Raw Water Supply, Treatment	\$760,550	\$777,847	\$794,327	\$808,011	\$824,669
Transmission	\$45,571	\$48,671	\$52,296	\$52,724	\$116,355
Total Cash Expense	\$863,266	\$885,472	\$907,316	\$922,035	\$1,002,937
<b>Non-Cash Expense</b>					
Net Book Value (Table 6.5)	\$17,231,017	\$16,759,603	\$16,298,133	\$15,824,015	\$25,413,503
Net Plant in Service mid Year	\$17,245,559	\$16,995,310	\$16,528,868	\$16,061,074	\$20,618,759
Add: Necessary Working Capital	\$107,908	\$110,684	\$113,415	\$115,254	\$125,367
Total Utility Rate Base Mid Year	\$17,353,467	\$17,105,994	\$16,642,283	\$16,176,328	\$20,744,126
No Cost Capital (NCC) Funding Applied					
Unamortized Balance (Table E4)	\$8,472,152	\$8,138,706	\$7,805,260	\$7,471,814	\$16,300,874
Unamortized Balance at Mid Year	\$8,638,875	\$8,305,429	\$7,971,983	\$7,638,537	\$11,886,344
<b>Debt</b>					
Total Debt at year end	\$4,741,205	\$4,468,262	\$4,189,566	\$3,904,926	\$4,541,351
Total Debt at Mid- Year	\$4,874,889	\$4,604,734	\$4,328,914	\$4,047,246	\$4,223,139
<b>Capital Return Calculation</b>					
Rate Base	\$17,353,467	\$17,105,994	\$16,642,283	\$16,176,328	\$20,744,126
Less: No Cost Capital	-\$8,638,875	-\$8,305,429	-\$7,971,983	-\$7,638,537	-\$11,886,344
Sub-Total	\$8,714,592	\$8,800,565	\$8,670,300	\$8,537,791	\$8,857,782
Less: Deemed Equity @ 40%	-\$3,485,837	-\$3,520,226	-\$3,468,120	-\$3,415,117	-\$3,543,113
Long Term Debt	\$5,228,755	\$5,280,339	\$5,202,180	\$5,122,675	\$5,314,669
Less Actual Debt at Mid Year	-\$4,874,889	-\$4,604,734	-\$4,328,914	-\$4,047,246	-\$4,223,139
Deemed Long Term Debt	\$353,866	\$675,606	\$873,266	\$1,075,429	\$1,091,531
<b>Return on Long Term Debt</b>					
Total Debt at Mid Year	\$5,582,621	\$5,955,945	\$6,075,446	\$6,198,103	\$6,406,200
Average Interest Rate	2.344%	2.344%	2.344%	2.344%	2.057%
Calculated Return	\$130,836	\$139,585	\$142,386	\$145,260	\$131,776
<b>Return on Deemed Debt</b>					
Deemed Long Term Debt	-\$353,866	-\$675,606	-\$873,266	-\$1,075,429	-\$1,091,531
Return on Deemed Debt	3.212%	3.095%	2.998%	2.919%	2.852%
Calculated Return	-\$11,366	-\$20,910	-\$26,181	-\$31,392	-\$31,130
<b>Return on Deemed Equity</b>					
Deemed Equity @ 40%	\$3,485,837	\$3,520,226	\$3,468,120	\$3,415,117	\$3,543,113
Return on Deemed Equity	8.500%	8.500%	8.500%	8.500%	8.500%
Calculated Return	\$296,296	\$299,219	\$294,790	\$290,285	\$301,165



**Table 6.5**  
**Barrhead Regional Water System**  
**Rate Calculation - Cost of Service Model**  
**Years 2021 - 2025**

[Index](#)

	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
Total Return On Rate Base	\$415,766	\$417,894	\$410,995	\$404,153	\$401,810
<b>Revenue Required</b>					
Cash Operating Expenses	\$863,266	\$885,472	\$907,316	\$922,035	\$1,002,937
Non Cash Expenses					
Depreciation	\$529,324	\$537,414	\$539,471	\$541,548	\$610,512
Amortization of NCC	-\$333,446	-\$333,446	-\$333,446	-\$333,446	-\$394,939
Return on Rate Base	\$415,766	\$417,894	\$410,995	\$404,153	\$401,810
Total Non-Cash Expense	\$611,644	\$621,861	\$617,020	\$612,255	\$617,382
Less: Other Revenue	-\$15,000	-\$18,000	-\$20,000	-\$19,256	-\$22,456
<b>Net Revenue Required from Rates</b>	<b>\$1,459,910</b>	<b>\$1,489,333</b>	<b>\$1,504,336</b>	<b>\$1,515,035</b>	<b>\$1,597,863</b>
Volume	593,700	597,500	601,300	614,510	633,260
<b>Rate per m3 Required</b>	<b>\$2.46</b>	<b>\$2.49</b>	<b>\$2.50</b>	<b>\$2.47</b>	<b>\$2.52</b>



would be required. The 2025 rate, estimated on a cash basis rate at \$2.52/m<sup>3</sup>, the same as under the Cost of Service basis.

The Commission will continue to use the cash basis for calculating rates and will amend Section 8.9 of Bylaw 2 to allow the Commission the choice of using either the cash or Cost of Service basis for calculating rates.

#### 6.4.4 Summary of Balance Sheet Items

The summary of selected assets and liabilities are shown on Table 6.6.

1. The net book value of tangible capital assets (original cost less accumulated depreciation) are included and are based on the details in Table D2. Though not included in the annual Audited Financial Statement, in this Plan the asset values for the WTP and transmission lines being acquired under Lease to Purchase agreements are included to provide a better understanding of asset replacement requirements. Plant and reservoirs are depreciated over 35 years while pipelines are depreciated over 75 years. Capital assets will be valued at \$25 Million by 2025
2. Long term debt owing and outstanding lease to purchase obligations at year end will be \$4.5 Million by 2025.
3. Restricted Surplus is comprised of five identified reserves for future expense
  - a. Treatment Membrane Reserves - \$250,000 accumulated by 2025 provided funds are not otherwise withdrawn to replace membranes
  - b. General Operating Reserves - will reduce from a projected opening balance in 2021 of \$635,000 to \$580,000 at the close of 2025.
  - c. General Capital Reserve - will increase from a projected opening balance in 2021 of \$420,000 to \$800,000 at the close of 2025.
  - d. SCADA reserve currently has a balance of \$60,000 available for future SCADA system enhancement.
  - e. Unexpended Debenture Funds - \$245,000 remains unexpended from the debenture borrowing authorized under Bylaw 7. These funds will be used to offset a portion of debenture principal repayment over the years 2020 - 2022 to buffer rate increases.
4. Unrestricted Surplus (accumulated operating fund surplus) will be reduced by \$144,000 over the years 2022 - 2025 to buffer rate increases leaving a balance of about \$440,000 in 2025.

**Table 6.6**  
**Barrhead Regional Water System**  
**Summary of Balance Sheet Items**  
**Years 2020 - 2025**

[Index](#)

	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Tangible Capital Assets</b>						
<b>Constructed Assets</b>						
Plant, Reservoirs, Wier	\$12,311,263	\$12,381,459	\$12,009,324	\$11,647,132	\$11,272,293	\$10,829,060
Transmission Pipelines	\$3,315,761	\$3,267,713	\$3,219,665	\$3,171,617	\$3,123,569	\$3,075,521
Under Construction	\$0	\$0	\$0	\$0	\$10,200,000	\$0
Land	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
<b>Sub Total</b>	<b>\$15,634,525</b>	<b>\$15,656,672</b>	<b>\$15,236,489</b>	<b>\$14,826,249</b>	<b>\$24,603,362</b>	<b>\$13,912,081</b>
<b>Assets Acquired through Lease to Purchase Agreements</b>						
Plant, Reservoirs, Wier	\$1,384,274	\$1,336,540	\$1,288,806	\$1,241,073	\$1,193,339	\$1,145,606
Transmission Pipelines	\$241,302	\$237,805	\$234,308	\$230,811	\$227,314	\$10,355,817
<b>Sub Total</b>	<b>\$1,625,576</b>	<b>\$1,574,345</b>	<b>\$1,523,114</b>	<b>\$1,471,884</b>	<b>\$1,420,653</b>	<b>\$11,501,422</b>
<b>Total Net Book Value</b>	<b>\$17,260,100</b>	<b>\$17,231,017</b>	<b>\$16,759,603</b>	<b>\$16,298,133</b>	<b>\$26,024,015</b>	<b>\$25,413,503</b>
<b>Liabilities</b>						
<b>Unamortized No Cost Capital</b>	\$8,805,598	\$8,472,152	\$8,138,706	\$7,805,260	\$7,471,814	\$16,300,874
<b>Debt</b>						
Lease to Purchase Principal	\$1,063,128	\$966,480	\$869,832	\$773,184	\$676,536	\$1,507,088
Long Term Debt Principal	\$3,945,446	\$3,774,725	\$3,598,431	\$3,416,382	\$3,228,391	\$3,034,263
<b>Total Long Term Debt</b>	<b>\$5,008,574</b>	<b>\$4,741,205</b>	<b>\$4,468,262</b>	<b>\$4,189,566</b>	<b>\$3,904,926</b>	<b>\$4,541,351</b>
<b>Restricted Surplus</b>						
<b>Treatment Membrane Reserves</b>						
Opening Balance	\$130,000	\$150,000	\$170,000	\$190,000	\$210,000	\$230,000
Additions	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
(Withdrawals)						
<b>Closing Balance</b>	<b>\$150,000</b>	<b>\$170,000</b>	<b>\$190,000</b>	<b>\$210,000</b>	<b>\$230,000</b>	<b>\$250,000</b>
<b>General Operating Reserve</b>						
Opening Balance	\$602,989	\$634,697	\$473,597	\$562,831	\$392,931	\$482,531
Additions	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
(Withdrawals)	-\$68,292	-\$261,100	-\$10,766	-\$269,900	-\$10,400	\$0
<b>Closing Balance</b>	<b>\$634,697</b>	<b>\$473,597</b>	<b>\$562,831</b>	<b>\$392,931</b>	<b>\$482,531</b>	<b>\$582,531</b>
<b>Capital Reserve</b>						
Opening Balance	\$420,988	\$514,713	\$214,472	\$348,472	\$470,472	\$603,042
Additions	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
(Withdrawals) Table 4.1	-\$106,275	-\$500,241	-\$66,000	-\$78,000	-\$67,430	\$0
<b>Closing Balance</b>	<b>\$514,713</b>	<b>\$214,472</b>	<b>\$348,472</b>	<b>\$470,472</b>	<b>\$603,042</b>	<b>\$803,042</b>
<b>Lagoon Reserve</b>						
Opening Balance	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Additions						
(Withdrawals) Table 4.1						
<b>Closing Balance</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>SCADA Reserve</b>						
Opening Balance	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Additions						

**Table 6.6**  
**Barrhead Regional Water System**  
**Summary of Balance Sheet Items**  
**Years 2020 - 2025**

[Index](#)

	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
(Withdrawals) Table 4.1 Closing Balance	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>Unexpended Debenture Funds</b>						
Opening Balance	\$245,740	\$182,594	\$58,986	\$0	\$0	\$0
Additions						
(Withdrawals) Table 6.31	-\$63,146	-\$123,608	-\$58,986			
Closing Balance	\$182,594	\$58,986	\$0	\$0	\$0	\$0
<b>Total Restricted Surplus</b>						
Opening Balance	\$1,759,717	\$1,842,004	\$1,277,055	\$1,461,303	\$1,433,403	\$1,675,573
Additions	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000
(Withdrawals) Table 4.1	-\$237,713	-\$884,949	-\$135,752	-\$347,900	-\$77,830	\$0
Closing Balance	\$1,842,004	\$1,277,055	\$1,461,303	\$1,433,403	\$1,675,573	\$1,995,573
<b>Unrestricted Surplus</b>						
Opening Balance	\$583,056	\$583,056	\$583,056	\$534,823	\$458,103	\$441,057
Annual Surplus/(Deficit)	\$0	\$0	\$0	\$0	\$0	\$0
(Withdrawals) Table 6.3	\$0	\$0	-\$48,233	-\$76,720	-\$17,046	-\$2,433
Closing Balance	\$583,056	\$583,056	\$534,823	\$458,103	\$441,057	\$438,624
% of Operating Expense	39%	33%	35%	26%	28%	27%
<b>Total Accumulated Surplus (Restricted and Unrestricted)</b>	<b>\$2,425,060</b>	<b>\$1,860,111</b>	<b>\$1,996,126</b>	<b>\$1,891,506</b>	<b>\$2,116,630</b>	<b>\$2,434,197</b>
<b>Reserves</b>						
Operating	\$784,697	\$643,597	\$752,831	\$602,931	\$712,531	\$832,531
Capital	\$1,057,307	\$633,458	\$708,472	\$830,472	\$963,042	\$1,163,042
<b>Total</b>	<b>\$1,842,004</b>	<b>\$1,277,055</b>	<b>\$1,461,303</b>	<b>\$1,433,403</b>	<b>\$1,675,573</b>	<b>\$1,995,573</b>
<b>Estimated Interest</b>						
Reserve Balances	\$1,842,004	\$1,277,055	\$1,461,303	\$1,433,403	\$1,675,573	\$1,995,573
Portion of Unrestricted Surplus	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Assumed Interest Rate	0.5%	0.5%	1.0%	1.0%	1.0%	1.0%
Annual Interest Income	\$10,460	\$7,635	\$17,113	\$16,834	\$19,256	\$22,456



## 6.5 Metrics

Certain measurement, benchmark and comparison information is included in Table 6.7.

Cost of Water from the WTP - The projected unit cost of treated water produced by the WTP in 2021 will total \$2.34/m<sup>3</sup> of which \$1.14/m<sup>3</sup> is for operating and maintenance and \$1.20/m<sup>3</sup> for capital purposes (including debt repayment) and transfers to reserves. This compares to the 2020 unit cost of \$1.66 / m<sup>3</sup> projected in the 2015 Plan.

Water Rate to Members - The Commission's rate of \$2.50 per m<sup>3</sup> for 2021 compares with \$2.26 per m<sup>3</sup> projected for 2020 in the 2015 Plan.

Unrestricted Surplus - The unrestricted surplus, anticipated to be \$583,000 at the end of 2020 or about 39% of total expense will drop to \$440,000 in 2025 or 27% of total expense.

In order to ensure cash liquidity and avoid the need to interim borrow operating funds, a target of ¼ of expense or 25% in unrestricted surplus is identified. The Commission exceeds that target. Section 8.3(a) of the Bylaw 2 sets a limit of 50% of annual income that can be accumulated as unrestricted surplus. The Commission will remain within that limitation for the next 5 years.

Capital Reserves - Capital reserves total \$1.12 million at the beginning of 2021 and are forecast to accumulate to \$1.4 Million by 2025 subject to withdrawals for capital projects not identified at this point. [Section 8.3\(b\)](#) of the Bylaw 2 sets a limit to the amount of funds that can be accumulated in capital reserves to no more than the "total expected capital expenditures in the three years of the Financial Plan and Budget." From 2021 - 2025 the Commission's capital reserve balance will be inconsistent with the Bylaw provisions. The provisions of Section 8.3 were often included by the Municipalities in the original formation bylaw of the Commission to ensure that the Commission did not unduly accumulate cash reserves to the disadvantage of the Municipalities. These limitations, especially that of the capital reserve limitation, present difficulties with respect to financial planning. As addressed in Section 5.4.3 of this Plan, the Commission will consider amendments to Bylaw No. 2 which removes the restrictions on capital reserve balances.

**Table 6.7**  
**Barrhead Regional Water System**  
**Metrics**

[Index](#)

	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Cost of Water from WTP</b>					
Volume (m3)	593,700	597,500	601,300	614,510	633,260
Operating Cost	\$673,423	\$690,720	\$707,200	\$720,884	\$737,542
Cost / m3 6 Plant Average (Table F1)	\$1.13	\$1.16	\$1.18	\$1.17	\$1.16
Capital Purposes and Reserves	\$713,752	\$713,752	\$713,752	\$713,752	\$762,552
Cost / m3	\$1.20	\$1.19	\$1.19	\$1.16	\$1.20
Total Cost / m3	\$2.34	\$2.35	\$2.36	\$2.33	\$2.37
<b>Rate to Members for Water Services</b>					
Rate per m3	\$2.26	\$2.31	\$2.37	\$2.45	\$2.52
<b>Unrestricted Surplus</b>					
Accumulated Surplus	\$583,056	\$534,823	\$458,103	\$441,057	\$438,624
% of Total Income	33%	35%	26%	28%	27%
Target = 1/4 of Total Income	25%	25%	25%	25%	25%
Limits - Bylaw 2, s. 8.3(a)	150%	150%	150%	150%	150%
<b>Capital Reserves</b>					
Balance of Capital Reserves	\$633,458	\$708,472	\$830,472	\$963,042	\$1,163,042
Planned Capital Expenditures*	\$644,241	\$211,430	\$145,430	\$67,430	
Above Limits - Bylaw 2, s. 8.3(b)	\$0	-\$497,042	-\$685,042	-\$895,612	-\$1,163,042



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**Appendix A**  
**Alberta Regulation 135/2011**  
**Municipal Government Act**  
**BARRHEAD REGIONAL WATER**  
**COMMISSION REGULATION**

*Table of Contents*

<b>1</b>	Definition
<b>2</b>	Establishment
<b>3</b>	Members
<b>4</b>	Services
<b>5</b>	Operating deficits
<b>6</b>	Sale of property
<b>7</b>	Profit and surpluses
<b>8</b>	Approval
<b>9</b>	Transfer of property
<b>10</b>	Assumption of debts, etc.

**Definition**

**1** In this Regulation, “member municipality” means a municipality referred to in section 3.

**Establishment**

**2** A regional services commission known as the Barrhead Regional Water Commission is established.

**Members**

**3** The following municipalities are members of the Commission:

- (a) County of Barrhead No. 11;
- (b) Town of Barrhead.

**Services**

**4** The Commission is authorized to provide potable water through the operation of a water treatment and transmission system.

**Operating deficits**

**5** The Commission may not assume operating deficits that are shown on the books of any of the member municipalities.



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### **Sale of property**

**6(1)** The Commission may not, without the approval of the Minister, sell any of its land, buildings, equipment or inventory whose purchase has been funded wholly or partly by grants from the Government of Alberta.

(2) The Minister may not approve a sale under subsection (1) unless the Minister is satisfied

- (a) as to the repayment of the grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings, equipment or inventory to be sold,
- (b) that the sale would not have a significant adverse effect on the services the Commission provides, and
- (c) that the sale will be properly reflected in the rates subsequently charged to the customers of the Commission.

### **Profit and surpluses**

**7** Unless otherwise approved by the Minister, the Commission may not

- (a) operate for the purposes of making a profit, or
- (b) distribute any of its surpluses to its member municipalities.

### **Approval**

**8** The Minister may make an approval under section 6 or 7 subject to any terms or conditions the Minister considers appropriate.

### **Transfer of property**

**9** The member municipalities shall execute all documents and do all things necessary to transfer to the Commission the Neerlandia Waterline.

### **Assumption of debts, etc.**

**10** All debts and liabilities, all titles, easements and rights of way and crossing and all service, construction and consulting agreements incurred, held or entered into by any of the member municipalities with respect to the Neerlandia Waterline are assumed by the Commission, and the Commission shall enter into any agreements, execute any documents and do any other things that are necessary to assume those debts, liabilities, titles, easements, rights of way and crossing and agreements.





## Appendix B Current Organizational and Management Bylaws

### BARRHEAD REGIONAL WATER COMMISSION

#### Bylaw No. I

**Being a By-Law respecting the appointment of a Board of Directors and Chairperson,**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, the Board of the Commission must pass a Bylaw respecting the appointment of its directors and the designation of its Chair,

**NOW THEREFORE** the Board enacts the following:

#### 1. DEFINITIONS

- 1.1 "Act" means the Municipal Government Act, R.S.A. 2004, c. M-26;
- 1.2 "Board" means the Board of Directors of the Commission;
- 1.3 "Chair" means the chairperson of the Board;
- 1.4 "Commission" means the Barrhead Regional Water Commission;
- 1.5 "Director" means the representative of a Member on the Board appointed in accordance with this Bylaw;
- 1.6 "Director at Large" mean Director appointed by the Board of Directors and who do not represent member of the Commission;
- 1.7 "Member(s)" means those members set out in the Regulation;
- 1.8 "Regulation" means *Alberta Regulation AR 135/2011*;

#### 2. BOARD OF DIRECTORS

- 2.1 The Board shall consist of Six(6) Directors that shall be appointed as follows:
  - (a) Four (4) Directors, two directors shall be appointed from each Member of the Commission;
  - (b) Two (2) Directors, who are Directors at large, appointed by the Commission and who do not represent a member of the commission.



The Board shall appoint the Directors at Large each year at the organizational meeting of the Commission

- (i) Names of individuals can be submitted by Member communities prior to the organizational meeting

- 2.2 A Member may revoke its appointment of a Director and may appoint a replacement Director.
- 2.3 The Directors shall elect, from amongst their number, the Chair and the Vice-Chair at the first Regular Meeting of the Board in November of each year.
- 2.4 The term of office of the Chair and Vice Chairman is one year.

### 3. AMENDMENTS

- 3.1 In accordance to section 191(2) of the Municipal Government Act a bylaw to amend to this Bylaw does not come into force until the bylaw is passed by a majority of the Directors of the Board and approved by the Minister of Municipal Affairs.
- 3.2 Written notice of a proposed amendment to the Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

READ A FIRST TIME this 13th day of September, 2011  
READ A SECOND TIME this 13th day of September, 2011  
READ A THIRD TIME this 13th day of September, 2011

CHAIRPERSON  
MANAGER

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS 20<sup>th</sup> DAY OF  
DECEMBER, 2011.

## **BARRHEAD REGIONAL WATER COMMISSION**

### **BYLAW NO. 2**

**Being a By-Law, governing the fees to be charged by the Commission and the governance of administration of the Commission.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, the Board of the Commission must pass Bylaws respecting, governing the fees to be charged by the Commission for services and may pass Bylaws respecting the provision of the Commission's services and the governance of the administration of the Commission.

**NOW THEREFORE** the Board enacts the following:

#### **1. DEFINITIONS**

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2004, c. M-26;
- 1.2 "Annual Meeting" means the Meeting of the Board and the Members to be held on a date and at a location to be determined by the Board in accordance with this Bylaw;
- 1.3 "Auditor" means the auditor of the Commission appointed by the Board pursuant to Section 5.5 hereof;
- 1.4 "Board" means the Board of Directors of the Commission;
- 1.5 "Budget" means the capital budget and the operating budget required by the Act;
- 1.6 "Commission" means the Barrhead Regional Water Commission;
- 1.7 "Director" means the representative of a Member on the Board appointed in accordance with Bylaw 1;
- 1.8 "Financial Plan" means the financial plan for the Commission for the forthcoming three (3) financial years, as it exists from year to year;
- 1.9 "Manager" means the person appointed by the Board as Manager in accordance with this Bylaw;
- 1.10 "Member(s)" means those members set out in the Regulation;
- 1.11 "Regulation" means

- 1.12 "Regular Meeting" means the meetings of the Board to be held each year on dates and at locations to be determined by resolution of the Board pursuant to Section 4.5 hereof;
- 1.13 "System" means the Water Plant, pipelines, reservoirs, pump stations and control systems operated by the Commission for the purpose of providing water to the members and customers of the Commission.
- 1.14 "Special Meeting" means a meeting of the Board called in accordance with Section 4.6 of this Bylaw;
- 1.15 "Water Services" means all treated water services provided by the Commission; and
- 1.16 All other words in this Bylaw are as defined or used in the Act or the Regulation.

## **2. OBJECTS**

- 2.1 The objects of the Commission are:
  - (a) to provide wholesale treated water services to its Members;
  - (b) to provide water services to other customers on such terms and conditions as the Commission may determine.

## **3. MANAGEMENT**

- 3.1 The management of this Commission shall be vested in the Board.

## **4. BOARD OF DIRECTORS**

- 4.1 The Chair:
  - (a) may call a Special Meeting at the discretion of the Chair; and
  - (b) shall call a Special Meeting upon receipt of written request by at least Three (3) Directors.
- 4.2 Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone or by facsimile transmission or any electronic medium not less than forty-eight (48) hours before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if:

- (a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or
  - (b) All the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.
- 4.3 A Director may participate in a Board meeting or at a meeting of a committee of the Board by means of telephone conference or other electronic communications medium that permits each of the Directors to hear each of the other Directors and to be heard by each of the other Directors.
- 4.4 Any matter properly placed before a meeting of the Board shall be decided by a majority of the votes cast by the Directors at the relevant Board Meeting.
- 4.5 A quorum of the Board shall be a majority of the Directors.
- 4.6 The Board shall be responsible for the management and conduct of the affairs of the Commission, which responsibility shall include, but not be limited to, the following:
  - (a) to approve the Financial Plan for the forthcoming three (3) years and the Budget for the forthcoming year;
  - (b) to maintain the operations of the Commission in a manner which benefits the Members; and
  - (c) to cause the minute books and financial records of the Commission to be maintained and to make the same available to the Members.
- 4.7 The Directors shall receive for attending any Board meeting or for carrying out any Director's responsibilities, meeting fees and expenses including travel expenses as permitted by the rates and fees set out the Financial Plan and Budget.

## **5. MEETINGS**

- 5.1 The Board shall call an Annual Meeting which shall be held no later than April 30<sup>th</sup> of each year.
- 5.2 Written notice of the Annual Meeting shall be provided to each Member by mail postmarked not less than thirty (30) days prior to the date of the Annual Meeting.

- 5.3 At the Annual Meeting, the Auditor shall present the audited financial statements of the Commission and the Chair shall report on the activities of the past year of the Board and the future plans of the Commission.
- 5.4 At the first meeting of the Board following the Annual Meeting, the Board shall appoint the Auditor for the ensuing year who shall report to the Board on the annual financial statement of the Commission and on the financial procedures and activities of the Commission.
- 5.5 The Chair shall establish the agenda for any meeting of the Board. Directors shall be entitled to add items to the proposed agenda by submitting a written request to the Manager at least twenty-four (24) hours before the meeting.
- 5.6 The Board shall adopt the agenda at the beginning of the meeting and may, upon agreement of a majority of those Directors present at the meeting add or delete items from the agenda.

## **6. ADMINISTRATION**

- 6.1 The Chair shall appoint all officials and committees as directed by the Board.
- 6.2 The Chair shall be an ex-officio member of all committees.
- 6.3 The Chair shall vote on all matters before the Board.
- 6.4 The Chair shall perform all other and such other duties as are usually performed by the Chair.
- 6.5 The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- 6.6 In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.
- 6.7 During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Board for that purpose shall exercise the duties and powers of the Chair.

- 6.8 The Manager shall act as the administrative head of the Commission and the without limiting the foregoing, the Manager shall:
- (a) ensure that the policies and programs of the Commission are implemented;
  - (b) advise and inform the Board on the operations and affairs of the Commission;
  - (c) maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;
  - (d) perform the duties and exercise the powers assigned to the Manager in this Bylaw
  - (e) perform the duties and exercise the powers required of the Manager in the Act or any other applicable legislation;
  - (f) make decisions on the approval of applications of single-family residences to connect to the water pipelines under the control of the Barrhead Regional Water Commission;
  - (g) cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;
  - (h) cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Commission;
  - (i) cause to be rendered to the Board at Regular Meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;
  - (j) cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;
  - (k) cause all notices to be given to Members and to Directors required by this Bylaw;
  - (l) cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered up when required by the Act or when authorized by the Board to such person as may be named by the Board; and

(m) shall carry out any lawful direction of the Board from time to time.

6.9 The Board may select as Manager:

- (a) an individual that is an employee of the Commission;
- (b) an individual, municipality, or firm engaged on a contractual basis;

on such terms and conditions as may be acceptable to the Board.

6.10 In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

6.11 Any one of the Chair or Vice-Chair, together with the Manager are authorized to execute and deliver any cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission.

6.12 The Board may, from time to time, appoint an assistant manager who shall be authorized, in the absence the Manager, to perform such duties of the Manager as the Board may prescribe.

6.13 Members shall have the right to inspect and may obtain extracts or copies of all books and records of the Commission.

## 7. VOLUME OF WATER SUPPLIED

7.1 Each member of the Commission shall be entitled to the following minimum annual allocations in cubic meters:

Town of Barrhead	630,013	cubic meters
County of Barrhead No. 11	54,500	cubic meters

and the Commission shall undertake to provide capacity within the system to supply the volume of water annually requested by each member. The Commission may at its discretion, provide to Members volumes of water exceeding these allocations.

The 25-Year projected consumption volumes in cubic meters:

Town of Barrhead	902,645	cubic meters per year
County of Barrhead No. 11	103,000	cubic meters per year



- 7.2 Members shall provide the Commission in the fall of each year, a request for water for the next ensuing year, based on a reasonable estimate of the volume of water expected to be required to meet the needs of the Member's customers in that next year, together with a forecast of volumes anticipated to be required by the member for the second through fifth ensuing years.
- 7.3 Where the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous year's volumes, until such time as the Commission is able to fully supply the volume required.

## **8. FINANCIAL**

- 8.1 The financial year of the Commission shall be the calendar year.
- 8.2 Without limiting the requirements for the Budget pursuant to the Act, the Board in fall of each year will prepare the Financial Plan for the forthcoming three (3) financial years and Budget for the next financial year which will set out the:
- (a) expected consumption requirements of the Members;
  - (b) estimate expenditures for the:
    - (i) operations of the Board and Manager;
    - (ii) operations of the system;
    - (iii) purchase of water;
    - (iv) repayment of debt obligations;
    - (v) non cash expenditures; and
    - (vi) return on equity and investments;
  - (c) estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission;
  - (d) second and third year projections of operating expenditure, revenue requirements and rate trends;
  - (e) capital projects planned and expected to completed in the forthcoming financial year and the second and third financial years of the Financial Plan;

- (f) estimated costs and sources of revenue for each year of the Financial Plan;
- (g) rates of remuneration and expenses to be provided to the Directors.

8.3 Subject to and in accordance with the Act and the Budget, the Commission may:

- (a) accumulate operating surplus funds to an amount up to but not exceeding 50% of the annual operating expenditures in any year; and
- (b) accumulate capital reserve funds to an amount up to but not exceeding the total expected capital expenditures in the three years of the Financial Plan and Budget.

8.4 Each Director shall be entitled to vote on the Budget and on the Financial Plan.

8.4 Upon receipt of authorization from the Board to distribute the proposed Budget and Financial Plan, the Manager shall distribute to each Member a complete copy of the proposed Budget and Financial Plan for the relevant financial year.

8.5 Any Member may submit comments and questions to the Board in writing in relation to the Budget and the Financial Plan within thirty (30) days immediately following the date of distribution of the Budget and the Financial Plan.

8.6 After the thirtieth (30<sup>th</sup>) day immediately following the date of distribution of the Budget and the Financial Plan, the Directors shall finalize and approve the Budget and the Financial Plan for the relevant financial year. For the purposes of this paragraph, approval of the Budget and the Financial Plan shall require a majority of those votes cast to be in favour

If the Budget and Financial Plan are not both approved by majority vote as aforesaid, the Manager shall, as soon as reasonably practicable thereafter, deliver to each Member a revised Budget and Financial Plan for approval in accordance with this paragraph and such process shall continue until the Budget and the Financial Plan for the relevant financial year have both been approved.

8.7 Subject to the Act, the Manager may, during any financial year, present to the Members amendments to the Budget and the Financial Plan for the

then current financial year. Any amendments to the Budget and the Financial Plan shall be made in accordance with the procedure for approval of the Budget and the Financial Plan set forth in paragraphs 8.5, 8.6 and 8.7, herein.

- 8.8 The Commission shall set out in the annual Budget and Financial Plan, the rate to be charged by the Commission for providing Water Services to the Members and customers. The rate to Members shall be a common rate, calculated by dividing the estimated costs of the system determined under clause 8.10, by the total volume of water requested by the Members under Clause 7.2 and anticipated to be sold to customers.
- 8.9 The estimated costs of the system shall be determined on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Board, such approach being commonly referred to as the "utility rate model" and shall include full recovery of the annual costs of the Commission for those cost components set out in clauses 8.2 and 8.3.
- 8.10 For those Members purchasing water from the Commission, the Members shall pay to the Commission the product of the actual volume of water purchased by the Member in a year times the rate set out in clause 8.9. Notwithstanding the actual volume of water purchased, the Member shall be responsible for a minimum payment to the Commission of 90% of the volume requested by the Member under clause 7.2 times the rate set out in clause 8.9

## **9. CUSTOMERS AND RESTRICTIONS IN USE OF WATER**

- 9.1 The Commission shall not sell Water Services to a Member and a Member shall not resell Water Services to any customer for the purpose of the supply of Water Services for water flood injection into any geological subsurface structure or formation for oil and gas recovery.
- 9.2 The Commission may terminate the supply of water services to any Member for failure to pay for water services received from the Commission.
- 9.3 Water Services provided by the Commission will be sold at a uniform rate to each Member. The Commission shall be entitled to terminate supply of water services to a Member if the Commission determines that the Member is selling water under the Commission's uniform rate.

**10. CHANGE IN MEMBERSHIP**

- 10.1 The Board may agree to the addition of a municipality as a Member of the Commission if sufficient capacity for the supply of water can be made available.
- 10.2 A new Member shall be required to pay an amount to be calculated at the time of application.
- 10.3 Any contribution received by the Commission under Clause 10.2 shall enure to the benefit of the existing members in the proportion to the contribution of the existing members to the Commission from the date of inception of the Commission to the date of entry of any new member.
- 10.4 A Member may withdraw from membership of the Commission upon five (5) years notice. The withdrawing Member may sell the equity contributed by the Member during the Member's term of membership of the Commission to any other Member of the Commission for such compensation and on such terms as the parties may agree subject to the approval of the Board. However, the Commission or any Member shall not be obligated to purchase the withdrawing Member's proportionate share of the system. The Commission shall not utilize the capacity of the system related to the withdrawing Member's equity or utilize the withdrawing Member's water volume allocation without fair compensation.

**11. AMENDMENTS**

- 11.1 An amendment to this Bylaw may be passed by the Board by a majority of the Directors of the Board.
- 11.2 Written notice of a proposed amendment to the Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

READ A FIRST TIME this 8<sup>th</sup> day of November, 2018

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2019

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
MANAGER



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## **Bylaw 2.1 – Proposed Amendment to Bylaw 2**

## BARRHEAD REGIONAL WATER COMMISSION

### BYLAW NO. 2.1

**Being a By-Law to Amend Bylaw 2 which provides for the governance, management and administration of the Commission.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, the Board of the Commission must pass Bylaws respecting, governing the fees to be charged by the Commission for services and may pass Bylaws respecting the provision of the Commission's services and the governance of the administration of the Commission, and

**WHEREAS** the Commission wishes to amend Bylaw 2 to remove restriction on the amount of restricted surplus funds that may be accumulated by the Commission and to clarify the expenses to be considered in the calculation of annual rates to Members and Customers of the Commission.

**NOW THEREFORE** the Board enacts the following:

1. Section 8 is amended by adding the following new Clause 8.1
  - 8.1. In this Section:
    - a. "Cash Basis" means the method of calculating water services rates which includes the cash expenditures and restrictions of surplus for future expenditures of the Commission and System incurred or expected to be incurred in a financial year,
    - b. "Costs of Service Basis" means the method of calculating wastewater services rates utilizing the principles set out in the American Water Works Association manuals of practice dealing with utility rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the *Alberta Utilities Commission*, such approach also being referred to as the "utility rate model."
2. Existing Clause 8.1 is renumbered as Clause 8.2
3. Existing Clauses 8.2, 8.3, 8.8 and 8.9 are deleted and the following new Clauses 8.3 through 8.8 added:
  - 8.3 The Board shall adopt prior to end of each financial year a Financial Plan for the forthcoming three (3) financial years which will include the formal Operating and Capital Budgets for the next financial year, and which will set out the:
    - (a) Estimated water volume to be delivered by the System to Members and Customers in the next financial year plus forecasted volumes for the following two years,
    - (b) estimated expenditures and expenses for each year of the next three years for the Commission and the System,

- (c) estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission,
  - (d) capital projects planned and expected to be completed in the forthcoming financial year and the second and third financial years of the Financial Plan, and
  - (e) rates of remuneration and expenses to be provided to the Directors.
- 8.4. The Commission shall set out in the annual Financial Plan and Budgets, the fees and rates to be levied on Members and customers for water services provided by the Commission and shall adopt such fees and rates by Bylaw.
- 8.5. The aggregate annual revenue from service fees and rates for water services charged by the Commission to the Members and Customers shall not be less than the estimated aggregate amount required to cover all annual costs and other commitments of the Commission less any grants, transfers from reserves, interests, rents and other revenue (net revenue requirement).
- 8.6. The rate for water services to Members shall be a common rate per cubic meter (/m<sup>3</sup>) of water delivered to the Member or Customers. The Commission may calculate the water services rate for Members and Customers on a Cash Basis or on a Cost of Service Basis. The rate /m<sup>3</sup> shall be calculated by dividing the net revenue requirements in Clause 8.5 by the total estimated water volume identified in Clause 7.2.
- 8.7. Where a Cash Basis is to be used, the following expenses shall be included in the rate calculation:
- a. the operations of the Board and administration,
  - b. the operations of the Water Treatment and Transmission System,
  - c. restrictions of surplus for specified operating purposes (transfers to operating reserves), and
  - d. expenses for capital purposes including debt servicing expenditures, acquisition of capital assets and restriction of surplus for future capital purposes (transfer to capital reserves).
- 8.8. Where the Cost of Service Basis is to be used the following shall be included in the rate calculation:
- a. Cash expense for the operations of the Board and administration,
  - b. Cash expense for the operations of the Water Treatment and Transmission System,
  - c. Net of Annual Amortization of Tangible Capital Assets less the Annual Amortization of external capital funding contributions (No Cost Capital)
  - d. Return on the Utility Rate Base

4. Existing Clauses:

- a. 8.4 is renumbered as 8.9
- b. 8.5 is renumbered as 8.10
- c. 8.6 is renumbered as 8.11
- d. 8.7 is renumbered as 8.12
- e. 8.10 is renumbered as 8.13

5. This bylaw takes effect upon final passing.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 20\_\_

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 20\_\_

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
MANAGER





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## **Appendix C**

### **Population and Volume Projections**

**Table C1  
Barrhead Regional Water System  
Projected Population by Member  
2021 - 2045**

[Index](#)

	Avg Yrly Growth %	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
<b>Existing System</b>																			
<b>Members</b>																			
<u>Town of Barrhead</u>	0.7%	4,742	4,775	4,808	4,842	4,876	4,910	4,944	4,979	5,014	5,049	5,084	5,120	5,156	5,192	5,228	5,265	5,301	5,338
<u>Barrhead County</u>																			
Hamlets																			
Neerlandia	0.5%	202	203	204	205	206	207	208	209	210	211	212	213	214	216	217	218	219	220
Manola	0.5%	81	81	82	82	83	83	83	84	84	85	85	86	86	86	87	87	88	88
Total Hamlets		283	284	286	287	289	290	292	293	295	296	297	299	300	302	303	305	307	308
<b>Total Urban</b>		5,025	5,059	5,094	5,129	5,164	5,200	5,236	5,272	5,308	5,345	5,382	5,419	5,456	5,494	5,531	5,570	5,608	5,647
<u>Barrhead County</u>																			
MacGill Estates	0.0%	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54
Other Rural	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Population</b>		<b>5,079</b>	<b>5,113</b>	<b>5,148</b>	<b>5,183</b>	<b>5,218</b>	<b>5,254</b>	<b>5,290</b>	<b>5,326</b>	<b>5,362</b>	<b>5,399</b>	<b>5,436</b>	<b>5,473</b>	<b>5,510</b>	<b>5,548</b>	<b>5,585</b>	<b>5,624</b>	<b>5,662</b>	<b>5,701</b>

[Index](#)

	Avg Yrly Growth %	2039	2040	2041	2042	2043	2044	2045
<b>Existing System</b>								
<b>Members</b>								
<u>Town of Barrhead</u>	0.7%	5,376	5,413	5,451	5,490	5,528	5,567	5,606
<u>Barrhead County</u>								
Hamlets								
Neerlandia	0.5%	221	222	223	224	225	227	228
Manola	0.5%	89	89	89	90	90	91	91
Total Hamlets		310	311	313	314	316	317	319
<b>Total Urban</b>		5,685	5,725	5,764	5,804	5,844	5,884	5,925
<u>Barrhead County</u>								
MacGill Estates	0.0%	54	54	54	54	54	54	54
Other Rural	0.0%	-	-	-	-	-	-	-
<b>Total Population</b>		<b>5,739</b>	<b>5,779</b>	<b>5,818</b>	<b>5,858</b>	<b>5,898</b>	<b>5,938</b>	<b>5,979</b>

**Table C2**  
**Barrhead Regional Water System**  
**Projected Average Annual Daily Treated Water Demands (m3)**  
**2021 - 2045**

[Index](#)

	Avg Day LCD	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
<b>Members</b>																	
<b>Town of Barrhead</b>	315	1,494	1,504	1,515	1,525	1,536	1,547	1,557	1,568	1,579	1,590	1,601	1,613	1,624	1,635	1,647	1,658
<b>Barrhead County</b>																	
<u>Hamlets</u>																	
Neerlandia	275	56	56	56	56	57	57	57	58	58	58	58	59	59	59	60	60
Manola		60	60	60	61	61	61	62	62	62	62	63	63	63	64	64	64
<b>Total Hamlets</b>		<b>116</b>	<b>116</b>	<b>116</b>	<b>117</b>	<b>118</b>	<b>118</b>	<b>119</b>	<b>119</b>	<b>120</b>	<b>121</b>	<b>121</b>	<b>122</b>	<b>122</b>	<b>123</b>	<b>124</b>	<b>124</b>
<u>Rural</u>																	
MacGill Estates	130	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Northplex		3.3	3.3	3.4	3.4	3.4	3.5	3.5	3.5	3.6	3.6	3.6	3.7	3.7	3.7	3.8	3.8
Covenant Canadian Reformed School		6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6
Rural Farm/Industrial Connections		8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4
<b>Total Rural</b>		<b>25.3</b>	<b>25.3</b>	<b>25.4</b>	<b>25.4</b>	<b>25.4</b>	<b>25.5</b>	<b>25.5</b>	<b>25.5</b>	<b>25.6</b>	<b>25.6</b>	<b>25.7</b>	<b>25.7</b>	<b>25.7</b>	<b>25.8</b>	<b>25.8</b>	<b>25.8</b>
<b>Total County</b>		<b>141</b>	<b>141</b>	<b>142</b>	<b>142</b>	<b>143</b>	<b>144</b>	<b>144</b>	<b>145</b>	<b>146</b>	<b>146</b>	<b>147</b>	<b>147</b>	<b>148</b>	<b>149</b>	<b>149</b>	<b>150</b>
<b>Total Daily Volume</b>		<b>1,635</b>	<b>1,645</b>	<b>1,656</b>	<b>1,668</b>	<b>1,679</b>	<b>1,690</b>	<b>1,702</b>	<b>1,713</b>	<b>1,725</b>	<b>1,737</b>	<b>1,748</b>	<b>1,760</b>	<b>1,772</b>	<b>1,784</b>	<b>1,796</b>	<b>1,808</b>
Litres per second (l/s)		22.7	22.9	23.0	23.2	23.3	23.5	23.6	23.8	24.0	24.1	24.3	24.4	24.6	24.8	24.9	25.1
<b>Thunder Lake / Campsie Line</b>																	
Full Buildout Volume	Avg % Increase	272	272	272	272	272	272	272	272	272	272	272	272	272	272	272	272
% Drawn	7%	0%	0%	0%	0%	10%	17%	24%	31%	38%	45%	52%	59%	100%	100%	100%	100%
Volume		0	0	0	0	27	46	65	84	103	122	141	160	272	272	272	272
<b>Total Daily Volume With TLC Line</b>		<b>1,635</b>	<b>1,645</b>	<b>1,656</b>	<b>1,668</b>	<b>1,706</b>	<b>1,737</b>	<b>1,767</b>	<b>1,798</b>	<b>1,828</b>	<b>1,859</b>	<b>1,890</b>	<b>1,921</b>	<b>2,044</b>	<b>2,056</b>	<b>2,068</b>	<b>2,080</b>
Litres per second (l/s)		18.9	19.0	19.2	19.3	19.7	20.1	20.5	20.8	21.2	21.5	21.9	22.2	23.7	23.8	23.9	24.1
<b>NW 27 Industrial</b>																	
Full Buildout Volume	Avg % Increase	850	850	850	850	850	850	850	850	850	850	850	850	850	850	850	850
% Drawn	5%	0%	0%	0%	0%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%
Volume		-	-	-	-	85	128	170	213	255	298	340	383	425	468	510	553

**Table C2**  
**Barrhead Regional Water System**  
**Projected Average Annual Daily Treated Water Demands (m3)**  
**2021 - 2045**

[Index](#)

Avg Day LCD	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
	<b>1,635</b>	<b>1,645</b>	<b>1,656</b>	<b>1,668</b>	<b>1,791</b>	<b>1,864</b>	<b>1,937</b>	<b>2,010</b>	<b>2,083</b>	<b>2,156</b>	<b>2,230</b>	<b>2,303</b>	<b>2,469</b>	<b>2,524</b>	<b>2,578</b>	<b>2,633</b>
Litres per second (l/s)	18.9	19.0	19.2	19.3	20.7	21.6	22.4	23.3	24.1	25.0	25.8	26.7	28.6	29.2	29.8	30.5
Total Urban	1,610	1,620	1,631	1,642	1,653	1,665	1,676	1,688	1,699	1,711	1,723	1,735	1,746	1,758	1,770	1,783
Total Rural	25	25	25	25	25	25	26	26	26	26	26	26	26	26	26	26
	1,635	1,645	1,656	1,668	1,679	1,690	1,702	1,713	1,725	1,737	1,748	1,760	1,772	1,784	1,796	1,808

[Index](#)

		Avg Day LCD	2037	2038	2039	2040	2041	2042	2043	2044	2045
<b>Members</b>											
<b>Town of Barrhead</b>		315	1,670	1,682	1,693	1,705	1,717	1,729	1,741	1,754	1,766
<b>Barrhead County</b>											
<u>Hamlets</u>											
Neerlandia		275	60	60	61	61	61	62	62	62	63
Manola			65	65	65	66	66	66	67	67	67
Total Hamlets			125	126	126	127	127	128	129	129	130
<u>Rural</u>											
MacGill Estates		130	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Northplex			3.9	3.9	3.9	4.0	4.0	4.1	4.1	4.1	4.2
Covenant Canadian Reformed School			6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6	6.6
Rural Farm/Industrial Connections			8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4
Total Rural			25.9	25.9	26.0	26.0	26.0	26.1	26.1	26.2	26.2
<b>Total County</b>			<b>151</b>	<b>151</b>	<b>152</b>	<b>153</b>	<b>153</b>	<b>154</b>	<b>155</b>	<b>155</b>	<b>156</b>
<b>Total Daily Volume</b>			<b>1,821</b>	<b>1,833</b>	<b>1,845</b>	<b>1,858</b>	<b>1,871</b>	<b>1,883</b>	<b>1,896</b>	<b>1,909</b>	<b>1,922</b>
Litres per second (l/s)			25.3	25.5	25.6	25.8	26.0	26.2	26.3	26.5	26.7
<b>Thunder Lake / Campsie Line</b>											
Full Buildout Volume	Avg % Increase		272	272	272	272	272	272	272	272	272
% Drawn	7%		100%	100%	100%	100%	100%	100%	100%	100%	100%
Volume			272	272	272	272	272	272	272	272	272
<b>Total Daily Volume With TLC Line</b>			<b>2,093</b>	<b>2,105</b>	<b>2,117</b>	<b>2,130</b>	<b>2,143</b>	<b>2,155</b>	<b>2,168</b>	<b>2,181</b>	<b>2,194</b>
Litres per second (l/s)			24.2	24.4	24.5	24.7	24.8	24.9	25.1	25.2	25.4
<b>NW 27 Industrial</b>											
Full Buildout Volume	Avg % Increase		850	850	850	850	850	850	850	850	850
% Drawn	5%		70%	75%	80%	85%	90%	95%	100%	100%	100%
Volume			595	638	680	723	765	808	850	850	850

[Index](#)

Avg Day LCD	2037	2038	2039	2040	2041	2042	2043	2044	2045
	<b>2,688</b>	<b>2,742</b>	<b>2,797</b>	<b>2,852</b>	<b>2,908</b>	<b>2,963</b>	<b>3,018</b>	<b>3,031</b>	<b>3,044</b>
Litres per second (l/s)	31.1	31.7	32.4	33.0	33.7	34.3	34.9	35.1	35.2
Total Urban	1,795	1,807	1,820	1,832	1,845	1,857	1,870	1,883	1,896
Total Rural	26	26	26	26	26	26	26	26	26
	1,821	1,833	1,845	1,858	1,871	1,883	1,896	1,909	1,922

**Table C3**  
**Barrhead Regional Water System**  
**Projected Annual Treated Water Demands (m3)**  
**2021 - 2045**

[Index](#)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
<b>Members</b>																		
<u>Town of Barrhead</u>	545,310	548,973	552,816	556,685	560,582	564,506	568,458	572,437	576,444	580,479	584,543	588,634	592,755	596,904	601,082	605,290	609,527	613,794
<u>Barrhead County</u>																		
Hamlets																		
Neerlandia	20,440	20,377	20,479	20,581	20,684	20,788	20,892	20,996	21,101	21,207	21,313	21,419	21,526	21,634	21,742	21,851	21,960	22,070
Manola	21,809	21,918	22,028	22,138	22,249	22,360	22,472	22,584	22,697	22,810	22,925	23,039	23,154	23,270	23,386	23,503	23,621	23,739
Total Hamlets	42,249	42,295	42,507	42,719	42,933	43,148	43,363	43,580	43,798	44,017	44,237	44,458	44,681	44,904	45,129	45,354	45,581	45,809
Total Urban	587,559	591,268	595,323	599,405	603,515	607,654	611,821	616,017	620,242	624,496	628,780	633,093	637,435	641,808	646,211	650,644	655,108	659,603
Rural																		
MacGill Estates	2,555	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562	2,562
Northplex	1,200	1,212	1,224	1,236	1,249	1,261	1,274	1,287	1,300	1,313	1,326	1,339	1,352	1,366	1,380	1,393	1,407	1,421
Covenant Cdn Shool	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409	2,409
Rural Farm/Industrial Connectic	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066	3,066
<b>Total Annual Volume</b>	<b>596,789</b>	<b>600,518</b>	<b>604,584</b>	<b>608,679</b>	<b>612,801</b>	<b>616,953</b>	<b>621,132</b>	<b>625,341</b>	<b>629,579</b>	<b>633,846</b>	<b>638,143</b>	<b>642,469</b>	<b>646,825</b>	<b>651,211</b>	<b>655,628</b>	<b>660,075</b>	<b>664,553</b>	<b>669,061</b>
Thunder Lake / Campsie Line*	-	-	-	-	5,539	9,416	13,293	17,170	21,046	24,923	28,800	32,677	55,386	55,386	55,386	55,386	55,386	55,386
<b>Total Volume with TLC Line</b>	<b>596,789</b>	<b>600,518</b>	<b>604,584</b>	<b>608,679</b>	<b>618,340</b>	<b>626,368</b>	<b>634,425</b>	<b>642,511</b>	<b>650,626</b>	<b>658,770</b>	<b>666,943</b>	<b>675,146</b>	<b>702,211</b>	<b>706,597</b>	<b>711,013</b>	<b>715,460</b>	<b>719,938</b>	<b>724,447</b>
* Annual Volume Reflects Seasonal Use of Some Properties																		
NW Industrial Development	-	-	-	-	31,025	46,538	62,050	77,563	93,075	108,588	124,100	139,613	155,125	170,638	186,150	201,663	217,175	232,688
<b>Total Volume with TLC, NW27</b>	<b>596,789</b>	<b>600,518</b>	<b>604,584</b>	<b>608,679</b>	<b>649,365</b>	<b>672,906</b>	<b>696,475</b>	<b>720,073</b>	<b>743,701</b>	<b>767,357</b>	<b>791,043</b>	<b>814,759</b>	<b>857,336</b>	<b>877,234</b>	<b>897,163</b>	<b>917,123</b>	<b>937,113</b>	<b>957,134</b>



[Index](#)

	2039	2040	2041	2042	2043	2044	2045
<b>Members</b>							
<u>Town of Barrhead</u>	618,090	622,417	626,774	631,161	635,579	640,028	644,509
<u>Barrhead County</u>							
Hamlets							
Neerlandia	22,180	22,291	22,403	22,515	22,627	22,740	22,854
Manola	23,858	23,977	24,097	24,217	24,338	24,460	24,582
Total Hamlets	46,038	46,268	46,499	46,732	46,966	47,200	47,436
Total Urban	664,128	668,685	673,273	677,893	682,545	687,229	691,945
Rural							
MacGill Estates	2,562	2,562	2,562	2,562	2,562	2,562	2,562
Northplex	1,436	1,450	1,464	1,479	1,494	1,509	1,524
Covenant Cdn Shool	2,409	2,409	2,409	2,409	2,409	2,409	2,409
Rural Farm/Industrial Connectic	3,066	3,066	3,066	3,066	3,066	3,066	3,066
<b>Total Annual Volume</b>	<b>673,601</b>	<b>678,172</b>	<b>682,775</b>	<b>687,409</b>	<b>692,076</b>	<b>696,775</b>	<b>701,506</b>
Thunder Lake / Campsie Line*	55,386	55,386	55,386	55,386	55,386	55,386	55,386
<b>Total Volume with TLC Line</b>	<b>728,987</b>	<b>733,558</b>	<b>738,160</b>	<b>742,795</b>	<b>747,462</b>	<b>752,160</b>	<b>756,892</b>
* Annual Volume Reflects Seasonal U:							
NW Industrial Development	248,200	263,713	279,225	294,738	310,250	310,250	310,250
<b>Total Volume with TLC, NW27</b>	<b>977,187</b>	<b>997,270</b>	<b>1,017,385</b>	<b>1,037,532</b>	<b>1,057,712</b>	<b>1,062,410</b>	<b>1,067,142</b>

**Table C4**  
**Barrhead Regional Water System**  
**Projected Maximum Day Water Demands (m3)**  
**2021 - 2045**

[Index](#)

	Peak Day Factor	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
<b>Members</b>																					
<u>Town of Barrhead</u>	1.7	2,540	2,557	2,575	2,593	2,611	2,629	2,648	2,666	2,685	2,704	2,723	2,742	2,761	2,780	2,800	2,819	2,839	2,859	2,879	2,899
<u>Barrhead County</u>																					
<u>Hamlets</u>																					
<u>Neerlandia</u>	2	112	112	112	113	113	114	114	115	116	116	117	117	118	119	119	120	120	121	122	122
<u>Manola</u>	2	120	120	121	121	122	123	123	124	124	125	126	126	127	128	128	129	129	130	131	131
Total Hamlets		232	232	233	234	235	236	238	239	240	241	242	244	245	246	247	249	250	251	252	254
Total Urban		2,771	2,789	2,808	2,827	2,846	2,866	2,885	2,905	2,925	2,945	2,965	2,985	3,006	3,026	3,047	3,068	3,089	3,110	3,131	3,152
<u>Rural</u>	2	51	51	51	51	51	51	51	51	51	51	51	51	51	52	52	52	52	52	52	52
<b>Total Daily Volume</b>		<b>2,822</b>	<b>2,839</b>	<b>2,858</b>	<b>2,878</b>	<b>2,897</b>	<b>2,917</b>	<b>2,936</b>	<b>2,956</b>	<b>2,976</b>	<b>2,996</b>	<b>3,016</b>	<b>3,037</b>	<b>3,057</b>	<b>3,078</b>	<b>3,098</b>	<b>3,119</b>	<b>3,140</b>	<b>3,162</b>	<b>3,183</b>	<b>3,204</b>
Litres per second (l/s)		32.7	32.9	33.1	33.3	33.5	33.8	34.0	34.2	34.4	34.7	34.9	35.1	35.4	35.6	35.9	36.1	36.3	36.6	36.8	37.1
Thunder Lake/Campsie Line	1.61	-	-	-	-	44	74	105	136	166	197	228	258	438	438	438	438	438	438	438	438
<b>Total Max Day Volume with TLC Line</b>		<b>2,822</b>	<b>2,839</b>	<b>2,858</b>	<b>2,878</b>	<b>2,941</b>	<b>2,991</b>	<b>3,041</b>	<b>3,092</b>	<b>3,142</b>	<b>3,193</b>	<b>3,244</b>	<b>3,295</b>	<b>3,495</b>	<b>3,515</b>	<b>3,536</b>	<b>3,557</b>	<b>3,578</b>	<b>3,599</b>	<b>3,620</b>	<b>3,642</b>
Litres per second (l/s)		32.7	32.9	33.1	33.3	34.0	34.6	35.2	35.8	36.4	37.0	37.5	38.1	40.4	40.7	40.9	41.2	41.4	41.7	41.9	42.2
NW Industrial Development	2	-	-	-	-	170	255	340	425	510	595	680	765	850	935	1,020	1,105	1,190	1,275	1,360	1,445
<b>Total Max Day Volume with TLC / NW27</b>		<b>2,822</b>	<b>2,839</b>	<b>2,858</b>	<b>2,878</b>	<b>3,111</b>	<b>3,246</b>	<b>3,381</b>	<b>3,517</b>	<b>3,652</b>	<b>3,788</b>	<b>3,924</b>	<b>4,060</b>	<b>4,345</b>	<b>4,450</b>	<b>4,556</b>	<b>4,662</b>	<b>4,768</b>	<b>4,874</b>	<b>4,980</b>	<b>5,087</b>

[Index](#)

	Peak Day Factor	2041	2042	2043	2044	2045
<b>Members</b>						
<u>Town of Barrhead</u>	1.7	2,919	2,940	2,960	2,981	3,002
<b>Barrhead County</b>						
<u>Hamlets</u>						
<u>Neerlandia</u>	2	123	123	124	125	125
<u>Manola</u>	2	132	133	133	134	135
Total Hamlets		255	256	257	259	260
Total Urban		3,174	3,196	3,218	3,240	3,262
<u>Rural</u>	2	52	52	52	52	52
<b>Total Daily Volume</b>		<b>3,226</b>	<b>3,248</b>	<b>3,270</b>	<b>3,292</b>	<b>3,314</b>
Litres per second (l/s)		37.3	37.6	37.8	38.1	38.4
Thunder Lake/Campsie Line	1.61	438	438	438	438	438
<b>Total Max Day Volume with TLC Line</b>		<b>3,664</b>	<b>3,685</b>	<b>3,707</b>	<b>3,729</b>	<b>3,752</b>
Litres per second (l/s)		42.4	42.7	42.9	43.2	43.4
NW Industrial Development	2	1,530	1,615	1,700	1,700	1,700
<b>Total Max Day Volume with TLC / NW27</b>		<b>5,194</b>	<b>5,300</b>	<b>5,407</b>	<b>5,429</b>	<b>5,452</b>

**Table C5**  
**Barrhead Regional Water System**  
**Projected Service Area Volumes - Thunder Lake Line**

	Number of Lots	Residents Per Lot	Number of Residents	Water Usage (lcd)	Average Daily Demand (m3)	Relative Occupancy		Annual Volume (m3)
						Seasonal 3 months	Permanent 12 months	
Cambarr Estates	31	2.5	78	275	21.3	0%	100%	7,779
Campsie Cove	14	2.5	35	275	9.6	0%	100%	3,513
Hamlet of Campsie	32	2.5	80	275	22.0	0%	100%	8,030
Thunder Lake Condominium	108	2.5	270	275	74.3	80%	20%	10,766
Summerlea	91	2.5	228	275	62.6	80%	20%	9,072
Lightning Bay	68	2.5	170	275	46.8	80%	20%	6,779
Thunder Lake Campground*	127	1.0	127	100	12.7	100%	0%	1,143
Rural Connections	52	2.5	130	175	22.8	0%	100%	8,304
	<b>523</b>		<b>1,117</b>		<b>272.0</b>	43%	58%	<b>55,386</b>

\* Includes 21 Serviced Campsites

Source: Table 3.2 Barrhead to Thunder Lake / Campsie Regional Water Transmission Line, Preliminary Design Report (Stantec 2014)

**Table C6**  
**Barrhead Regional Water Commission**  
**Meter Readings**  
**Actual to August 31, Projected for September - December**

	BRWC Reading M <sup>3</sup>	WTP Reading	WTP Usage	To System	Neerlandia	Usage M <sup>3</sup>	Manola Low	Manola High	Usage M <sup>3</sup>	McGill	Usage M <sup>3</sup>	Town of Barrhead	Wastewater From WTP	M <sup>3</sup>	Sales Volume			Raw Water
															Town	County	Total	
Previous	3947000	6882			310451		14727.073	15530.14		8374			1860355					
January	3,993,825	7,063	181	46,644	312,043	1,592	15,393	16,313	1,448	8,530	156	43,448	1,876,830	16,475	43,448	3,196	46,644	63,300
February	4,037,440	7,189	126	43,489	313,493	1,450	15,929	17,037	1,261	8,670	140	40,638	1,894,195	17,365	40,638	2,851	43,489	60,980
March	4,083,840	7,309	120	46,280	314,933	1,440	16,503	17,762	1,299	8,862	192	43,349	1,913,390	19,195	43,349	2,931	46,280	65,595
April	4,130,260	7,424	115	46,305	316,626	1,693	17,079	18,567	1,381	9,073	211	43,020	1,932,520	19,130	43,020	3,285	46,305	65,550
May	4,181,475	7,552	128	51,087	319,664	3,038	17,697	19,555	1,606	9,286	213	46,230	1,952,750	20,230	46,230	4,857	51,087	71,445
June	4,238,980	7,671	119	57,386	324,516	4,852	18,338	20,731	1,817	9,524	238	50,479	1,975,110	22,360	50,479	6,907	57,386	79,865
July	4,290,362	7,789	118	51,264	327,202	2,686	18,924	21,638	1,493	9,746	222	46,863	1,993,884	18,774	46,863	4,401	51,264	70,156
August	4,341,420	7,905	116	50,942	329,430	2,228	19,476	22,377	1,292	9,968	222	47,200	2,012,600	18,716	47,200	3,742	50,942	69,774
September			120	46,738		1,694			1,197		174	43,673		18,228	43,673	3,065	46,738	65,086
October			120	46,718		1,434			1,415		189	43,680		18,220	43,680	3,038	46,718	65,058
November			120	47,324		1,805			1,320		180	44,019		18,456	44,019	3,305	47,324	65,900
December			120	48,132		1,897			1,268		209	44,758		18,771	44,758	3,374	48,132	67,023
<b>Total</b>			<b>1,503</b>	<b>582,309</b>		<b>25,809</b>			<b>16,797</b>		<b>2,346</b>	<b>537,357</b>		<b>225,921</b>	<b>537,357</b>	<b>44,952</b>	<b>582,309</b>	<b>809,733</b>



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## **Appendix D**

### **Detailed Financial Information**

**Table D1  
Barrhead Regional Water System  
Debenture Details**

<b>Project</b>	<b>Bylaw # 7 - Water Treatment Plant</b>		
<b>First Payment</b>	September 15, 2013	(yyyy-mm-dd)	
<b>Last Payment</b>	2038	Accrual Days	108
<b>Amount of Loan</b>	\$5,065,125		
<b>Annual Percentage</b>	3.238%		
<b>Payments per Year</b>	2		
<b>Number of Years</b>	25		
<b>Number of Payments</b>	50		
<b>Start or End of Period</b>	end		
<b>Regular Payment</b>	\$148,552.03	<b>Annual Expense</b>	\$297,104.06

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Bal @ YE
2013	1	\$148,552	\$82,004	\$66,548	\$4,998,577	September 15, 2013	\$4,998,577
2014	2	\$148,552	\$80,927	\$67,625	\$4,930,952	March 15, 2014	
2014	3	\$148,552	\$79,832	\$68,720	\$4,862,232	September 15, 2014	\$4,862,232
2015	4	\$148,552	\$78,720	\$69,832	\$4,792,400	March 15, 2015	
2015	5	\$148,552	\$77,589	\$70,963	\$4,721,437	September 15, 2015	\$4,721,437
2016	6	\$148,552	\$76,440	\$72,112	\$4,649,325	March 15, 2016	
2016	7	\$148,552	\$75,273	\$73,279	\$4,576,045	September 15, 2016	\$4,576,045
2017	8	\$148,552	\$74,086	\$74,466	\$4,501,580	March 15, 2017	
2017	9	\$148,552	\$72,881	\$75,671	\$4,425,908	September 15, 2017	\$4,425,908
2018	10	\$148,552	\$71,655	\$76,897	\$4,349,011	March 15, 2018	
2018	11	\$148,552	\$70,411	\$78,142	\$4,270,870	September 15, 2018	\$4,270,870
2019	12	\$148,552	\$69,145	\$79,407	\$4,191,463	March 15, 2019	
2019	13	\$148,552	\$67,860	\$80,692	\$4,110,771	September 15, 2019	\$4,110,771
2020	14	\$148,552	\$66,553	\$81,999	\$4,028,772	March 15, 2020	
2020	15	\$148,552	\$65,226	\$83,326	\$3,945,446	September 15, 2020	\$3,945,446
2021	16	\$148,552	\$63,877	\$84,675	\$3,860,771	March 15, 2021	
2021	17	\$148,552	\$62,506	\$86,046	\$3,774,725	September 15, 2021	\$3,774,725
2022	18	\$148,552	\$61,113	\$87,439	\$3,687,286	March 15, 2022	
2022	19	\$148,552	\$59,697	\$88,855	\$3,598,431	September 15, 2022	\$3,598,431
2023	20	\$148,552	\$58,259	\$90,293	\$3,508,137	March 15, 2023	
2023	21	\$148,552	\$56,797	\$91,755	\$3,416,382	September 15, 2023	\$3,416,382
2024	22	\$148,552	\$55,311	\$93,241	\$3,323,141	March 15, 2024	
2024	23	\$148,552	\$53,802	\$94,750	\$3,228,391	September 15, 2024	\$3,228,391
2025	24	\$148,552	\$52,268	\$96,284	\$3,132,106	March 15, 2025	
2025	25	\$148,552	\$50,709	\$97,843	\$3,034,263	September 15, 2025	\$3,034,263
2026	26	\$148,552	\$49,125	\$99,427	\$2,934,836	March 15, 2026	
2026	27	\$148,552	\$47,515	\$101,037	\$2,833,799	September 15, 2026	\$2,833,799
2027	28	\$148,552	\$45,879	\$102,673	\$2,731,126	March 15, 2027	
2027	29	\$148,552	\$44,217	\$104,335	\$2,626,791	September 15, 2027	\$2,626,791
2028	30	\$148,552	\$42,528	\$106,024	\$2,520,767	March 15, 2028	
2028	31	\$148,552	\$40,811	\$107,741	\$2,413,026	September 15, 2028	\$2,413,026
2029	32	\$148,552	\$39,067	\$109,485	\$2,303,541	March 15, 2029	
2029	33	\$148,552	\$37,294	\$111,258	\$2,192,283	September 15, 2029	\$2,192,283
2030	34	\$148,552	\$35,493	\$113,059	\$2,079,224	March 15, 2030	
2030	35	\$148,552	\$33,663	\$114,889	\$1,964,335	September 15, 2030	\$1,964,335
2031	36	\$148,552	\$31,803	\$116,749	\$1,847,585	March 15, 2031	

**Table D1**  
**Barrhead Regional Water System**  
**Debenture Details**

<b>Project</b>	<b>Bylaw # 7 - Water Treatment Plant</b>		
<b>First Payment</b>	September 15, 2013	(yyyy-mm-dd)	
<b>Last Payment</b>	2038	Accrual Days	108
<b>Amount of Loan</b>	\$5,065,125		
<b>Annual Percentage</b>	3.238%		
<b>Payments per Year</b>	2		
<b>Number of Years</b>	25		
<b>Number of Payments</b>	50		
<b>Start or End of Period</b>	end		
<b>Regular Payment</b>	\$148,552.03	<b>Annual Expense</b>	\$297,104.06

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Bal @ YE
2031	37	\$148,552	\$29,912	\$118,640	\$1,728,945	September 15, 2031	\$1,728,945
2032	38	\$148,552	\$27,992	\$120,560	\$1,608,385	March 15, 2032	
2032	39	\$148,552	\$26,040	\$122,512	\$1,485,873	September 15, 2032	\$1,485,873
2033	40	\$148,552	\$24,056	\$124,496	\$1,361,377	March 15, 2033	
2033	41	\$148,552	\$22,041	\$126,511	\$1,234,866	September 15, 2033	\$1,234,866
2034	42	\$148,552	\$19,992	\$128,560	\$1,106,306	March 15, 2034	
2034	43	\$148,552	\$17,911	\$130,641	\$975,665	September 15, 2034	\$975,665
2035	44	\$148,552	\$15,796	\$132,756	\$842,909	March 15, 2035	
2035	45	\$148,552	\$13,647	\$134,905	\$708,004	September 15, 2035	\$708,004
2036	46	\$148,552	\$11,463	\$137,089	\$570,914	March 15, 2036	
2036	47	\$148,552	\$9,243	\$139,309	\$431,605	September 15, 2036	\$431,605
2037	48	\$148,552	\$6,988	\$141,564	\$290,041	March 15, 2037	
2037	49	\$148,552	\$4,696	\$143,856	\$146,185	September 15, 2037	\$146,185
2038	50	\$148,552	\$2,367	\$146,185	\$0	March 15, 2038	
		<b>\$7,427,602</b>	<b>\$2,362,477</b>	<b>\$5,065,125</b>			



**Table D2  
Barrhead Regional Water System  
Debt Details**

<b>Project</b>	<b>Lease to Purchase - Town WTP</b>		
<b>First Payment</b>	July 1, 2012		(yyyy-mm-dd)
<b>Last Payment</b>	2031	Accrual Days	184
<b>Amount of Loan</b>	\$1,742,540		
<b>Annual Percentage</b>	0.000%		
<b>Payments per Year</b>	1		
<b>Number of Years</b>	20		
<b>Number of Payments</b>	20		
<b>Start or End of Period</b>	end		
<b>Regular Payment</b>	\$87,127.01	<b>Annual Expense</b>	\$87,127.01

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Bal @ YE
2012	1	\$87,127	\$0	\$87,127	\$1,655,413	July 1, 2012	\$1,655,413
2013	2	\$87,127	\$0	\$87,127	\$1,568,286	July 1, 2013	\$1,568,286
2014	3	\$87,127	\$0	\$87,127	\$1,481,159	July 1, 2014	\$1,481,159
2015	4	\$87,127	\$0	\$87,127	\$1,394,032	July 1, 2015	\$1,394,032
2016	5	\$87,127	\$0	\$87,127	\$1,306,905	July 1, 2016	\$1,306,905
2017	6	\$87,127	\$0	\$87,127	\$1,219,778	July 1, 2017	\$1,219,778
2018	7	\$87,127	\$0	\$87,127	\$1,132,651	July 1, 2018	\$1,132,651
2019	8	\$87,127	\$0	\$87,127	\$1,045,524	July 1, 2019	\$1,045,524
2020	9	\$87,127	\$0	\$87,127	\$958,397	July 1, 2020	\$958,397
2021	10	\$87,127	\$0	\$87,127	\$871,270	July 1, 2021	\$871,270
2022	11	\$87,127	\$0	\$87,127	\$784,143	July 1, 2022	\$784,143
2023	12	\$87,127	\$0	\$87,127	\$697,016	July 1, 2023	\$697,016
2024	13	\$87,127	\$0	\$87,127	\$609,889	July 1, 2024	\$609,889
2025	14	\$87,127	\$0	\$87,127	\$522,762	July 1, 2025	\$522,762
2026	15	\$87,127	\$0	\$87,127	\$435,635	July 1, 2026	\$435,635
2027	16	\$87,127	\$0	\$87,127	\$348,508	July 1, 2027	\$348,508
2028	17	\$87,127	\$0	\$87,127	\$261,381	July 1, 2028	\$261,381
2029	18	\$87,127	\$0	\$87,127	\$174,254	July 1, 2029	\$174,254
2030	19	\$87,127	\$0	\$87,127	\$87,127	July 1, 2030	\$87,127
2031	20	\$87,127	\$0	\$87,127	\$0	July 1, 2031	\$0

**Table D3**  
**Barrhead Regional Water System**  
**Debt Details**

<b>Project</b>	<b>Lease to Purchase - County Transmission Lines</b>		
<b>First Payment</b>	July 1, 2012		(yyyy-mm-dd)
<b>Last Payment</b>	2031	Accrual Days	184
<b>Amount of Loan</b>		\$190,420	
<b>Annual Percentage</b>		0.000%	
<b>Payments per Year</b>		1	
<b>Number of Years</b>		20	
<b>Number of Payments</b>		20	
<b>Start or End of Period</b>		end	
<b>Regular Payment</b>	\$9,521.01	<b>Annual Expense</b>	\$9,521.01

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Bal @ YE
2012	1	\$9,521	\$0	\$9,521	\$180,899	July 1, 2012	\$180,899
2013	2	\$9,521	\$0	\$9,521	\$171,378	July 1, 2013	\$171,378
2014	3	\$9,521	\$0	\$9,521	\$161,857	July 1, 2014	\$161,857
2015	4	\$9,521	\$0	\$9,521	\$152,336	July 1, 2015	\$152,336
2016	5	\$9,521	\$0	\$9,521	\$142,815	July 1, 2016	\$142,815
2017	6	\$9,521	\$0	\$9,521	\$133,294	July 1, 2017	\$133,294
2018	7	\$9,521	\$0	\$9,521	\$123,773	July 1, 2018	\$123,773
2019	8	\$9,521	\$0	\$9,521	\$114,252	July 1, 2019	\$114,252
2020	9	\$9,521	\$0	\$9,521	\$104,731	July 1, 2020	\$104,731
2021	10	\$9,521	\$0	\$9,521	\$95,210	July 1, 2021	\$95,210
2022	11	\$9,521	\$0	\$9,521	\$85,689	July 1, 2022	\$85,689
2023	12	\$9,521	\$0	\$9,521	\$76,168	July 1, 2023	\$76,168
2024	13	\$9,521	\$0	\$9,521	\$66,647	July 1, 2024	\$66,647
2025	14	\$9,521	\$0	\$9,521	\$57,126	July 1, 2025	\$57,126
2026	15	\$9,521	\$0	\$9,521	\$47,605	July 1, 2026	\$47,605
2027	16	\$9,521	\$0	\$9,521	\$38,084	July 1, 2027	\$38,084
2028	17	\$9,521	\$0	\$9,521	\$28,563	July 1, 2028	\$28,563
2029	18	\$9,521	\$0	\$9,521	\$19,042	July 1, 2029	\$19,042
2030	19	\$9,521	\$0	\$9,521	\$9,521	July 1, 2030	\$9,521
2031	20	\$9,521	\$0	\$9,521	\$0	July 1, 2031	\$0

**Table D4**  
**Barrhead Regional Water System**  
**Debt Details**

<b>Project</b>	<b>Lease to Purchase - County Transmission - Thunder Lake</b>		
<b>First Payment</b>	July 1, 2025	(yyyy-mm-dd)	
<b>Last Payment</b>	2044	Accrual Days	184
<b>Amount of Loan</b>	\$976,000		
<b>Annual Percentage</b>	0.000%		
<b>Payments per Year</b>	1		
<b>Number of Years</b>	20		
<b>Number of Payments</b>	20		
<b>Start or End of Period</b>	end		
<b>Regular Payment</b>	\$48,800.01	<b>Annual Expense</b>	\$48,800.01

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Bal @ YE
2025	1	\$48,800	\$0	\$48,800	\$927,200	July 1, 2025	\$927,200
2026	2	\$48,800	\$0	\$48,800	\$878,400	July 1, 2026	\$878,400
2027	3	\$48,800	\$0	\$48,800	\$829,600	July 1, 2027	\$829,600
2028	4	\$48,800	\$0	\$48,800	\$780,800	July 1, 2028	\$780,800
2029	5	\$48,800	\$0	\$48,800	\$732,000	July 1, 2029	\$732,000
2030	6	\$48,800	\$0	\$48,800	\$683,200	July 1, 2030	\$683,200
2031	7	\$48,800	\$0	\$48,800	\$634,400	July 1, 2031	\$634,400
2032	8	\$48,800	\$0	\$48,800	\$585,600	July 1, 2032	\$585,600
2033	9	\$48,800	\$0	\$48,800	\$536,800	July 1, 2033	\$536,800
2034	10	\$48,800	\$0	\$48,800	\$488,000	July 1, 2034	\$488,000
2035	11	\$48,800	\$0	\$48,800	\$439,200	July 1, 2035	\$439,200
2036	12	\$48,800	\$0	\$48,800	\$390,400	July 1, 2036	\$390,400
2037	13	\$48,800	\$0	\$48,800	\$341,600	July 1, 2037	\$341,600
2038	14	\$48,800	\$0	\$48,800	\$292,800	July 1, 2038	\$292,800
2039	15	\$48,800	\$0	\$48,800	\$244,000	July 1, 2039	\$244,000
2040	16	\$48,800	\$0	\$48,800	\$195,200	July 1, 2040	\$195,200
2041	17	\$48,800	\$0	\$48,800	\$146,400	July 1, 2041	\$146,400
2042	18	\$48,800	\$0	\$48,800	\$97,600	July 1, 2042	\$97,600
2043	19	\$48,800	\$0	\$48,800	\$48,800	July 1, 2043	\$48,800
2044	20	\$48,800	\$0	\$48,800	\$0	July 1, 2044	\$0

**Table D5**  
**Barrhead Regional Water System**  
**Annual Expense**  
**Years 2020 - 2025**

[Index](#)

	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
Inflation Cost Escalation Factor	1%	1%	1%	1%	1%	1%
<b>Board</b>						
55,110 Honoraria - Members at Large	\$3,500	\$4,000	\$4,100	\$4,300	\$4,343	\$4,386
55,120 Travel	\$150	\$200	\$300	\$350	\$354	\$357
55,130 Membership Fees, Conventions	\$0	\$250	\$300	\$350	\$354	\$357
55,140 Goods and Supplies	\$0	\$750	\$1,000	\$1,275	\$1,288	\$1,301
	\$3,650	\$5,200	\$5,700	\$6,275	\$6,338	\$6,401
<b>Administration</b>						
55,216 Postage and Courier	\$0	\$200	\$200	\$200	\$202	\$204
55,517 Communications	\$0	\$500	\$550	\$600	\$606	\$612
55,221 Advertising	\$0	\$200	\$225	\$250	\$253	\$255
55,230 Audit Fees	\$1,850	\$2,000	\$2,200	\$2,300	\$2,323	\$2,346
55,231 Legal Fees	\$0	\$1,000	\$1,200	\$1,400	\$1,414	\$1,428
55,251 Software Support	\$0	\$700	\$800	\$900	\$909	\$918
55,259 Contracted Services, Consultant	\$43,000	\$43,430	\$43,864	\$44,303	\$44,746	\$45,193
55,274 Insurance	\$2,990	\$3,400	\$3,600	\$3,750	\$3,788	\$3,825
55,510 Goods and Supplies	\$100	\$500	\$600	\$700	\$707	\$714
55,810 Bank Charges/ Short Term	\$15	\$15	\$15	\$15	\$15	\$15
	\$47,955	\$51,945	\$53,254	\$54,418	\$54,962	\$55,512
<b>Total Governance and Administration</b>	<b>\$51,605</b>	<b>\$57,145</b>	<b>\$58,954</b>	<b>\$60,693</b>	<b>\$61,300</b>	<b>\$61,913</b>
		\$0				
<b>Raw Water Supply and Treatment</b>						
Volume Escalation		2.0%	0.6%	0.6%	2.2%	3.1%
56217 Communications	\$9,000	\$11,500	\$12,000	\$12,400	\$12,524	\$12,649
56233 Engineering	\$0	\$10,000	\$10,000	\$10,000	\$10,100	\$10,201
56250 Maintenance and Mterials	\$25,000	\$34,823	\$34,820	\$35,520	\$35,875	\$36,234
56251 Lease	\$87,127	\$87,127	\$87,127	\$87,127	\$87,127	\$87,127
26274 Insurance	\$49,990	\$57,500	\$60,000	\$63,000	\$63,630	\$64,266
56350 Contracted Operation Services (Town)	\$224,960	\$228,600	\$230,900	\$233,280	\$235,613	\$237,969
56531 Goods and Chemicals	\$100,000	\$120,000	\$125,000	\$125,000	\$129,024	\$134,290
56543 Utilities - Natural Gas	\$48,000	\$48,000	\$50,000	\$52,000	\$52,520	\$53,045
56544 Utilities - Electric Power	\$157,000	\$160,000	\$165,000	\$173,000	\$178,569	\$185,857
56763 To Membrane Operating Reserve	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
57259 Contracted Services - Wier	\$3,000	\$3,000	\$3,000	\$3,000	\$3,030	\$3,030
56950 Amortization - WTP	\$276,458	\$276,458	\$276,458	\$276,458		
57950 Amortization - Weir	\$16,172	\$16,172	\$16,172	\$16,172		
	<b>\$1,016,707</b>	<b>\$1,073,180</b>	<b>\$1,090,477</b>	<b>\$1,106,957</b>	<b>\$828,011</b>	<b>\$844,669</b>
<b>Transmission Lines</b>						
Expansion Factor					0%	33%
58253 Scada Systems NWL	\$4,500	\$5,000	\$5,500	\$6,000	\$6,060	\$8,140
58255 Water Breaks Line Repair	\$6,000	\$6,500	\$6,500	\$7,000	\$7,070	\$9,497
58256 Booster Station Maintenance	\$3,500	\$4,000	\$4,500	\$5,000	\$5,050	\$6,784
58261 Lease - Neerlandia, Manola Lines	\$9,521	\$9,521	\$9,521	\$9,521	\$9,521	\$9,521
58262 Lease - Thunder Lake Line		\$0	\$0	\$0	\$0	\$48,800

**Table D5**  
**Barrhead Regional Water System**  
**Annual Expense**  
**Years 2020 - 2025**

<a href="#">Index</a>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
		<b>Projected</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	Inflation Cost Escalation Factor	1%	1%	1%	1%	1%	1%
58250	Insurance	\$1,150	\$1,300	\$1,350	\$1,425	\$1,439	\$1,933
58350	Contracted Operation Services (Count	\$15,000	\$18,000	\$20,000	\$22,000	\$22,220	\$29,848
58500	Goods - Equipment	\$500	\$1,250	\$1,300	\$1,350	\$1,364	\$1,832
58950	Amortization	\$47,868	\$47,868	\$47,868	\$47,868	\$47,868	\$47,868
		<b>\$88,039</b>	<b>\$93,439</b>	<b>\$96,539</b>	<b>\$100,164</b>	<b>\$100,592</b>	<b>\$164,223</b>
<b>Debentures</b>							
55831	Debenture Interest	\$131,779	\$126,383	\$120,810	\$115,055	\$109,113	\$102,976
55832	Debenture Principal	\$165,325	\$170,721	\$176,294	\$182,049	\$187,991	\$194,128
		<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>	<b>\$297,104</b>
<b>Transfers to Reserves</b>							
56763	Operating Reserve	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
56763	Lagoon Upgrade Reserves	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
56765	Capital Reserve	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
		<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
	<b>Total Expense</b>	<b>\$1,753,455</b>	<b>\$1,820,868</b>	<b>\$1,843,074</b>	<b>\$1,864,918</b>	<b>\$1,587,007</b>	<b>\$1,667,910</b>

**Table D6**  
**Barrhead Regional Water System**  
**Tangible Capital Assets**  
**2021 - 2026**

	Constructed Assets					Acquired Assets		Total Assets
	Plant Pumphouses Reservoirs	Pipelines	Under Construction	Land	Sub Total	Plant Pumphouses Reservoirs	Pipelines	
Amorization Period in Years	35	75		-		35	75	
<b>2019</b>								
Net Carrying Amount Year End	\$0	\$3,494,376	\$12,222,706	\$7,500	\$15,724,582	\$1,670,675	\$262,285	\$17,657,542
<b>2020</b>								
Opening Original Cost	\$14,501,197	\$3,597,610	\$0	\$7,500	\$18,106,308	\$1,670,675	\$262,285	\$20,039,268
Additions	\$300,275	\$6,000	\$0		\$306,275			\$306,275
Closing Cost Value	\$14,801,472	\$3,603,610	\$0	\$7,500	\$18,412,583	\$1,670,675	\$262,285	\$20,345,543
Opening Accumulated Amortization	\$2,071,600	\$239,841			\$2,311,440	\$238,668	\$17,486	\$2,567,594
Amortization	\$418,610	\$48,008			\$466,618	\$47,734	\$3,497	\$517,848
Closing Accumulated Amortization	\$2,490,209	\$287,849	\$0	\$0	\$2,778,058	\$286,401	\$20,983	\$3,085,442
Net Carrying Amount Year End	\$12,311,263	\$3,315,761	\$0	\$7,500	\$15,634,525	\$1,384,274	\$241,302	\$17,260,100
<b>2021</b>								
Opening Cost Value	\$14,801,472	\$3,603,610	\$0	\$7,500	\$18,412,583	\$1,670,675	\$262,285	\$20,345,543
Additions	\$500,241	\$0	\$0	\$0	\$500,241			\$500,241
Closing Cost Value	\$15,301,713	\$3,603,610	\$0	\$7,500	\$18,912,824	\$1,670,675	\$262,285	\$20,845,784
Opening Accumulated Amortization	\$2,490,209	\$287,849	\$0	\$0	\$2,778,058	\$286,401	\$20,983	\$3,085,442
Amortization	\$430,046	\$48,048	\$0	\$0	\$478,094	\$47,734	\$3,497	\$529,324
Closing Accumulated Amortization	\$2,920,255	\$335,897	\$0	\$0	\$3,256,152	\$334,135	\$24,480	\$3,614,767
Net Carrying Amount Year End	\$12,381,459	\$3,267,713	\$0	\$7,500	\$15,656,672	\$1,336,540	\$237,805	\$17,231,017
<b>2022</b>								
Opening Cost Value	\$15,301,713	\$3,603,610	\$0	\$7,500	\$18,912,824	\$1,670,675	\$262,285	\$20,845,784
Additions	\$66,000	\$0	\$0	\$0	\$66,000			\$66,000
Closing Cost Value	\$15,367,713	\$3,603,610	\$0	\$7,500	\$18,978,824	\$1,670,675	\$262,285	\$20,911,784
Opening Accumulated Amortization	\$2,920,255	\$335,897	\$0	\$0	\$3,256,152	\$334,135	\$24,480	\$3,614,767
Amortization	\$438,135	\$48,048	\$0	\$0	\$486,183	\$47,734	\$3,497	\$537,414
Closing Accumulated Amortization	\$3,358,389	\$383,945	\$0	\$0	\$3,742,334	\$381,869	\$27,977	\$4,152,180
Net Carrying Amount Year End	\$12,009,324	\$3,219,665	\$0	\$7,500	\$15,236,489	\$1,288,806	\$234,308	\$16,759,603
<b>2023</b>								
Opening Cost Value	\$15,367,713	\$3,603,610	\$0	\$7,500	\$18,978,824	\$1,670,675	\$262,285	\$20,911,784
Additions	\$78,000	\$0	\$0	\$0	\$78,000			\$78,000

**Table D6**  
**Barrhead Regional Water System**  
**Tangible Capital Assets**  
**2021 - 2026**

	Constructed Assets					Acquired Assets		Total Assets
	Plant Pumphouses Reservoirs	Pipelines	Under Construction	Land	Sub Total	Plant Pumphouses Reservoirs	Pipelines	
Closing Cost Value	\$15,445,713	\$3,603,610	\$0	\$7,500	\$19,056,824	\$1,670,675	\$262,285	\$20,989,784
Opening Accumulated Amortization	\$3,358,389	\$383,945	\$0	\$0	\$3,742,334	\$381,869	\$27,977	\$4,152,180
Amortization	\$440,192	\$48,048	\$0	\$0	\$488,240	\$47,734	\$3,497	\$539,471
Closing Accumulated Amortization	\$3,798,581	\$431,993	\$0	\$0	\$4,230,574	\$429,602	\$31,474	\$4,691,651
Net Carrying Amount Year End	\$11,647,132	\$3,171,617	\$0	\$7,500	\$14,826,249	\$1,241,073	\$230,811	\$16,298,133
<b>2024</b>								
Opening Cost Value	\$15,445,713	\$3,603,610	\$0	\$7,500	\$19,056,824	\$1,670,675	\$262,285	\$20,989,784
Additions	\$67,430		\$10,200,000	\$0	\$10,267,430			\$10,267,430
Closing Cost Value	\$15,513,143	\$3,603,610	\$10,200,000	\$7,500	\$29,324,254	\$1,670,675	\$262,285	\$31,257,214
Opening Accumulated Amortization	\$3,798,581	\$431,993	\$0	\$0	\$4,230,574	\$429,602	\$31,474	\$4,691,651
Amortization	\$442,269	\$48,048	\$0	\$0	\$490,318	\$47,734	\$3,497	\$541,548
Closing Accumulated Amortization	\$4,240,851	\$480,041	\$0	\$0	\$4,720,892	\$477,336	\$34,971	\$5,233,199
Net Carrying Amount Year End	\$11,272,293	\$3,123,569	\$10,200,000	\$7,500	\$24,603,362	\$1,193,339	\$227,314	\$26,024,015
<b>2025</b>								
Opening Cost Value	\$15,513,143	\$3,603,610	\$10,200,000	\$7,500	\$29,324,254	\$1,670,675	\$262,285	\$31,257,214
Additions			-\$10,200,000	\$0	-\$10,200,000		\$10,200,000	\$0
Closing Cost Value	\$15,513,143	\$3,603,610	\$0	\$7,500	\$19,124,254	\$1,670,675	\$10,462,285	\$31,257,214
Opening Accumulated Amortization	\$4,240,851	\$480,041	\$0	\$0	\$4,720,892	\$477,336	\$34,971	\$5,233,199
Amortization	\$443,233	\$48,048	\$0	\$0	\$491,281	\$47,734	\$71,497	\$610,512
Closing Accumulated Amortization	\$4,684,083	\$528,089	\$0	\$0	\$5,212,173	\$525,069	\$106,468	\$5,843,710
Net Carrying Amount Year End	\$10,829,060	\$3,075,521	\$0	\$7,500	\$13,912,081	\$1,145,606	\$10,355,817	\$25,413,503

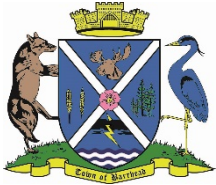
**Table D7**  
**Barrhead Regional Water System**  
**Amortization of No Cost Capital**  
**2014 - 2020**

<a href="#">Index</a>	Plant Pumphouses Reservoirs	Pipelines	Total
Amorization Period in Years	35	75	
<b>2014</b>			
Opening Original No Cost Capital		\$2,487,032	\$2,487,032
Additions	\$9,264,918		\$9,264,918
Closing Original No Cost Capital Value	\$9,264,918	\$2,487,032	\$11,751,950
Opening Accumulated Amortization	\$2,071,600	\$0	\$2,071,600
Amortization	\$132,356	\$33,160	\$165,516
Closing Accumulated Amortization	\$2,203,956	\$33,160	\$2,237,116
Net No Cost Capital Value Year End	\$7,060,962	\$2,453,872	\$9,514,834
<b>2015</b>			
Opening Original No Cost Capital	\$9,264,918	\$2,487,032	\$11,751,950
Additions	\$1,045,083	\$0	\$1,045,083
Closing Original No Cost Capital Value	\$10,310,001	\$2,487,032	\$12,797,033
Opening Accumulated Amortization	\$2,203,956	\$33,160	\$2,237,116
Amortization	\$279,642	\$33,160	\$312,802
Closing Accumulated Amortization	\$2,483,597	\$66,321	\$2,549,918
Net No Cost Capital Value Year End	\$7,826,403	\$2,420,711	\$10,247,115
<b>2016</b>			
Opening Original No Cost Capital	\$10,310,001	\$2,487,032	\$12,797,033
Additions			\$0
Closing Original No Cost Capital Value	\$10,310,001	\$2,487,032	\$12,797,033
Opening Accumulated Amortization	\$2,483,597	\$66,321	\$2,549,918
Amortization	\$294,571	\$33,160	\$327,732
Closing Accumulated Amortization	\$2,778,169	\$99,481	\$2,877,650
Net No Cost Capital Value Year End	\$7,531,832	\$2,387,551	\$9,919,383
<b>2017</b>			
Opening Original No Cost Capital	\$10,310,001	\$2,487,032	\$12,797,033
Additions		\$0	\$0
Closing Original No Cost Capital Value	\$10,310,001	\$2,487,032	\$12,797,033
Opening Accumulated Amortization	\$2,778,169	\$99,481	\$2,877,650
Amortization	\$294,571	\$33,160	\$327,732
Closing Accumulated Amortization	\$3,072,740	\$132,642	\$3,205,382



**Table D7**  
**Barrhead Regional Water System**  
**Amortization of No Cost Capital**  
**2014 - 2020**

<a href="#">Index</a>	Plant Pumphouses Reservoirs	Pipelines	Total
Net No Cost Capital Value Year End	\$7,237,261	\$2,354,391	\$9,591,651
<b>2018</b>			
Opening Original No Cost Capital	\$10,310,001	\$2,487,032	\$12,797,033
Additions		\$0	\$0
Closing Original No Cost Capital Value	\$10,310,001	\$2,487,032	\$12,797,033
Opening Accumulated Amortization	\$3,072,740	\$132,642	\$3,205,382
Amortization	\$294,571	\$33,160	\$327,732
Closing Accumulated Amortization	\$3,367,312	\$165,802	\$3,533,114
Net No Cost Capital Value Year End	\$6,942,689	\$2,321,230	\$9,263,919
<b>2019</b>			
Opening Original No Cost Capital	\$10,310,001	\$2,487,032	\$12,797,033
Additions			\$0
Closing Original No Cost Capital Value	\$10,310,001	\$2,487,032	\$12,797,033
Opening Accumulated Amortization	\$3,367,312	\$165,802	\$3,533,114
Amortization	\$294,571	\$33,160	\$327,732
Closing Accumulated Amortization	\$3,661,883	\$198,963	\$3,860,846
Net No Cost Capital Value Year End	\$6,648,118	\$2,288,070	\$8,936,187
<b>2020</b>			
Opening Original No Cost Capital	\$10,310,001	\$2,487,032	\$12,797,033
Additions	\$200,000		\$200,000
Closing Original No Cost Capital Value	\$10,510,001	\$2,487,032	\$12,997,033
Opening Accumulated Amortization	\$3,661,883	\$198,963	\$3,860,846
Amortization	\$297,429	\$33,160	\$330,589
Closing Accumulated Amortization	\$3,959,312	\$232,123	\$4,191,435
Net No Cost Capital Value Year End	\$6,550,689	\$2,254,909	\$8,805,598



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Operational Agreement with the Barrhead Regional Water Commission

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## **1.0 PURPOSE:**

For Council to approve a new Operational Agreement with the Barrhead Regional Water Commission, as presented.

## **2.0 BACKGROUND AND DISCUSSION:**

The original agreement between the Town and the Water Commission was signed on February 7, 2011.

In this past year, Administration has met with the Manager of the Commission on several occasions to discuss the renewal of the agreement. There were a number of minor changes agreed upon, most notably the revised definition of the "Regional Water System".

All revisions do not affect the scope, depth or intent of the original agreement.

The proposed agreement notes that the term would be for five years commencing upon the endorsement of the agreement.

## **3.0 ALTERNATIVES:**

3.1 Council approves the draft Operational Agreement with the Regional Water Commission, as presented.

3.2 Council instructs Administration to provide further information to the draft Operational Agreement with the Barrhead Regional Water Commission and to bring back the information at a future Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Similar to the previous agreement, the Commission would compensate the Town based on actual expenses.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The agreement is limited to the Town's Utilities Department.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

With a new agreement in place, there would be limited operational issues to discuss and address with the Commission's Board of Directors.

**8.0 ATTACHMENTS:**

8.1 Draft operational Agreement with the Barrhead Regional Water Commission

**9.0 RECOMMENDATIONS:**

Council approves the draft Operational Agreement with the Regional Water Commission, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

OPERATIONAL AGREEMENT

THIS AGREEMENT MADE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

BETWEEN

**BARRHEAD REGIONAL WATER COMMISSION**  
(hereinafter referred to as the "Commission")

OF THE FIRST PART

AND

**TOWN OF BARRHEAD**  
(hereinafter referred to as the "Contractor")

OF THE SECOND PART

**WHEREAS:**

- (a) The Commission has constructed a regional water system which is comprised of raw water lagoons, water treatment plant and transmission lines from the Town of Barrhead to Hamlets of Neerlandia and Manola, and the subdivision of McGill Estates;
- (b) the Commission requires a contractor to provide services to meet the requirements of the conditions of its approval from Alberta Environment and Parks; and
- (c) the Contractor is desirous to provide contract services to the Commission.

**IN CONSIDERATION** of mutual promises and covenants contained herein, the parties agree to as follows:

**ARTICLE 1 – DEFINITIONS**

1.01 In this agreement, unless the content or subject matter is inconsistent therewith, the following words shall be defined as follows:

- (a) "Abnormal Circumstances" means circumstances that are beyond the reasonable control of the Contractor (it being agreed that lack of financial resources does not constitute such a circumstance) and that are of a significant nature and continue for a period of time sufficiently long to disrupt the treatment process of the Regional Water System and the ability of the Regional Water System to deliver Water or to otherwise prevent or disrupt the ability of the Contractor to perform the Services in accordance with the terms of the Agreement, including an event of Force Majeure;
- (b) "Agreement" means this Operational Agreement between the Commission and the Contractor and includes all Schedules thereto;
- (c) "Approval" shall mean the operating "approval" issued by Alberta Environment and Parks as attached hereto as "Schedule B";
- (d) "Commission" means Barrhead Regional Water Commission;
- (e) "Contractor" means the Town of Barrhead;
- (f) "Fees" has that meaning as set forth in Section 5.01 hereof;

- (g) "Force Majeure" means any event or circumstance that prevents or delays a party from performing any of its obligations under the Agreement within the time required for the performance of such obligation, but only to the extent that the event is not reasonably within the control of the party (insufficiency of funds not being beyond the reasonably control of a party) and may include the following:
- (i) acts of God, acts of the public enemy, terrorism, sabotage, wars (declared or undeclared), blockades, insurrections, riots, diseases or epidemics, landslides, lightning, fire, earthquakes, storms, subsidence, floods, high waters, washouts, drought, low waters, orders or acts of civil or military authorities, civil disturbances, or any other causes, whether of the kind herein enumerated or otherwise;
  - (ii) any official or unofficial strike, lock-out, go slow or other labour dispute or disruption materially affecting the construction industry or a significant portion or sector of it, provided however, that any such strike, lock-out, go slow or other labour dispute or disruption is not specific to all or any portion of the Regional Water System or does not affect only all or any of the Contractor, its subcontractors or any of their respective employees, agents or representatives;
- (h) "Members" means, collectively, the Town of Barrhead, (in its capacity as a member of the Commission and not as the Contractor), and the County of Barrhead No. 11;
- (i) "Regional Water System" means the raw water lagoons, weir, Water Treatment Plant and Regional water transmission lines from the Town of Barrhead to the Hamlets of Neerlandia, and Manola, and the subdivision of McGill Estates as located in Barrhead County. For the purposes of this Agreement the scope of the Regional Water System is limited to the facilities which are within the control of the Town of Barrhead, and do not include the following: the water transmission line to the Hamlet of Neerlandia, including the meter and booster station; the water transmission line to the Hamlet of Manola, including the meter; and the transmission line to the subdivision of McGill Estates, including the meter.
- (j) "Services" means those services as set forth in Section 4.01 hereof;
- (k) "Water Treatment Plant" means the water treatment plant located in the Town of Barrhead. A site map is included in *Schedule "A" Water Treatment Plant*;
- (l) "Water" means potable water treated by the Commission.

## **ARTICLE 2 – PROVISION OF SERVICES**

2.01 The Contractor agrees to provide the Services in accordance with the terms of this Agreement.

## **ARTICLE 3 – TERM**

### 3.01 Length of Term

This Agreement will have a term of five (5) years commencing on the date of agreement, as recorded on the first page of this Agreement.

### 3.02 Review of Terms of Agreement

Every Twelve (12) months from the anniversary of this Agreement, both parties shall meet to review the terms of this Agreement and will negotiate amendments to the Agreement, as both parties agree. Both parties agree and acknowledge that there is no obligation for the parties to agree to any amendment.

## **ARTICLE 4 – SERVICES**

### 4.01 General Services

The Contractor will provide the following general services to operate and maintain the Regional Water System (the “Services”):

- (a) Testing – The Contractor will undertake the testing of water and general provisions as set forth in the Approval. A copy of the Approval is included in *Schedule “B” Approval Alberta Environment and Parks*;
- (b) Operation of Regional Water Treatment Plant located in the Town of Barrhead in conditions set out in the Approval from Alberta Environment and Parks.
- (c) Emergency Services – The Contractor will provide emergency services when required, the following being a list of Emergency Services that could be required, which list is not intended to be all inclusive, but is provided to show examples of Emergency Services:
  - (i) Line breaks or equipment failures that are within the capabilities of the Contractor to repair in a timely manner;
  - (ii) Contracting and coordinating with vendors to repair line breaks or equipment failures that are **not** within the capabilities of the Contractor to repair in a timely manner; and
  - (iii) Situations of Abnormal Circumstances, in which case the Contractor will provide whatever remedies that are within the capabilities of the Contractor, and contact and coordinate with vendors who could provide additional remedies in order to bring the situation back to normal in as timely a manner as possible.
- (d) Capital and Operational Projects – The Contractor will contact and coordinate with vendors to perform the Capital and Operational Projects as budgeted each year. The services provided by these vendors will be paid for by the Contractor, and subsequently reimbursed by the Commission.
- (e) In addition to the foregoing services, the Contractor shall also perform those duties as set forth in *Schedule “C” Services and Maintenance Duties* attached hereto.

4.02 The performance of the Services by the Contractor shall be described and identified by the Contractor and provided to the Commission Manager.

4.03 The Contractor shall perform all maintenance and repair work on the Regional Water System, as is required from time to time, during the term of this Agreement. Notwithstanding this, the Contractor acknowledges that it shall require the consent of the Commission to perform any repair or maintenance obligation that shall exceed the annual budget for repairs and maintenance in the aggregate.

4.04 The Contractor shall provide the Commission with monthly reporting on all material aspects of the operation, maintenance and repair of the Regional Water System. When Emergency Services are being provided, the Contractor shall keep the Commission Manager informed on an on-going basis.

## **5 ARTICLE 5 – PAYMENT**

5.01 Subject to and in accordance with this Agreement, as compensation for the services provided by the Contractor under this Agreement, the Commission shall pay to the Contractor:

- a) As per the rate outlined in the Annual Budget, or a revised amount agreed upon by the Commission, and
- b) As invoiced on a monthly basis and due within 30 days of the invoice.

5.02 The Fees to be charged by the Contractor or the time required to perform the Services by the Contractor shall be reviewed each year prior to November 1 of each year during the Term, to ensure both parties can monitor the hours of work and rates for the upcoming year. Any change in the compensation payable for Services shall be negotiated by the parties within thirty (30) days of the notice provided by the Contractor. If no agreement is achieved within such thirty (30) day period, either party may refer issues respecting the amount of such adjustment or whether or not a significant change has occurred warranting adjustment to the fee structure for resolution in accordance with the dispute resolution process set forth in this Agreement.

5.03 The Commission shall pay GST in respect of amounts payable for all Services hereunder when and as invoiced.

5.04 Payments due to vendors, equipment manufacturers, chemical companies, etc. shall be paid by the Contractor, and subsequently reimbursed by the Commission.

5.05 To provide clarity regarding the payment of Emergency Services (4.01 c):

- a) Emergency Services which are within the capabilities of the Contractor to repair in a timely manner shall be considered part of the Services provided by the Contractor;
- b) Emergency Services which are outside the capabilities of the Contractor to repair in a timely manner, and which are provided by a vendor, shall be paid by the Contractor and then reimbursed by the Commission; and
- c) Situations of Abnormal Circumstances which are outside the capabilities of the Contractor, and which are provided by a vendor, shall be paid by the Contractor and then reimbursed by the Commission.

## **6 ARTICLE 6 – DISPUTES**

6.01 As a general statement of principle, the Contractor will undertake its best efforts to maintain, operate and provide a consistent, dependable supply of Water pursuant to the terms of this Agreement.

6.02 Notwithstanding any other provision of this Agreement, the Contractor shall not be liable for any failure of or delay in performance of the Services or of its other obligations or be in breach of this Agreement if and to the extent such failure is caused by Abnormal Circumstances, provided that the Contractor gives notice to the Commission of such Abnormal Circumstances.

6.03 The Contractor shall notify the Commission as soon as reasonably possible, and in any event within three (3) days, after the Contractor becomes aware of any Abnormal Circumstances and in such notice or so soon after giving such notice as is reasonably possible, the Contractor shall provide to the Commission's Representative particulars of the Abnormal Circumstances sufficient to permit the Commission to assess the gravity and impact of the Abnormal Circumstances as well as details of any action taken by the Contractor to mitigate same and the action proposed by the Contractor to mitigate and, to the extent reasonably possible, to prevent the recurrence of such Abnormal Circumstances in the future.

6.04 If there is a dispute between the parties in connection with this Agreement, the parties shall, acting reasonably and in good faith, use their best efforts to resolve the same as soon as possible by negotiation. If the dispute cannot be otherwise resolved pursuant to this Section 6.03, within twenty (20) days of notice from any party to the other, a person from each party, which has the authority to act on behalf of the party that appointed him, shall meet to attempt to resolve the same.

6.05

6.05.1 If there is a dispute between any of the parties in connection with this Agreement and after the meeting as set forth in Section 6.04 hereof, the dispute is not resolved, any party may notify the others of its desire to have the matter resolved by arbitration, and unless within ten days following the notice the matter is resolved, the dispute shall be submitted to arbitration.

6.05.2 In an arbitration pursuant to Section 6.05.1:

6.05.2.1 the parties shall appoint a single arbitrator who shall have such technical and other qualifications as may be reasonably necessary to enable the arbitrator to properly adjudicate upon the matter;

6.05.2.2 the parties shall be deemed to have failed to concur in the appointment of a single arbitrator if such person shall not have been appointed within TWENTY (20) Days after the service by one party upon the others of a notice requesting it to concur in such appointment. Any party shall then be entitled to apply to a Justice of the Court of Queen's Bench of Alberta who shall have jurisdiction to appoint such arbitrator;

6.05.2.3 except as expressly contemplated herein and in addition to the scope of authority generally available to the arbitrator, the arbitrator shall be entitled to make determinations of specific performance and injunctive relief;

6.05.2.4 the decision of the arbitrator shall be final and binding upon the parties;

6.05.2.5 all expenses of the arbitration, including the cost of the arbitrator and costs associated with the appointment thereof, but excluding any party's individual costs to participate in and represent its position at the arbitration, shall be shared and borne jointly and equally by the parties;

6.05.2.6 Subject to any award by an arbitrator, each party shall bear its individual costs to participate in and represent its position at the arbitration;

6.05.2.7 the arbitration shall be conducted in the Town of Barrhead or, by mutual agreement, in the City of Edmonton, in the Province of Alberta and, except as herein modified, in accordance with the *Arbitration Act* (Alberta) as amended from time to time; and

6.05.2.8 it shall be a condition of the appointment of any arbitrator that the arbitrator shall maintain in strict confidence all documents, the transcripts of the proceedings and other materials and all information disclosed by or on behalf of the parties in the arbitration and shall not use the same or allow the same to be used for any purpose collateral to the arbitration and, at the request of the party that provided any documents or other printed materials, shall return all originals and any copies of such documents and printed materials. The arbitrator shall be responsible for ensuring that his or her officers, employees, representatives and consultants comply with the obligation of confidentiality herein.



6.05.3 If the dispute submitted to arbitration pursuant to Section 6.05 is over the legal interpretation of this Agreement unless the parties otherwise agree, the arbitrator shall refer such aspect of the dispute to the courts of the Province of Alberta for resolution.

6.06 If the parties agree, in lieu of or prior to arbitration pursuant to Section 6.05, the parties may submit any dispute to mediation.

## **7 ARTICLE 7 – INSURANCE**

7.01 The Contractor shall provide evidence of insurance of its employees and coverage to the Commission annually at the annual review, in such amounts and in such policy as a reasonable operator would so obtain in similar circumstances as this Agreement. The costs of insurance shall be borne solely by the Contractor.

## **8 ARTICLE 8 – QUALIFICATIONS**

8.01 The Contractor shall:

8.01.1 undertake the Services using qualified personnel who have the appropriate certification in operations and maintenance of like facilities; and

8.01.2 ensure the Regional Water System is operated under the direct supervision of personnel who possess valid certificates of competency as required by all applicable regulatory requirements.

8.01.3 provide to the Commission, the qualifications of all personnel; and

8.01.4 on the change of personnel, provide the qualifications within thirty (30) days of the new staff performing duties.

## **9 ARTICLE 9 – GENERAL**

9.01 Either party can provide notification to the other party by sending a single registered letter which will be deemed received 3 days from the date of mailing or shall be deemed to be received is served by hand to the following addresses:

Barrhead Regional Water Services Commission  
PO Box 4189,  
Barrhead, Alberta, T7N 1A2  
EMAIL: obergandoberg@gmail.com  
Contact: Commission Manager

Town of Barrhead  
PO Box 4189  
Barrhead, Alberta, T7N 1A2  
email: town@barrhead.ca  
Contact: CAO

9.02 Time shall be of the essence of this Agreement.

9.03 The parties hereby confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that same and the various schedule(s) hereto are expressly incorporated into and form part of this Agreement:

Schedule "A" - Water Treatment Plant  
Schedule "B" - Alberta Environment and Parks Approvals for the Water

Schedule "C" - Treatment Plant and the Weir on the Paddle River  
Services and Maintenance Duties

- 9.04 The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Agreement or any provisions hereof.
- 9.05 Nothing contained herein shall be deemed or construed by the parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between the parties, it being understood and agreed that none of the provisions contained herein nor any act of the parties shall be deemed to create any relationship between the parties other than an independent service agreement between the two parties at arm's length.
- 9.06 Except as may from time to time be expressly stated in writing by the one party, the other party has no authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.
- 9.07 This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the parties.
- 9.08 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest permitted by law.
- 9.09 Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof.

On the affixing of the parties signatures and seals, both parties agree to the terms and conditions of this agreement.

BARRHEAD REGIONAL WATER  
COMMISSION

TOWN OF BARRHEAD

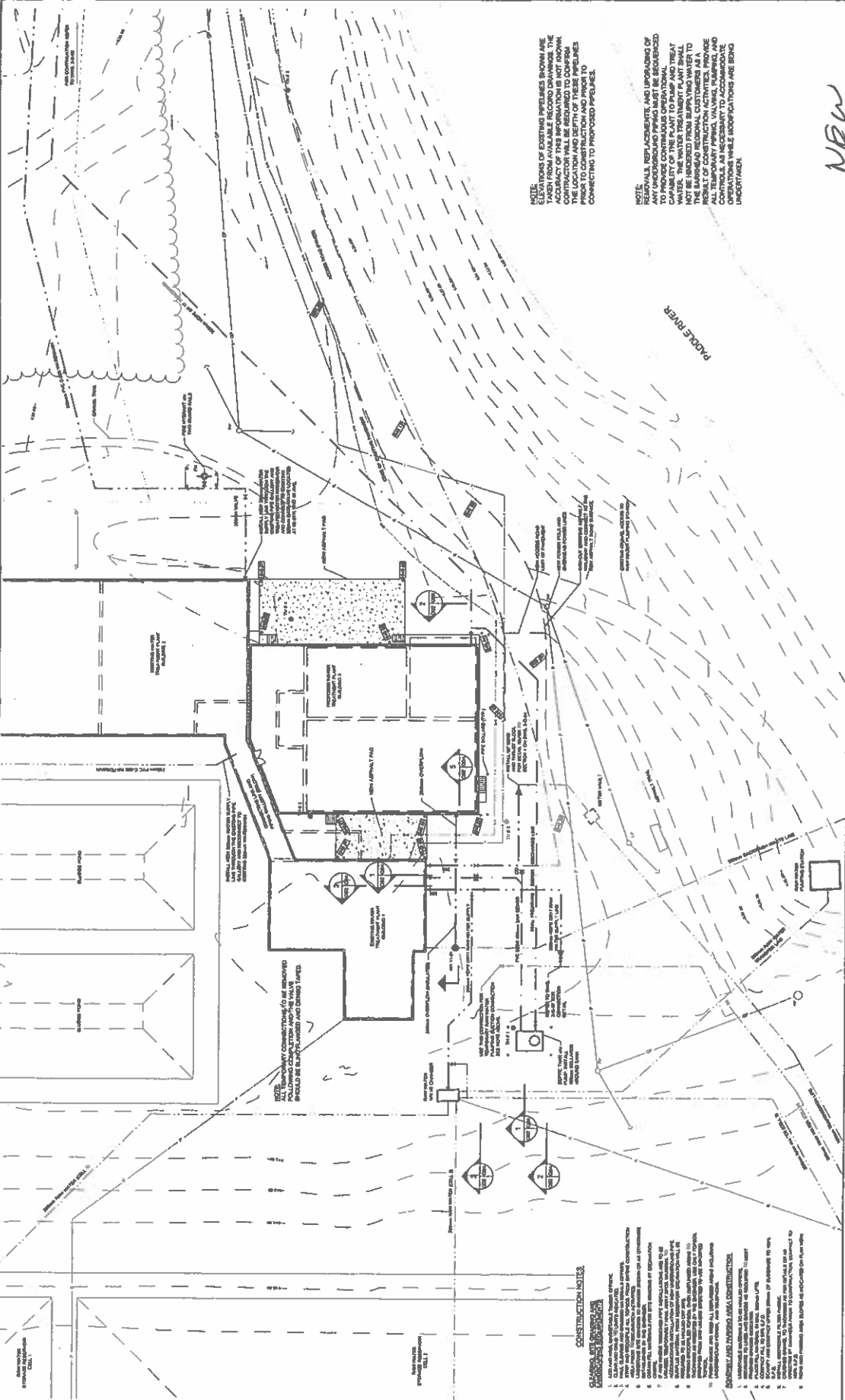
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE "A"**  
**WATER TREATMENT PLANT**



**NEW**

**BARRHEAD REGIONAL WATER COMMISSION**  
**WATER SUPPLY SYSTEM UPGRADES**  
**CONTRACT 2 - WATER TREATMENT PLANT UPGRADE**  
**SITE PLAN**  
**PROPOSED**

191, 1000-172 Street, Edmonton, AB T5S 1H8  
 Phone (780) 488-2000 www.dclsiemens.com

PROJECT No. 105-14-02  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 SCALE: 1:200

NO.	DATE	DESCRIPTION	BY	ISSUE
1	2011-11-02	PRELIMINARY	[Name]	ISSUE
2	2011-11-02	PRELIMINARY	[Name]	ISSUE
3	2011-11-02	PRELIMINARY	[Name]	ISSUE
4	2011-11-02	PRELIMINARY	[Name]	ISSUE
5	2011-11-02	PRELIMINARY	[Name]	ISSUE

**DCL SIEMENS**  
**DCL SIEMENS ENGINEERING LTD.**  
 CIVIL & MUNICIPAL ENGINEERS

**LEGEND**

PROPOSED LOCATION SERVICES  
 EXISTING SERVICES  
 DOTTED SYMBOLS  
 PROPOSED SERVICE LINE  
 PROPOSED 150, 100, 75, 50MM WATER MAIN

EXISTING SERVICE LINE  
 EXISTING SERVICE LINE  
 EXISTING SERVICE LINE  
 EXISTING SERVICE LINE

**CONSTRUCTION NOTICE**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF EDMONTON STANDARD SPECIFICATIONS FOR CONSTRUCTION OF WATER SUPPLY SYSTEMS.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF EDMONTON AND THE WATER COMMISSION.

3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC AREAS.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING ALL AREAS TO ORIGINAL OR BETTER CONDITION AFTER COMPLETION OF WORK.

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES.

7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ADEQUATE SAFETY MEASURES AND SIGNAGE DURING CONSTRUCTION.

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**SCHEDULE "B"**

**APPROVAL  
ALBERTA ENVIRONMENT AND PARKS**



**APPROVAL**  
**PROVINCE OF ALBERTA**

**ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT**  
**R.S.A. 2000, c.E-12, as amended.**

APPROVAL NO.: ..... 394-03-00

APPLICATION NO.: ..... 016-394

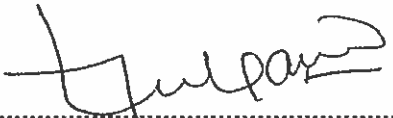
EFFECTIVE DATE: ..... November 23, 2017

EXPIRY DATE: ..... November 1, 2027

APPROVAL HOLDER: ..... Barrhead Regional Water Commission

ACTIVITY: ..... Construction, operation and reclamation of a waterworks system  
.....  
..... for the Barrhead Regional Water Commission.

is subject to the attached terms and conditions.

Designated Director under the Act .....   
..... Muhammad Aziz, P. Eng.

Date Signed ..... November 23, 2017

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

### PART 1: DEFINITIONS

#### SECTION 1.1: DEFINITIONS

- 1.1.1 All definitions from the Act and the regulations apply except where expressly defined in this approval.
- 1.1.2 In all PARTS of this approval:
- (a) "Act" means the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended;
  - (b) "alternate program" means the Alternate Laboratory Data Quality Assurance Program, as detailed in the Department's *Laboratory Data Quality Assurance Policy Procedures and Guidelines*;
  - (c) "approved laboratory" means laboratory accredited to the requirements of ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*, for the drinking water tests methods specified by the Director;
  - (d) "as-built engineering drawings" means the drawings used in construction that have been updated to record what was actually built;
  - (e) "chemical" means any substance that is added or used as part of the treatment process;
  - (f) "chlorine residual" means free chlorine, or combined chlorine or total chlorine;
  - (g) "clearwell" means a reservoir for the storage of filtered water of sufficient capacity to prevent the need to vary the filtration rate with variations in demand. May also be used to provide chlorine contact time for disinfection;
  - (h) "contact time" ("T<sub>10</sub>") means the time taken in minutes for 10% of the water to pass through the particular process unit;
  - (i) "continuous monitoring" means flow measurement or sample analysis through in-line equipment that creates flow measurements or frequent, discrete sample analysis output and includes a data recorder;
  - (j) "CT" means disinfectant residual in mg/L multiplied by the contact time;
  - (k) "CT<sub>lowest actual</sub>" means the lowest CT calculated in a particular day;

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

$$CT_{\text{lowest actual}} = C \times \frac{T_{10}}{T} \times \frac{V_{\text{min}}}{Q_{\text{peak}}}$$

Where: C = lowest recorded daily free chlorine residual concentration (in milligrams per litre) at the point  $T_{10}$  is measured;

$$\frac{T_{10}}{T} = 0.5; \quad \text{OR}$$

Varies based on the empirical method using typical baffling conditions as per Appendix D in the Standards and Guidelines Document; OR

Varies based on a tracer study, where

$T_{10}$  = the contact time established from the most recent tracer study; and

T = the calculated contact time, assuming no short-circuiting and obtained by dividing the treated water chlorine contact storage volume that was used to determine  $T_{10}$ , by the flow that was used to determine  $T_{10}$ ;

$V_{\text{min}}$  = the daily minimum volume (in Litres) of water in the clearwell;

$Q_{\text{peak}}$  = maximum recorded hourly flow (Litres per minute) or twice the daily average flow (Litres per minute)

- (l) " $CT_{\text{required}}$ " means the CT required to demonstrate the specified Log reduction of *Giardia* cysts and / or viruses as specified in Appendix A or Appendix B of the "Standards and Guidelines Document";
- (m) " $CT_{\text{performance ratio}}$ " means  $CT_{\text{lowest actual}} / CT_{\text{required}}$ ;
- (n) "day" means calendar day;
- (o) "design capacity" means the production capacity for which the waterworks system was designed, as stated in the engineering drawings and specifications for the waterworks system;



**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (p) "Director" means an employee of the Government of Alberta designated as a Director under the Act;
- (q) "disinfectant residual" means total concentration of disinfectant in water;
- (r) "disinfection" means a chemical or physical process of treating water to inactivate microorganisms;
- (s) "electronic reporting" means submitting monitoring results to the Director as required in this approval, electronically through the secure internet website provided by Environment and Sustainable Resource Development at <http://aep.alberta.ca/water/programs-and-services/drinking-water/knowledge/drinking-water-quality-information-electronic-submissions/electronic-submission-of-drinking-water-quality-information-secure-entry.aspx>;
- (t) "GCDWQ" means the *Guidelines for Canadian Drinking Water Quality*, published by Health Canada, as amended;
- (u) "grab", when referring to a sample, means an individual sample collected in less than 30 minutes and which is representative of the substance sampled;
- (v) "ISO/IEC" means the International Organization for Standardization / the International Electrotechnical Commission;
- (w) "Log reduction" means the base 10 logarithm of the ratio of raw water concentrations divided by the treated water concentration of total *Giardia* cysts, *Cryptosporidium* oocysts or viruses;
- (x) "MAC" means the Maximum Acceptable Concentration, specified in the GCDWQ for a particular parameter;
- (y) "PWR" means the *Potable Water Regulation*, as amended;
- (z) "produced water" means all water that has gone through treatment and has entered the water distribution system;
- (aa) "raw water" means untreated source water from water wells, surface water intakes or infiltration galleries that constitute the water supply;
- (bb) "regulations" means the regulations enacted pursuant to the Act and as amended;
- (cc) "Standards and Guidelines Document" means the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*, published by the Alberta Environment, as amended;

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

- (dd) "User Agreement" means the *Drinking Water Quality User Agreement* signed by the approval holder and the Director; and

### **PART 2: GENERAL PROVISIONS**

#### **SECTION 2.1: GENERAL**

- 2.1.1 The approval holder shall comply with all conditions in this approval.
- 2.1.2 Any conflict between the approval application and the terms and conditions of this approval shall be resolved in favour of this approval.
- 2.1.3 The terms and conditions of this approval do not affect any rights or obligations created under any other authorization issued by the Department.
- 2.1.4 The approval holder shall carry out all electronic reporting, or cause all electronic reporting to be carried out in accordance with the User Agreement.
- 2.1.5 The approval holder shall comply with the terms and conditions of the User Agreement.
- 2.1.6 The terms and conditions of this approval are severable. If any term or condition of this approval or the application of any term or condition is held invalid, the application of such term or condition to other circumstances and the remainder of this approval shall not be affected thereby.
- 2.1.7 If the approval holder monitors for any substances or parameters, which are the subject of limits in this approval more frequently than is required, using procedures authorized in this approval, then the approval holder shall provide the results of such monitoring as an addendum to the next reports required by this approval.
- 2.1.8 *Environmental Protection and Enhancement Act* Approval No. 394-02-00 is cancelled.

### **PART 3: PLANNING, CONSTRUCTION AND / OR UPGRADING REQUIREMENTS**

#### **SECTION 3.1: PLANNING**

- 3.1.1 The approval holder shall:
- (a) maintain; and
  - (b) update the *Drinking Water Safety Plan*
- at least once per calendar year in every year.

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

3.1.2 The *Drinking Water Safety Plan* in 3.1.1 shall:

- (a) identify potential risks to the waterworks system including, but not limited to risks associated with the following:
  - (i) the source of raw water,
  - (ii) the treatment processes associated with the water treatment plant, and
- (b) prescribe appropriate measures to control and/or reduce such risks to the waterworks system

in accordance with the requirements in the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems; Part 1 Standards for Municipal Waterworks (2012)*, as amended.

3.1.3 The *Drinking Water Safety Plan* in 3.1.1 shall utilize the *Drinking Water Safety Plan* template located at <http://www.environment.alberta.ca/apps/regulatteddwq/dwsp.aspx> unless otherwise authorized in writing by the Director.

### **SECTION 3.2: CONSTRUCTION**

Not used at this time

### **SECTION 3.3: UPGRADE**

3.3.1 If a MAC specified in the *GCDWQ* is changed or a new limit MAC is added in the *GCDWQ* and the waterworks system will be unable to meet the new or revised MAC, then the approval holder shall make application to the Director to upgrade the waterworks system such that the waterworks system will be able to meet the new or revised MAC within five (5) years of the date the new or revised guideline was published.

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

### PART 4: OPERATIONAL REQUIREMENTS

#### SECTION 4.1: WATERWORKS SYSTEM

4.1.1 The approval holder shall:

- (a) operate; and
- (b) maintain a waterworks system, serving communities in Barrhead County area, which shall include all of the following:
  - (i) a source consisting of:
    - (A) surface water from Paddle River at NW ¼ 20-59-3 W5M,
  - (ii) raw water storage,
  - (iii) a water treatment plant consisting of:
    - (A) raw water aeration,
    - (B) pre-treatment chlorination (optional),
    - (C) coagulation and flocculation,
    - (D) clarification,
    - (E) membrane filtration with microfiltration unit(s),
    - (F) membrane filtration with nanofiltration unit(s),
    - (G) pH adjustment;
    - (H) taste and odour control;
    - (I) fluoridation, and
    - (J) disinfection by chlorination;
  - (iv) a clearwell.

4.1.2 The approval holder shall maintain a waterworks system *Operations Program* that shall include, at a minimum, all of the information in SCHEDULE 1 of this approval.

4.1.3 The approval holder shall update the *Operations Program* at least on an annual basis.

## **TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- 4.1.4** Where any sample of a sampling event pursuant to 5.1.1 exceeds the turbidity limit in SCHEDULE 3, the approval holder shall:
- (a)** immediately divert the water from entering the clearwell until the water does not exceed the turbidity limit in SCHEDULE 3; or
  - (b)** in the event that the water has entered the clearwell then:
    - (i)** immediately divert all the water from the clearwell to waste, and
    - (ii)** continue to divert to waste until all the water that exceeded the turbidity limit in SCHEDULE 3 has been flushed from the clearwell; or
  - (c)** report in accordance with 6.1.1.
- 4.1.5** Where any sample of a sampling event pursuant to 5.1.1 exceeds the particle count limit in SCHEDULE 3 the approval holder shall:
- (a)** immediately divert the water from entering the clearwell until the water does not exceed the particle count limit in SCHEDULE 3; or
  - (b)** in the event that the water has entered the clearwell then:
    - (i)** immediately divert all the water from the clearwell to waste, and
    - (ii)** continue to divert to waste until all the water that exceeded the particle count limit in SCHEDULE 3 has been flushed from the clearwell; or
  - (c)** report in accordance with 6.1.1.
- 4.1.6** Where any instance of a direct integrity testing event pursuant to 5.1.1 does not meet or exceed the log reduction credit limit for the membrane filtration system in SCHEDULE 3, the approval holder shall:
- (a)** immediately stop water production;
  - (b)** identify and segregate the faulty membrane module in the membrane filtration system;
  - (c)** retest the direct integrity of the remaining membrane modules until the testing verifies that the log reduction credit meets or exceeds the limit in SCHEDULE 3; and
  - (d)** place the remaining membrane modules back into service.

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

**SECTION 4.2: FACILITY CLASSIFICATION AND CERTIFIED OPERATOR REQUIREMENTS**

**FACILITY CLASSIFICATION**

4.2.1 The water treatment facility in this approval is classified as Class III in accordance with the *Water and Wastewater Operators' Certification Guidelines*.

**CERTIFIED OPERATOR**

4.2.2 At all times the operation of the waterworks system shall be performed by, or under the direction of, a person who holds:

- (a) a valid Level III (or higher) Water Treatment Operators Certificate; and have on staff; and
- (b) at least one other operator who holds a valid Level I (or higher) Water Treatment Operators Certificate.

**SECTION 4.3: PERFORMANCE LIMITS**

**POTABLE WATER QUALITY STANDARDS**

4.3.1 All produced water shall meet the Treated Water Limits specified in SCHEDULE 3.

4.3.2 As outlined in TABLE 4-1 and at all times, the disinfection and filtration, together, shall achieve:

- (a) a total 4-Log reduction for viruses;
- (b) a total 3-Log reduction for *Giardia*; and
- (c) a total 3-Log reduction for *Cryptosporidium (sp)*.

**TABLE 4 – 1: AVAlABLE LOG REDUCTION CREDITS**

WATER TREATMENT PROCESS	SYSTEM PERFORMANCE	LOG REDUCTION CREDIT		
		<i>Cryptosporidium</i>	<i>Giardia</i>	Viruses
Microfiltration, Preceded by Coagulation, Flocculation and Clarification	As per SCHEDULE 3	4	4	0
Chlorine Disinfection		0	0	4

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

- 4.3.3 In addition to compliance with the limits specified in SCHEDULE 3, the produced water shall comply with the *Potable Water Quality* requirements of the *Potable Water Regulation*, as amended, for those parameters specified in SCHEDULE 4, and any parameters added to the GCDWQ.

### SECTION 4.4: CHEMICALS USED

- 4.4.1 The approval holder shall not add any substance, material or compound to water being treated to be potable unless the substance, material or compound:
- (a) conforms to American National Standards Institute and National Sanitation Foundation ANSI/NSF Standard 60 or Standard 61; or
  - (b) is certified for potable use by an agency accredited to the requirements of ISO/IEC 9000 and ISO/IEC 14001; and
  - (c) is added in a dosage that does not exceed the dosage specified as Maximum Use; or
  - (d) as otherwise authorized in writing by the Director.

### SECTION 4.5: WASTE STREAM

- 4.5.1 Waste streams shall be released only as follows:
- (a) clarifier blowdown shall be discharged to Town of Barrhead sanitary sewer;
  - (b) membrane backpulse / draindown shall be discharged to Town of Barrhead sanitary sewer;
  - (c) membrane clean in place waste shall be discharged to Town of Barrhead sanitary sewer;
  - (d) membrane rejection stream shall be discharged to Town of Barrhead sanitary sewer;
  - (e) waste stream from online monitoring meters shall be discharged to Town of Barrhead sanitary sewer;
  - (f) wastewater from lab sink or floor drain(s) shall be discharged to Town of Barrhead sanitary sewer;
  - (g) sanitary wastewater shall be discharged to Town of Barrhead sanitary sewer; and

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (h) any other waste stream shall be discharged as authorized in writing by the Director.

**PART 5: MONITORING REQUIREMENTS**

**SECTION 5.1: MONITORING**

5.1.1 The approval holder shall monitor the waterworks system in accordance with:

- (a) SCHEDULE 2; and
- (b) SCHEDULE 3.

**SECTION 5.2: DATA QUALITY ASSURANCE**

5.2.1 With respect to any monitoring required pursuant to this approval, all samples shall be:

- (a) collected;
- (b) preserved;
- (c) stored;
- (d) handled; and
- (e) analysed in accordance with:
  - (i) the *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, the American Waterworks Association and the Water Environment Federation, as amended or replaced from time to time, or
  - (ii) a method authorized in writing by the Director.

5.2.2 Any analysis of a sample required pursuant to this approval shall be done only in an approved laboratory or in a laboratory that complies with the Department's alternate program.

5.2.3 Data results of the on-line or continuous monitoring equipment must be validated to ensure that the results reflect the actual quality of the water and are not an electronic or meter spike by direct or indirect means.



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## **TERMS AND CONDITIONS ATTACHED TO APPROVAL**

### **PART 6: REPORTING REQUIREMENTS**

#### **SECTION 6.1: CONTRAVENTION REPORTING**

- 6.1.1 In addition to any other reporting required pursuant to this approval, the Act, or the regulations, the approval holder shall immediately report to the Director any contravention of this approval, either:
- (a) by telephone at 1-780-422-4505; or
  - (b) by a method:
    - (i) in compliance with the release reporting provisions in the Act and the regulations, or
    - (ii) as authorized in writing by the Director.
- 6.1.2 In addition to any other reporting required pursuant to this approval, the Act, or the regulations, the approval holder shall immediately report to the Director by a method specified in 6.1.1, any structural or equipment malfunction in the waterworks system that may affect the quality or supply of potable water.
- 6.1.3 In addition to the immediate reporting in 6.1.1, the approval holder shall provide a report to the Director:
- (a) in writing; or
  - (b) by a method:
    - (i) in compliance with the release reporting provisions in the Act and the regulations, or
    - (ii) authorized in writing by the Director
- within seven (7) calendar days after the discovery of the contravention, or within another time period specified in writing by the Director, unless the requirement for the report is waived by the Director.
- 6.1.4 The report required in 6.1.3 shall contain, at a minimum, the following information:
- (a) a description of the contravention;
  - (b) the date of the contravention;
  - (c) the duration of the contravention;

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (d) the legal land description of the location of the contravention;
- (e) an explanation as to why the contravention occurred;
- (f) a summary of all preventive measures and actions that were taken prior to the contravention;
- (g) a summary of all measures and actions that were taken to mitigate any effects of the contravention;
- (h) a summary of all measures that will be taken to address any remaining effects and potential effects related to the contravention;
- (i) the number of the approval issued under the Act for the waterworks system, and the name of the approval holder who held the approval at the time the contravention occurred;
- (j) the name, address, phone number and responsibilities of all persons operating the waterworks system at the time the contravention occurred;
- (k) the name, address, phone number and responsibilities of all persons who had charge, management or control of the waterworks system at the time that the contravention occurred;
- (l) a summary of proposed measures that will prevent future contraventions, including a schedule of implementation for these measures;
- (m) any information that was maintained or recorded under this approval, as a result of the incident; and
- (n) any other information required by the Director in writing.

6.1.5 Where a sample does not meet the Maximum Acceptable Concentration as specified in the GCDWQ for one or more of the physical, inorganic, organic chemical or pesticide parameters in SCHEDULE 4, in addition to any reporting or other requirements pursuant to the Act, or the Regulations, the approval holder shall carry out the corrective actions set out in the *Action Protocol for Exceedances of Chemical Health Parameters in Drinking Water*, Alberta Environment, August 2009, as amended.

## **TERMS AND CONDITIONS ATTACHED TO APPROVAL**

### **SECTION 6.2: MONTHLY REPORTING**

- 6.2.1 The approval holder shall compile and retain monthly reports at the water treatment plant.
- 6.2.2 The monthly report in 6.2.1 shall include, at a minimum:
- (a) the name, telephone and fax numbers of all certified operators;
  - (b) the analytical results for all parameters required to be monitored in accordance with this approval during the month;
  - (c) the locations of all sampling performed during the month in accordance with this approval;
  - (d) the name and manufacturer of all treatment chemicals added during the month, and each manufacturer as listed by the certified agency that tested the chemical to ANSI/NSF Standard 60 or Standard 61;
  - (e) the results of all required monitoring and measurements conducted during the month in accordance with this approval; and
  - (f) a description of any problems experienced, and corrective actions taken at the waterworks system during the month, including all actions taken as per 4.1.4 through 4.1.7.

### **SECTION 6.3: ANNUAL REPORTING**

- 6.3.1 In addition to any other reporting required under the Act, the regulations and this approval, the approval holder shall compile an annual report, by February 28 of the year following the calendar year in which the information on which the report is based was collected.
- 6.3.2 Unless otherwise notified in writing by the Director, the approval holder shall submit to the Director the annual report in 6.3.1, by February 28 of the year following the calendar year in which the information on which the report is based was collected.
- 6.3.3 The annual report in 6.3.1 shall contain, at a minimum, all of the following information:
- (a) a summary of the monthly reports, specifying the monthly minimum, average, and maximum results for each parameter monitored, excluding bacteriological results, for each month;
  - (b) a summary of the total volume of treated water, for each month;

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (c) a summary of the number, sampling dates and analytical results of the bacteriological samples analyzed for each month;
- (d) the results of any other compliance monitoring done during the year pursuant to this approval, that was not included in any monthly report;
- (e) a description of any problems experienced, and corrective actions taken at the waterworks system during the year; and
- (f) any changes to the *Operations Program*.

**SECTION 6.4: ELECTRONIC REPORTING**

6.4.1 The approval holder shall submit periodic reports:

- (a) in an electronic format; and
- (b) with the following frequency:
  - (i) monthly, to the Director on or before the end of the month following the month in which the information on which the report is based was collected,
  - (ii) annually, to the Director on or before February 28 of the year following the year in which the information on which the report is based was collected, or
  - (iii) as specified in writing by the Director.

**PART 7: RECORD KEEPING REQUIREMENTS****SECTION 7.1: GENERAL**

7.1.1 The approval holder shall:

- (a) record the following information; and
- (b) maintain and retain the following records for five (5) years from the date the record was created:
  - (i) bacteriological analysis results,
  - (ii) daily records, including but not limited to:
    - (A) flow meter readings,

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (B) chlorine concentrations,
- (C) treatment chemical dosages, and
- (D) all the requirements of SCHEDULE 3 specific to daily monitoring

required under this approval;

- (iii) all monthly reports required under this approval, and
- (iv) records of action taken by the approval holder to correct contraventions of the limits in SCHEDULE 3, including the following information for each contravention:
  - (A) name and address of the person who discovered the contravention, and
  - (B) copies of all notifications to the public.

**7.1.2** The approval holder shall retain the following records for the life of the waterworks system:

- (a) the *Operations Program*;
- (b) copies of all:
  - (i) applications submitted to the Department for an approval regarding the waterworks system which includes, but are not limited to:
    - (A) correspondence, and
    - (B) drawings;
  - (ii) project reports,
  - (iii) engineering drawings and specifications issued for approved construction,
  - (iv) as-built engineering drawings,
  - (v) reports of inspections conducted by the Department,
  - (vi) correspondence and written notifications sent to the Department regarding a proposed extension of a water distribution system, replacement of a portion of a water distribution system, expansion or

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

modification of potable water storage within the water distribution system,

- (vii) approvals issued under the Act for the waterworks system,
  - (viii) annual reports, and
  - (ix) reports prepared pursuant to 6.1.3 and 6.1.4;
- (c) all physical, organic and inorganic chemical and pesticide analytical results required pursuant to this approval, excluding daily monitoring.

7.1.3 The results and records in 7.1.1(b) shall contain, at a minimum, all of the following information:

- (a) the date, location and time of monitoring, and the name of the person collecting the sample;
- (b) identification of the sample type, including, but not limited to whether the sample is taken as required in the approval, a repeat sample, a source or potable water sample, or other special purpose sample;
- (c) date of analysis;
- (d) laboratory name and person responsible for performing analysis;
- (e) the analytical method used; and
- (f) the results of the analysis.

7.1.4 The approval holder shall immediately provide any records, reports or data required under this approval to the Director or an inspector, upon request.

### **PART 8: RECLAMATION REQUIREMENTS**

#### **SECTION 8.1: GENERAL**

8.1.1 Where the land surface has been disturbed during construction, expansion, modification or repair of any portion of a waterworks system, reclamation of the land surface to equivalent land capability shall be performed following the construction, expansion, modification or repair, in accordance with the Standards and Guidelines Document.

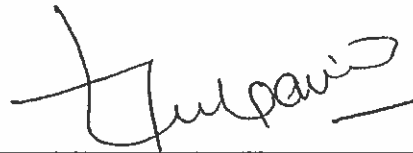
8.1.2 Within six months after the waterworks system, or a portion of the waterworks system, permanently ceases operation, the approval holder shall submit a

## TERMS AND CONDITIONS ATTACHED TO APPROVAL

reclamation plan to the Director for the portion of the waterworks system that is no longer in operation.

- 8.1.3 The approval holder shall not commence reclamation of the waterworks system until that person has received an amendment to this approval from the Director for the reclamation.

November 23, 2017



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DESIGNATED DIRECTOR UNDER THE ACT  
Muhammad Aziz, P.Eng.

## SCHEDULE 1

### OPERATIONS PROGRAM

- 1) Routine Operational Procedures, which shall, at a minimum, include:
  - (a) contact name and telephone numbers for the waterworks system owner, waterworks system operator, engineering consultants and equipment suppliers;
  - (b) operating instructions:
    - (i) general description of treatment process and operating procedures,
    - (ii) performance requirements, and
    - (iii) location of equipment major controls;
  - (c) general maintenance schedule;
  - (d) general maintenance instructions for:
    - (i) treatment / process equipment,
    - (ii) monitoring equipment,
    - (iii) pumping equipment, and
    - (iv) membrane repair and replacement procedures.
  - (e) the schedule and procedures for cleaning and flushing of the water distribution system, including potable water storage reservoirs.
  
- 2) Routine Operational Procedures for Monitoring and Analysis, which shall, at a minimum, include:
  - (a) operational and compliance tests to be performed;
  - (b) bacteriological quality monitoring plan;
  - (c) methods used for monitoring and analysis;
  - (d) locations of monitoring points;
  - (e) laboratory data quality assurance information;
  - (f) direct integrity testing; and
  - (g) data collection and analysis of integrity testing.



## SCHEDULE 1

### OPERATIONS PROGRAM

- 3) *Emergency Response Plan* which shall at a minimum, include:
- (a) steps to be taken in the event of the following:
    - (i) bacteriological results exceeding the prescribed limits;
    - (ii) turbidity / particle counts exceeding the limits;
    - (iii) chemical overfeed;
    - (iv) fluoride overfeed, spill and handling;
    - (v) no chemical or coagulant feed;
    - (vi) low chlorine residual;
    - (vii) equipment breakdown;
    - (viii) flood;
    - (ix) power failure;
    - (x) the waterworks system becoming inoperable, including steps in providing an alternate potable water supply;
  - (b) cover-off in the event that the Certified Operator is not available to operate the waterworks system;
  - (c) Water Shortage Response Plans for raw and treated water;
  - (d) list of contacts; Alberta Environment, Alberta Health, Regional Health Authorities, Fire Department, Disaster Coordinator, and other agencies; and
  - (e) date of last update.
- 4) Copy of the as-built engineering drawings.

**SCHEDULE 2 – RAW WATER**

**Monitoring, Measuring and Reporting Frequency Requirements**

PARAMETER	STATION LOCATION	MONITORING TYPE and FREQUENCY	REPORTING FREQUENCY
Turbidity	RAW WATER ENTERING THE WATER TREATMENT PLANT	Grab sample Once per day; or Continuous monitoring and recording daily maximum value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4
Volume		Metered, Once per day Reported as Total in m <sup>3</sup>	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4
Fluoride		Grab sample, Once per week	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4

**SCHEDULE 3 – TREATED WATER QUALITY**  
**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
<b>MEMBRANE FILTER - Treated Water TURBIDITY</b>					
Turbidity	MICROFILTRATION TRAIN #1 TRAIN #2 TRAIN #3  (after Individual MICROFILTRATION train at a point upstream of the NANOFILTRATION)	Continuous monitoring and recording at $\leq 5$ minute sampling intervals	Report MAXIMUM DAILY value (NTU)	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	$\leq 0.1$ NTU, at least 99% of the samples on a daily basis; and
			Report number of cumulative minutes per day the turbidity was between 0.1 and 0.3 NTU	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	$\leq 0.3$ NTU, 100% of the time.

**SCHEDULE 3 – TREATED WATER QUALITY**  
**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS	
<b>MEMBRANE FILTER - Treated Water PARTICLE COUNTS</b>						
Particle Counts of particles greater than 2 um	MICROFILTRATION TRAIN #1 TRAIN #2 TRAIN #3  (after Individual MICROFILTRATION train at a point upstream of the NANOFILTRATION)	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Report MAXIMUM DAILY value	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≤ 20 particles/mL at least 99% of the samples on a daily basis; and  < 50 particles/mL, 100% of the time	
			In addition to the Membrane Filter limit specified above, the approval holder shall comply with a treated particle count level from each individual membrane filter train of less than or equal to:			
			# of cumulative minutes per day the particles/ml was between 20 and 50 particles/ml.	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	the readings between 20 and 50 particles/ml for a period of ≤ 15 minutes per day	

**SCHEDULE 3 – TREATED WATER QUALITY**  
**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
<b>MEMBRANE FILTER – Direct Integrity Testing</b>					
Direct Integrity Testing (Verification of log removal efficiency in microfiltration filters)	In EACH MICROFILTRATION FILTER TRAIN TRAIN #1 TRAIN #2 TRAIN #3	Once per day	Report log reduction value	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per Section 6.4	Pass  (≥ 4-log removal efficiency for <i>Giardia</i> and ≥ 4-log removal efficiency for <i>Cryptosporidium</i> )
<b>Treated Water PRIMARY DISINFECTION</b>					
Chlorine Residual – Free	ENTERING WATER DISTRIBUTION SYSTEM (where "C" is measured for log reduction of Viruses prior to entering water distribution system)	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Record MINIMUM value mg/L Recorded Once per day	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≥ 0.2 mg/L as Free Chlorine

**SCHEDULE 3 – TREATED WATER QUALITY**  
**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
<i>Treated Water PRIMARY DISINFECTION – ALL WATERWORKS SYSTEMS</i>					
CT <sub>required</sub>	ENTERING WATER DISTRIBUTION SYSTEM	Once per day determined for 4-log virus inactivation from the "CT Values for Inactivation of Viruses by Free Chlorine" in Appendix B of the Standards and Guidelines Document	Daily values	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	
CT <sub>lowest actual</sub>		Calculated Once per day			
CT performance ratio Viruses	ENTERING WATER DISTRIBUTION SYSTEM	Calculated Once per day	Daily value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≥ 1
Volume	CLEARWELL	Once per day	MINIMUM daily value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	

**SCHEDULE 3 – TREATED WATER QUALITY**  
**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Flow	ENTERING WATER DISTRIBUTION SYSTEM	Continuous	MAXIMUM hourly flow in L/Min Recorded Once per day	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	
pH	ENTERING WATER DISTRIBUTION SYSTEM	Grab Sample Once per day	Daily value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	
Temperature	ENTERING WATER DISTRIBUTION SYSTEM	Grab Sample Once per day	Daily value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	

**SCHEDULE 3 – TREATED WATER QUALITY**  
**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
<i>Treated Water FLUORIDE – ALL WATERWORKS SYSTEMS</i>					
Fluoride	ENTERING WATER DISTRIBUTION SYSTEM	Grab sample Once per day	Daily value	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	0.5 to 0.9 mg/L
Fluoride	ENTERING WATER DISTRIBUTION SYSTEM	Calculated average of the daily readings	Monthly value	Reported monthly  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	0.6 to 0.8 mg/L



### SCHEDULE 3 – TREATED WATER QUALITY

#### Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
<i>Treated Water</i>					
Total Trihalomethanes (TTHM)	ENTERING DISTRIBUTION SYSTEM	1 Grab sample every 3 months	Analytical Results	Reported annually  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ
	If and only if the TTHM results from the same location, based on running annual average from the previous 12 months, is less than the GCDWQ MAC, subsequent monitoring shall be conducted, at a minimum, in the following manner:				
	ENTERING DISTRIBUTION SYSTEM	2 Grab samples per annum: (a) One sample taken during April to June; and (b) One sample taken during July to September;			
Haloacetic Acids (HAAs)	ENTERING DISTRIBUTION SYSTEM	1 Grab sample every 3 months	Analytical Results	Reported annually  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ

**SCHEDULE 3 – TREATED WATER QUALITY**

**Limits, Monitoring and Reporting Frequency**

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
<i>Treated Water – ALL WATERWORKS SYSTEMS</i>					
The physical, inorganic and organic chemical and pesticide parameters listed in SCHEDULE 4, and any new parameters with MAC's published in the GCDWQ	ENTERING DISTRIBUTION SYSTEM	2 Grab samples per annum for all parameters with the exception of Cyanobacterial toxins (as Microcystin-Total): (a) One sample taken during winter (December to February); and (b) One sample taken during summer (June to August); and For Cyanobacterial toxins (as Microcystin-Total) two grab samples: (a) One sample taken during the period August 1 – August 16; and (b) One sample taken during the period of September 1 to September 16 in any calendar year	Analytical Results	Reported annually  As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ

**SCHEDULE 4**

**Table of Physical, Inorganic chemicals, Organic chemicals and Pesticides**

Substance	Specific Parameter	Substance	Specific Parameter
Physical Parameters (Primary and Secondary)	Colour; pH; Total Dissolved Solids	Organic Chemicals and Pesticides (Primary)	Atrazine + metabolites; Azinphos-methyl; Benzene; Benzo(a)pyrene; Bromoxynil; Carbaryl; Carbofuran; Carbon Tetrachloride; Chlorpyrifos; Cyanazine; Cyanobacterial toxins (as Microcystin – Total); Diazinon; Dicamba; 1,2-Dichlorobenzene; 1,4-Dichlorobenzene; 1,2-Dichloroethane; 1,1-Dichloroethylene; Dichloromethane; 2,4-Dichlorophenol; 2,4-D; Diclofop-methyl; Diquat; Diuron; Dimethoate; Ethylbenzene; Glyphosate; Malathion; Methoxychlor; 2-Methyl-4- Chlorophenoxyacetic Acid (MCPA); Metolachlor; Metribuzin; Monochlorobenzene; Nitrilotriacetic Acid (NTA); N-Nitroso Dimethylamine (NDMA); Paraquat; Pentachlorophenol; Phorate; Picloram; Simazine; Terbufos; Tetrachloroethylene; 2,3,4,6-Tetrachlorophenol; Toluene; Trichloroethylene; 2,4,6-Trichlorophenol; Trifluralin; Vinyl Chloride; and Xylenes (total).
Inorganic chemicals (Primary)	Antimony; Arsenic; Barium; Boron; Bromate; Cadmium; Chlorate; Chlorite; Chloramines; Chromium; Cyanide; Fluoride; Lead; Mercury; Nitrate; Nitrite; Selenium; and Uranium;		
Inorganic and Organic Chemicals (Secondary)	Aluminum; Ammonia; Calcium; Chloride; Copper; Total Hardness; Iron; Magnesium; Manganese; Silver; Sodium; Sulphate; Sulphide; Total Organic Carbon; and Zinc;		

**SCHEDULE "C"**  
**SERVICES AND MAINTENANCE DUTIES**

## **SCHEDULE "C"**

### **SERVICES AND MAINTENANCE DUTIES**

#### **Operations Provision Summary**

Plan, coordinate and supervise the activities and operation of the raw water and treated water systems of the Barrhead Regional Water Services Commission facilities as defined by the legal documents, being Approval 394-03-00 (water treatment plant) and Approval 00201210-00-00 (weir), as agreed upon by the Town of Barrhead and the Barrhead Regional Water Services Commission.

#### **Operational Responsibilities:**

- Oversee the operation and maintenance of the raw water collection, storage and distribution systems;
- Oversee the operation and maintenance of the water treatment facility and outbuildings;
- Oversee the operation and maintenance of the treated water transmission system and operational facilities contained within the Regional Water System, as defined in Article 1 of the Operational Agreement;
- Liaise with Alberta Environment and Parks to ensure compliance with operational license requirements including submission of monthly and annual reporting;
- Diagnose utility system problems and ensure that necessary repairs are conducted in a timely and cost-effective manner;
- Maintain a data and information system for raw water collection and transmission, and treated water transmission;
- Perform infrastructure inspections and provide technical and practical input to the Commission and managing body; and
- Provide technical support and advisory support for operational and capital budgets.

#### **Duties and Responsibilities Summary:**

##### **Water Treatment Plant**

- Check heat;
- Conduct morning tests;
- Morning, midday and afternoon water treatment check and required sampling;
- Collect and record all readings (hour meters, flow rates, chemical usage);
- Fill day tanks;
- Mix required chemicals;

- Data entry reports;
- Check equipment operation (oil levels, leaks, noise);
- Chemical adjustments as required;
- Chemical draw down as required;
- Calibrate lab equipment, daily and weekly requirements;
- Collect grab sample minimum of three (3) times per day;
- Monitor water levels throughout the course of the day;
- Chlorine tests minimum of three (3) times per day;
- Monitor data system, SCADA system;
- Bacteria sample once per week minimum;
- Inspect and provide maintenance information or requirements for buildings and equipment;
- Schedule maintenance for buildings or equipment;
- One (1) fluoride sample taken per month to be sampled by outside source;
- THM's taken from three (3) separate locations at a rate of four (4) times per year; and
- Grab samples taken from random locations twice per year, summer and winter.

#### Raw Water Facilities

- Record hour meters;
- Record daily flows;
- Monitor and inspect raw water reservoirs;
- Monitor and inspect weir;
- Monitor and inspect raw water intake and pumping stations;
- Collect water samples minimum of one (1) time per day; and
- Maintain aeration buildings and equipment



Item No. 7(c)

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) franchise fee 2021

---

## **1.0 Purpose:**

To approve the Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) franchise fee for the 2021 calendar year.

## **2.0 Background and Discussion:**

The Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) franchise fee is reviewed annually and Council is given the opportunity to make adjustments to the rate. In 2016, Council increased the AltaGas franchise fee to 16%. Previous to this increase, the rate was 8% (since 2009).

At the November Budget Retreat, Council discussed the rate and it was the consensus that that franchise fee remain unchanged at 16%.

## **3.0 Alternatives:**

3.1 Council maintain the Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) franchise fee at 16% for the 2021 calendar year.

3.2 Council amend the Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) franchise fee for the 2021 calendar year, as directed.

**4.0 Financial Implications:**

The 2019 actual franchise fee has been calculate at \$360,633.00 and should the fee remain unchanged for 2021 the revenue is anticipated to be \$386,688.00.

**5.0 Interdepartmental Implications:**

Not applicable.

**6.0 Senior Government Implications:**

Not applicable

**7.0 Political/Public Implications:**

None

**8.0 Attachments:**

8.1 Letter from AltaGas regarding franchise rates dated August, 2020.

**9.0 Recommendations**

Council approve the Apex Utilities Inc. (previously known as AltaGas Utilities Inc.) Franchise fee to remain at 16% for the 2021 calendar year.

(original was signed by the C.A.O.)

Edward LeBlanc  
CAO





AltaGas Utilities Inc.  
 5509 45th Street  
 Leduc AB T9E 6T6  
 main 780.986.5215  
 fax 780.986.5220

August 2020

Mayor David McKenzie and Council  
 Town of Barrhead  
 P.O. Box 4189  
 Barrhead, AB T7N 1A2

Dear Mayor McKenzie and Council,

**Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF**

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of Barrhead and AltaGas Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2020. Failing notification, the current franchise fee percentage of **16.00%** will remain unchanged.

	<b>2019 Actuals</b>	<b>2021 Estimates</b>
Delivery Revenues (Rate 1, 11, 2 & 12)	\$2,215,991.48	\$2,374,748.44
Delivery Revenues (Rate 3 & 13)	37,968.05	42,055.39
<b>Total Delivery Revenues</b>	<b><u>\$2,253,959.52</u></b>	<b><u>\$2,416,803.84</u></b>

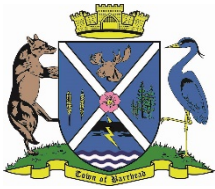
<b>2019 Actual Franchise</b>	<b><u>\$360,633.29</u></b>	
<b>2021 Estimated Franchise Fee</b>		<b><u>\$386,688.61</u></b>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@agutl.com. I look forward to hearing from you.

Sincerely,

**AltaGas Utilities Inc.**

Irv Richelhoff  
 Supervisor, Business Development



Item No. 7(d)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** FortisAlberta Franchise Fee 2021

---

## **1.0 Purpose:**

To approve the FortisAlberta franchise fee for the 2021 calendar year.

## **2.0 Background and Discussion:**

The FortisAlberta Franchise fee is reviewed annually and Council is given the opportunity to adjust the rate. In 2016, Council increased the Fortis franchise fee to 12%. Previous to this increase, the rate was 5% (since 2003).

During the November, 2020 Budget Retreat, Council discussed the rate for the 2021 Fortis franchise fee and it was the consensus that that 2021 Fortis franchise fee remain unchanged at 12%.

## **3.0 Alternatives:**

3.1 Council maintain the FortisAlberta franchise fee at 12% for the 2021 calendar year.

3.2 Council amend the FortisAlberta franchise fee for the 2021 calendar year, as directed.

## **4.0 Financial Implications:**

As noted in the attached information, the 2020 franchise fee estimated revenue is calculated at \$392,432.00. Should the fee remain, the estimated 2021 revenue is calculated to be \$398,357.00.

**5.0 Interdepartmental Implications:**

Not applicable.

**6.0 Senior Government Implications:**

Not applicable

**7.0 Political/Public Implications:**

None

**8.0 Attachments:**

8.1 Information E-Mail dated September 16, 2020 from FortisAlberta regarding franchise rates

8.2 FortisAlberta Franchise Fee calculation pages

**9.0 Recommendations**

Council approve the FortisAlberta Franchise fee to remain at 12% for the 2021 calendar year.

(original was signed by the C.A.O.)

Edward LeBlanc  
CAO

**From:** Law, Kayla  
**Sent:** September 16, 2020 1:16 PM  
**To:** Edward LeBlanc  
**Cc:** LHeureux, Dora  
**Subject:** 2020-2021 Franchise Fee Calculator - Barrhead  
**Importance:** High

**Good afternoon:**

**RE: Request Confirmation of Electric Distribution Franchise Fee for 2021**

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

***Please note: All proposed rate changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, which could be impacted by current economic conditions.***

If your municipality would like to defer adjusting your franchise fees until 2021, here are the **key dates** to consider. However, adjustments can only be done once per calendar year.

All advertisements are **required to be placed in the local newspaper with the widest circulation within your municipality for two consecutive weeks prior to these dates below:**

- Feb. 15, 2021 (for an April 1, 2021 implementation)
- May 15, 2021 (For a July 1, 2021 implementation)
- Aug. 15, 2021 (for an Oct. 1, 2021 implementation)
- Nov. 15, 2021 (for a Jan. 1, 2022 implementation)

**IMPORTANT ACTIONS AND TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JAN. 1, 2021:**

1. **Review** the attached Franchise Fee Calculator and present your recommendations to Council;
2. If Council is proposing a change in franchise fee, a resulting impact to the customer's annual bill **must be advertised in the local newspaper that has the widest circulation within your municipality for two consecutive weeks.** (Please use the attached sample advertisement).
3. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20 per cent.**
4. **By Nov. 1, 2020,** please **email scanned copies** of the advertisements to Kayla Law - Due to COVID-19 working precautions, we will only be accepting documentation via email. If this is a concern please contact me directly. Thank you.

**INCLUDE:**

- Copies of **both** advertisements
  - **Publication dates** for both advertisements
  - Name and location of newspaper
4. Any late, inaccurate or incomplete responses may result in re-advertising for a later implementation date.
  5. If Council decides to maintain the current franchise fee you do not have to advertise, but please notify Kayla Law

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

*NOTE: Due to pandemic protocol instructions, I will be working remotely with access to my e-mail and cell phone (xxx-xxx-xxxx), if you have any questions or need any assistance please contact me directly. Thank you.*

Kayla Law | Stakeholder Relations Manager

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FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 |  
Fax: 780-464-8398

[www.fortisalberta.com](http://www.fortisalberta.com)

**FORTIS**  
**ALBERTA**

**MISSION**  **ZERO**  
Bring it Home Preventable  
Injuries

2021 Proposed Transmission Revenue Change	2021 Proposed FortisAlberta Distribution Revenue Change	2021 Transmission Including Proposed Rate Change (ESTIMATED)	2021 Distribution (FortisAlberta) Including Proposed Rate Change (ESTIMATED)	2021 D&T Including Proposed Rate Changes (ESTIMATED)	2021 D&T & Franchise Fee @ 2019 Franchise Fee with Proposed Rate Changes (ESTIMATED)	2021 Franchise Fee Revenue at the NEW Franchise Fee Percentage (ESTIMATED)
9.9%	6.1%	\$ 552,406	938,873.66	\$ 1,491,279	\$ 1,670,233	\$ 178,954
10.9%	3.4%	\$ 4,583	3,750.67	\$ 8,334	\$ 9,334	\$ 1,000
20.9%	8.1%	\$ 3	123.75	\$ 126	\$ 142	\$ 15
16.2%	6.5%	\$ 6,124	149,950.68	\$ 156,075	\$ 174,804	\$ 18,729
16.2%	6.5%	\$ 2,646	4,708.85	\$ 7,354	\$ 8,237	\$ 883
16.2%	6.5%	\$ 187	1,284.65	\$ 1,471	\$ 1,648	\$ 177
2.0%	-4.3%	\$ 338,605	453,807.68	\$ 792,412	\$ 887,502	\$ 95,089
2.0%	-4.3%	\$ 4,569	8,414.31	\$ 12,984	\$ 14,542	\$ 1,558
-8.3%	3.7%	\$ 561,935	287,667.33	\$ 849,602	\$ 951,554	\$ 101,952
		\$ 1,471,057	1,848,581.57	\$ 3,319,638	\$ 3,717,995	\$ 398,357

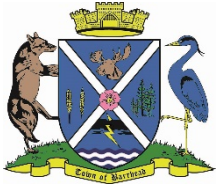
Mun Code	Municipality	Rate Category	2020 Transmission January to June Actuals	2020 Distribution January to June Actuals	2020 Franchise Fee Revenue January to June Actuals	12 Months Transmission (ESTIMATED)	12 Months Distribution (ESTIMATED)	12 Months Franchise Fee (ESTIMATED)
02-0014	Barrhead, Town of	11 - Residential Service	\$ 251,322	\$ 442,448	\$ 83,253	\$ 502,644	\$ 884,895	\$ 166,505
02-0014	Barrhead, Town of	21 - Farm Service	\$ 2,066	\$ 1,814	\$ 466	\$ 4,133	\$ 3,627	\$ 931
02-0014	Barrhead, Town of	26 - Irrigation Service	\$ 1	\$ 57	\$ 7	\$ 2	\$ 114	\$ 14
02-0014	Barrhead, Town of	31 - Street Lights	\$ 2,635	\$ 70,399	\$ 9,429	\$ 5,270	\$ 140,799	\$ 18,857
02-0014	Barrhead, Town of	33 - Street Lights	\$ 1,138	\$ 2,211	\$ 402	\$ 2,277	\$ 4,421	\$ 804
02-0014	Barrhead, Town of	38 - Yard Lighting Service	\$ 80	\$ 603	\$ 82	\$ 161	\$ 1,206	\$ 164
02-0014	Barrhead, Town of	41 - Small General Service	\$ 165,983	\$ 237,099	\$ 48,370	\$ 331,965	\$ 474,198	\$ 96,739
02-0014	Barrhead, Town of	41D - Small Gen. Service Flat Rate Only	\$ 2,240	\$ 4,396	\$ 797	\$ 4,480	\$ 8,792	\$ 1,593
02-0014	Barrhead, Town of	61 - General Service	\$ 306,398	\$ 138,702	\$ 53,412	\$ 612,797	\$ 277,403	\$ 106,824
			\$ 731,864	\$ 897,729	\$ 196,216	\$ 1,463,729	\$ 1,795,457	\$ 392,432

<b>2020 Current Franchise Fee</b>	<b>12.00%</b>
<b>Franchise Fee</b>	<b>20%</b>
<b>2020 Estimated Revenue</b>	<b>\$ 392,432</b>
<b>2021 Estimated Franchise Fee Revenue if your Franchise Fee remains the same</b>	<b>\$ 398,357</b>
<b>Franchise Fee Calculator Changes:</b>	
<b>Yellow area is to calculate different franchise fee.</b>	
<b>2021 Proposed Franchise Percentage</b>	<b>12.00%</b>
<b>2021 Estimated Franchise Fee Revenue if your Percentage is changed</b>	<b>\$ 398,357</b>
<b>Difference in Franchise Fees Collected from 2020 to 2021 with Proposed D&amp;T Rate Changes.</b>	<b>\$ 5,925</b>

**Please note:** All proposed rate changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, **which could be impacted by** if your municipality would like to defer adjusting your franchise fees until 2021, here are the key dates to consider.

However, adjustments can only be done once per calendar year.

All advertisements are required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks prior to these dates below:



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead & District Twinning Committee – 2021 Operating Budget

---

## **1.0 PURPOSE:**

For Council to approve the Barrhead & District Twinning Committee's 2021 Operating Budget.

## **2.0 BACKGROUND AND DISCUSSION:**

During the November 23, 2020, Barrhead and District Twinning Committee meeting, the Committee reviewed the proposed 2021 Operating Budget.

After the presentation by Administration and some deliberation, the Committee passed the following motion:

The following changes were discussed:

- Remove the \$1000 laid out for the Hosted Conference expenses (30<sup>th</sup> Anniversary) as there will be no activities for this in 2021
- Reduce the amount allotted for promotions and gifts from \$1000 to \$500 for 2021
- Reduce the delegation activity allotted from \$3000 to \$1500 for 2021
- This will reduce the total budget from \$10,100 to \$7,100 for the year 2021

*Motion by Nadine Quedenbaum to accept the proposed budget for 2021 with the above changes for a total of \$7,100.00*

**CARRIED UNANIMOUSLY**

(Reference: Resolution No. 17-20)

## **3.0 ALTERNATIVES:**



- 3.1 Council approves the Barrhead and District Twinning Committee's 2021 Operating Budget with the Town's obligation of \$3,500.00 as recommended by the Barrhead and District Twinning Committee, as presented.
- 3.2 Council instructs the Barrhead and District Twinning Committee to provide further information to the proposed 2021 Operating Budget and to bring back the information at a future Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

The Committee's financial request will not have a significant impact to the Town's overall 2021 operating budget.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The noted operational budget is limited to the Barrhead and District Twinning Committee.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

To ensure the Barrhead and District Twinning Committee has a sufficient operational budget to meet their obligations for the 2021 fiscal year.

**8.0 ATTACHMENTS:**

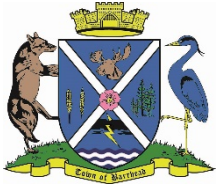
- 8.1 Proposed Barrhead and District Twinning Committee's 2021 Operating Budget.

**9.0 RECOMMENDATIONS:**

Council approves the Barrhead and District Twinning Committee's 2021 Operating Budget with the Town's obligation of \$3,500.00 as recommended by the Barrhead and District Twinning Committee, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

	A	B	C	D	E
1	<b>Barrhead &amp; District Twinning Committee</b>				
2	<b>Proposed 2021 Operating Budget</b>				
3	Approved by Committee November 23, 2020				
4		<b>2020 BUDGET</b>	<b>2020 PROJECTED</b>	<b>2021 PROPOSED BUDGET</b>	<b>2021 COMMENTS</b>
5					
6	<b><u>OPERATING REVENUES</u></b>				
7	General Revenue	-	-	-	
8	Municipal Contribution (Town)	(4,535)	(385)	(3,550)	
9	Municipal Contribution (County)	(4,535)	(385)	(3,550)	
10	<b>TOTAL TWINNING OPERATING REVENUES</b>	(9,070)	(770)	(7,100)	
11					
12	<b><u>OPERATING EXPENSES</u></b>				
13	Conference Fees/Memberships	1,000	100	1,000	
14	Hosted Conference Expenses	500	-	-	
15	Postage	70	70	100	
16	Advertising	500	-	500	
17	Promotion/Gifts	500	100	500	
18	Delegation Activities	3,000	-	1,500	
19	Meeting Expense	1,000	-	1,000	
20	Miscellaneous/Japanese Garden	1,000	500	1,000	
21	Mileage/Rentals	1,500	-	1,500	
22	<b>TOTAL TWINNING OPERATING EXPENDITURES</b>	9,070	770	7,100	
23					
24					
25					



# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead & District Twinning Committee – 2022 – 2024 Operating Plan

---

## **1.0 PURPOSE:**

For Council to approve the Barrhead and District Twinning Committee's 2022 – 2024 Operating Plan.

## **2.0 BACKGROUND AND DISCUSSION:**

During the November 23, 2020 Barrhead and District Twinning Committee meeting, the Committee reviewed the proposed 2022 – 2024 Operating Plan.

After the presentation by Administration and some deliberation, the Committee passed the following motion:

The following changes were discussed for 2022:

- Add in \$1000 for a 30<sup>th</sup> Anniversary Event to be held during this budget year
- Add in \$500 for Promotions & Gifts to increase this to \$1000 from \$500
- This will increase the 2022 budget to \$10,080.00

The following changes were discussed for 2023-2024:

- Agreement to make no changes to these proposed budgets at this point  
Elaine Dickie noted that we would like to be able to reallocate funds within the budget year without the approval of councils providing we remain within the total allocated budget.

*Motion made by Deb Schembri to accept the proposed budget for 2022 with the proposed changes for a total of \$10,080.00 and to accept the 2023 & 2024 proposed budgets as presented with the ability to reallocate funds within any of these budgets as necessary providing the total budget is not exceeded for any one year without joint approval from the Town of Barrhead and the County of Barrhead councils.*

**CARRIED UNANIMOUSLY**

**3.0 ALTERNATIVES:**

- 3.1 Council approves the Barrhead and District Twinning Committee's proposed 2022 – 2024 Operating Plan, as recommended by the Barrhead and District Twinning Committee, as presented.
- 3.2 Council instructs the Barrhead and District Twinning Committee to provide further information to the proposed 2022 – 2024 Operating Plan and to bring back the information at a future Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Not applicable – no financial implications for the 2021 fiscal year.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The noted Operational Plan is limited to the Barrhead and District Twinning Committee.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

To ensure the Barrhead and District Twinning Committee has a sufficient operational plan to meet their obligations and responsibilities moving forward.

**8.0 ATTACHMENTS:**

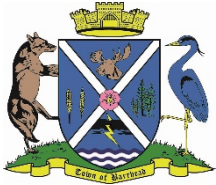
- 8.1 2022 – 2024 Barrhead and District Twinning Committee proposed Operating Plan.

**9.0 RECOMMENDATIONS:**

Council approves the Barrhead and District Twinning Committee's proposed 2022 – 2024 Operating Plan, as recommended by the Barrhead and District Twinning Committee, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

	A	B	C	D	E	F	G
1	<b>Barrhead &amp; District Twinning Committee Proposed 2022 to 2024 Operating Plan</b>						
2							
3	Approved by Committee November 23, 2020						
4		<b>2022 PROPOSED PLAN</b>	<b>2022 COMMENTS</b>	<b>2023 PROPOSED PLAN</b>	<b>2023 COMMENTS</b>	<b>2024 PROPOSED PLAN</b>	<b>2024 COMMENTS</b>
5	<b>OPERATING REVENUES</b>						
6	General Revenue	-		-		-	
7	Municipal Contribution (Town)	(5,040)		(4,290)		(4,290)	
8	Municipal Contribution (County)	(5,040)		(4,290)		(4,290)	
9	<b>TOTAL TWINNING OPERATING REVENUES</b>	(10,080)		(8,580)		(8,580)	
10							
11	<b>OPERATING EXPENSES</b>						
12	Conference Fees/Memberships	1,000		1,000		1,000	
13	30th Anniversary Event	1,000		-		-	
14	Postage	80		80		80	
15	Advertising	500		500		500	
16	Promotion/Gifts	1,000		500		500	
17	Delegation Activities	3,000		3,000		3,000	
18	Meeting Expense	1,000		1,000		1,000	
19	Miscellaneous/Japanese Garden	1,000		1,000		1,000	
20	Mileage/Rentals	1,500		1,500		1,500	
21	<b>TOTAL TWINNING OPERATING EXPENDITURES</b>	10,080		8,580		8,580	
22							
23							
24							



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead Johnson Airport Committee – 2021 Operating Budget and the 2022-2024 Financial Plan

---

## 1.0 **PURPOSE:**

For Council to approve the Barrhead Johnson Airport Committee's proposed 2021 Operating Budget and their 2022-2024 Financial Plan.

## 2.0 **BACKGROUND AND DISCUSSION:**

During the October 15, 2020 Barrhead Johnson Airport Committee meeting, the Committee reviewed the proposed 2021 Operating Budget and 2022-2024 Financial Plan.

The Committee passed the following motions:

*Moved by Councillor Darrell Troock that the 2021 Proposed Operating Budget be approved as circulated and recommended to respective Councils.*

*Carried Unanimously*

*Moved by Mayor Dave McKenzie that the 2022 - 2024 Proposed Financial Plan be approved as circulated and recommended to respective Councils.*

*Carried Unanimously*

## 3.0 **ALTERNATIVES:**

3.1 Council approves the Barrhead Johnson Airport proposed 2021 Operating Budget as recommended by the Barrhead Johnson Airport Committee, as presented.

- 3.1 (a) Council approves the Barrhead Johnson Airport proposed 2022-2024 Financial Plan, as recommended by the Barrhead Johnson Airport Committee, as presented.
- 3.2 Council instructs the Barrhead Johnson Airport Committee to provide further information to the proposed 2021 Operating Budget and/or the 2022 – 2024 Operating Plan and to bring back the information at a future Council Meeting.

**3 FINANCIAL IMPLICATIONS:**

The Committee's financial request will not have a significant impact to the Town's overall 2021 Operating Budget.

**4 INTERDEPARTMENTAL IMPLICATIONS:**

The noted proposed 2021 Operating Budget and 2022-2024 Financial Plan is limited to the Barrhead Johnson Airport Committee.

**5 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**6 POLITICAL/PUBLIC IMPLICATIONS:**

A viable airport is an important asset to any community.

**7 ATTACHMENTS:**

7.1 Barrhead Johnson Airport Committee proposed 2021 Operating Budget and 2022-2024 Financial Plan.

**8 RECOMMENDATIONS:**

Council approves the Barrhead Johnson Airport proposed 2021 Operating Budget as recommended by the Barrhead Johnson Airport Committee, as presented.

(a) Council approves the Barrhead Johnson Airport proposed 2022-2024 Financial Plan, as recommended by the Barrhead Johnson Airport Committee, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

**Barrhead Johnson Airport**  
**Proposed Operating Budget & 3 Year Financial Plan**  
Approved by Airport Committee: October 15, 2020

GL Account *	Description	2021	2022	2023	2024
1-1565-Leases Revenue		3,137.00	3,200.00	3,264.00	3,264.00
1-1566-Hangar & Tie Down Fees Revenue		8,100.00	8,100.00	8,100.00	8,100.00
1-1850-Local Government Grants	Contribution from Town	17,515.55	17,684.57	19,391.56	15,936.78
1-1850-Local Government Grants	Contribution from County	17,515.55	17,684.57	19,391.57	15,936.78
		<b>46,268.10</b>	<b>46,669.14</b>	<b>50,147.13</b>	<b>43,237.56</b>
2-2111-Honorariums and Fees		731.00	731.00	731.00	731.00
2-2112-Salaries Expense		1,410.21	1,439.00	1,467.43	1,496.21
2-2120-CPP Expense		50.14	50.14	50.14	50.14
2-2121-EI Expense		20.74	20.74	20.74	20.74
2-2122-Group Life Insurance		7.67	7.82	7.98	8.13
2-2123-AD&D Expense		1.06	1.08	1.10	1.12
2-2124-Health Benefit Expense		45.04	45.04	45.04	45.04
2-2125-Dental Benefit Expense		25.62	25.62	25.62	25.62
2-2126-Pension Benefit Expense		149.98	153.97	157.90	161.89
2-2129-Critical Illness BenefitExpense		2.63	2.63	2.63	2.63
2-2130-Health Spending Benefit Expense		14.01	14.01	14.01	14.01
2-2131-LTD Benefit Expense		14.57	14.87	15.16	15.46
2-2136-Workers' Compensation Benefits		26.00	26.00	27.00	27.00
2-2136-Workers' Compensation Benefits		24.68	25.18	25.68	26.18
2-2210-Mileage Expense		243.00	243.00	243.00	243.00
2-2217-Telephone & Internet Expense		1,139.00	1,139.00	1,139.00	1,139.00
2-2221-Advertising Expense		383.00	383.00	383.00	383.00
2-2231-Inspection Fees		1,724.00	1,724.00	1,724.00	1,724.00
2-2259-Contracted Services	Misc.	1,740.00	1,740.00	1,740.00	1,740.00
2-2259-Contracted Services	Regulatory Review Flight Check (Every 5 Years)	3,500.00	-	-	-
2-2259-Contracted Services	Annual snowplowing	5,000.00	5,000.00	5,000.00	5,000.00
2-2259-Contracted Services	Annual Crackfilling Program	8,000.00	8,000.00	8,000.00	8,000.00
2-2259-Contracted Services	Line Painting (Every 3 Years)	-	-	7,000.00	-
2-2259-Contracted Services	Brushing & Drainage plus spray around lights	2,000.00	2,000.00	2,000.00	2,000.00
2-2259-Contracted Services	Annual Maintenance of Weather Station	4,000.00	4,000.00	4,000.00	4,000.00
2-2259-Contracted Services	GPS Procedure Maintenance (Annual Contract)	3,000.00	3,000.00	3,000.00	3,000.00
2-2259-Contracted Services	Street Light Installation	-	3,700.00	-	-
2-2259-Contracted Services	Runway Mowing	2,000.00	2,000.00	2,000.00	2,000.00
2-2274-Insurance Expense		2,698.09	2,779.03	2,834.61	2,891.30
2-2510-Goods - Consumables	Goods - urea for runway, chlorine, lights, transformers, wind socks, pumps, janitor supplies, etc.	4,000.00	4,000.00	4,000.00	4,000.00
2-2543-Utilities:Gas Expense		1,570.80	1,602.22	1,634.26	1,634.26
2-2544-Utilities:Power Expense		2,746.86	2,801.80	2,857.83	2,857.83
<b>Expenditures</b>		<b>46,268.10</b>	<b>46,669.14</b>	<b>50,147.13</b>	<b>43,237.56</b>
Net		(0.00)	(0.00)	0.00	(0.00)





# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead Johnson Airport Committee – 2021 Capital Budget

---

## **1.0 PURPOSE:**

For Council to approve the Barrhead Johnson Airport Committee's proposed 2021 Capital Budget.

## **2.0 BACKGROUND AND DISCUSSION:**

During the October 15, 2020 Barrhead Johnson Airport Committee meeting, the Committee reviewed the proposed 2021 Capital Budget.

The Committee passed the following motion:

*Moved by Councillor Darrell Troock that the 2021 Proposed Capital Budget be approved as circulated and recommended to respective Councils.*

*Carried Unanimously*

## **3.0 ALTERNATIVES:**

3.1 Council approves the Barrhead Johnson Airport Committee's proposed 2021 Capital Budget, as recommended by the Barrhead Johnson Airport Committee, as presented.

3.2 Council instructs the Barrhead Johnson Airport Committee to provide further information to the proposed 2021 Capital Budget and to bring back the information at a future Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

The Committee's financial request will not have an impact to the Town's overall 2021 Budget.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The noted capital budget is limited to the Barrhead Johnson Airport Committee.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable.

**8.0 ATTACHMENTS:**

8.1 2021 Barrhead Johnson Airport Committee proposed Capital Budget.

**9.0 RECOMMENDATIONS:**

Council approves the Barrhead Johnson Airport Committee's proposed 2021 Capital Budget, as recommended by the Barrhead Johnson Airport Committee, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

**Barrhead Johnson Airport**

**Proposed Capital Budget**

Approved by Airport Committee October 15, 2020

2021

**FINANCES ACQUIRED**

Contributions from Others	-
Local Government Grant (County)	-
Local Government Grant (Town)	-

**TOTAL Finance Acquired**

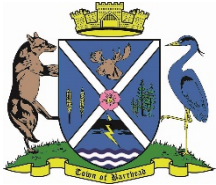
**\$ -**

**FINANCE APPLIED**

Land Improvements	\$ -
Buildings	-
Equipment	-

**TOTAL Finance Applied**

**\$ -**



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead Johnson Airport Committee's 10 Year Capital Plan.

---

## **1.0 PURPOSE:**

For Council to approve the Barrhead Johnson Airport Committee's 10 Year Capital Plan.

## **2.0 BACKGROUND AND DISCUSSION:**

During the October 15, 2020 Barrhead Johnson Airport Committee meeting, the Committee reviewed the Barrhead Johnson Airport Committee's 10 Year Capital Plan.

The Committee passed the following motion:

*Moved by Wade Evans that the 10 Year Proposed Capital Plan be approved as circulated and recommended to respective Councils.*

*Carried Unanimously*

## **3.0 ALTERNATIVES:**

3.1 Council approves the Barrhead Johnson Airport Committee's 10 Year Capital Plan, as recommended by the Barrhead Johnson Airport Committee, as presented.

3.2 Council instructs the Barrhead Johnson Airport Committee to provide further information to the proposed 10 Year Capital Plan and to bring back the information at a future Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

The Committee's 10 Year Capital Plan will not have an impact to the Town's overall 2021 budget.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The noted 10 Year Capital Plan is limited to the Barrhead Johnson Airport Committee.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable.

**8.0 ATTACHMENTS:**

8.1 The proposed Barrhead Johnson Airport Committee's 10 Year Capital Plan.

**9.0 RECOMMENDATIONS:**

Council approves the Barrhead Johnson Airport Committee's 10 Year Capital Plan, as recommended by the Barrhead Johnson Airport Committee, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

**10 Year Capital Plan  
County of Barrhead No. 11  
AIRPORT**

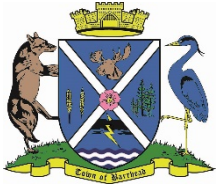


Project Name/Description	Year	Original Purchase Price	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031 & Future	TOTAL
			Actual	Budget	Est.	Est.	Est.	Est.	Est.	Est.	Est.	Est.	Est.			
<b>AIRPORT LAND IMPROVEMENTS</b>																\$0
AIRPORT RUNWAY (Example Paving)																\$0
AIRPORT TAXIWAY																\$0
AIRPORT SITES (upgrades and additions)																\$0
6 New Hangar Sites	2019		\$14,514													
Street Paving	2020			\$60,000												
AIRPORT UTILITIES																\$0
AIRPORT FENCING & LANDSCAPING																\$0
<b>AIRPORT EQUIPMENT</b>																\$0
519 2008 GPS Approach Procedure System	2008	13,345.27														\$0
570 2011 Weather Monitoring System	2011	55,000.00														\$0
																\$0
																\$0
<b>AIRPORT BUILDINGS</b>																\$0
Terminal Upgrade and Renovations																\$0
																\$0
<b>Total Planned Capital Expenditures Airport</b>		\$68,345	\$14,514	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**FUNDING SOURCE:**  
Contribution from Town  
Contribution from County  
Total Funding

7,257	30,000															
7,257	30,000															
\$14,514	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Approved by Airport Committee October 15, 2020



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead FCSS – 2021 Operating Budget with Highlights

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## **1.0 PURPOSE:**

For Council to approve the Barrhead & District Family Community Support Services Society (FCSS) 2021 Operating Budget.

## **2.0 BACKGROUND AND DISCUSSION:**

The Barrhead & District Family Community Support Services 2021 Operating Budget was presented to Council during the November 10, 2020 Council Meeting.

At the November, 2020 Budget Retreat, Council discussed the FCSS's 2021 Operating Budget and it was the consensus that the Barrhead & District Family Community Support Services Society's 2021 Operating Budget be approved.

## **3.0 ALTERNATIVES:**

3.1 Council approves the Barrhead & District Family Community Support Services Society's 2021 Operating Budget, as recommended by the Barrhead & District Family Community Support Services Society, as presented.

3.2 Council instructs the Barrhead & District Family Community Support Services Society to provide further information to their 2021 Operating Budget and to bring back the information at a future Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

The Society's financial recommendation will not have a significant impact to the Town's overall 2021 budget.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The noted 2021 Operating Budget is limited to the mandate of the Barrhead & District Family Community Support Services Society.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

The mandate of the Society's is very important to the overall health and betterment of our community.

**8.0 ATTACHMENTS:**

8.1 The proposed Barrhead & District Family Community Support Services Society's 2021 Operating Budget and budgetary highlights.

**9.0 RECOMMENDATIONS:**

Council approves the Barrhead & District Family Community Support Services Society's 2021 Operating Budget, as recommended by the Barrhead & District Family Community Support Services Society, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



## 2021 - 80/20 BUDGET

	Board 100	Admin 101	CDVC 102	H. S. 103	A & S 104	Youth 106	2021 Budget	2020 Budget	2019 Actuals
<b>INCOME</b>									
4001 – Donations		5,000					5,000	1,152	1787.50
4002 – Facility Rental							0	0	0
4003 – Fees & Registration				1,440		530	1,970	530	2,861
4004 – Other Income				800			800	2,200	3,309.10
4005 – Transf from Other Prog							0	0	581.76
4006 – Seniors' Program				25,950			25,950	34,600	33,359.72
4009 – FCSS Dividends		100					100	345	0
4012 – Woodlands Grant			3,125	3,125	3,125	3,125	12,500	0	5,200
4013 – Interest Income		500					500	1,250	1,691.28
4017 – Counselling Fees							0	2,500	3,999.00
4103 – Pemb Hills Grant							0	33,985.16	49,812.64
4120 – Grant Admin Fees		625.50					625.50	5,538.12	16,763.84
4122 – Comm Admin Fees							0	0	0
<b>TOTAL 4000-80/20 Revenue</b>	<b>0</b>	<b>6,225.50</b>	<b>3,125</b>	<b>31,315</b>	<b>3,125</b>	<b>3,655</b>	<b>47,445.50</b>	<b>82,100.28</b>	<b>119,365.84</b>
<b>4200-80/20 Funding</b>									
4201 – Town Funding	745.50	28,381.18	7,449.02	12,085.53	8,793.20	3,545.56	61,000	76,000	60,999.99
4202 – County Funding	745.50	28,381.18	7,449.03	12,085.52	8,793.20	3,545.56	61,000	76,000	60,999.96
4204 – Provincial Funding	3,854.88	146,755.39	38,517.94	62,492.65	45,468.50	18,333.64	315,423	315,423	315,423.05
<b>TOTAL 4200-80/20 Funding</b>	<b>5,345.88</b>	<b>203,517.77</b>	<b>53,415.99</b>	<b>86,663.70</b>	<b>63,054.90</b>	<b>25,424.76</b>	<b>437,423</b>	<b>467,423</b>	<b>437,423</b>
<b>TOTAL INCOME</b>	<b>5,345.88</b>	<b>209,743.27</b>	<b>56,540.99</b>	<b>117,978.70</b>	<b>66,179.90</b>	<b>29,079.76</b>	<b>484,868.50</b>	<b>549,523.28</b>	<b>556,788.84</b>
<b>EXPENSES</b>									
7106 – Staffing Cost									
6560 – Payroll Expenses		13,638.64	2,718.30	7,016.50	3,397.80	840.54	27,611.78	25,455.87	27,096.83
7100 – Salaries		153,495.02	29,870.84	84,825.45	37,337.71	9,236.50	314,765.52	334,883.11	352,661.74
7104 – WCB		1,350.76	262.86	746.46	328.58	81.28	2,769.94	2,998.85	4,131.77
7104.1 – WCB Volunteers	50		500				550		
7105 – Benefits		8,800.47	3,651.73	2,792.49	3,803.55	796.68	19,844.92	23,021.51	21,205.15
<b>TOTAL 7106-Staffing Costs</b>	<b>50</b>	<b>177,284.89</b>	<b>37,003.73</b>	<b>95,380.90</b>	<b>44,867.64</b>	<b>10,955</b>	<b>365,542.16</b>	<b>386,359.34</b>	<b>405,095.49</b>
7125 – Training & Develop	2,100	3,250	1,700	2,300	700	700	10,750	13,220	7,401.38
7126 – Staff/Volunteer Recog	325	200	25	375	125	25	1,075	950	772.23
7130 – Travel & Subsistence	1,400	3,700	750	4,750	1,200	1,025	12,825	12,067.50	13,224.23
7131 – Vehicle Expenses		100	100	100	100	100	500	690	318.07
7135 – Membership Fees		237	237	237	237	237	1,185	1,410	792.25
7140 – Postage		342	172	342	172	172	1,200	885	726.37
7145 – Telephone		2,156.67	718.89	718.89	718.89	718.89	5,032.23	5,647.48	4,907.85
7150 – Advertising	1090.88	700	700	700	700	700	4,590.88	2,775	4,029.32
7155 – Printing		685	228	456	228	228	1,825	1,825	2,092.24
7160 – Building Rent		10,268.52	6,845.68	6,845.68	6,845.68	6,845.68	37,651.24	56,046.64	38,715.84
7165 – Office Supplies		2,000	1,000	1,000	1,000	1,000	6,000	3,464.48	5,856.66
7170 – Program Supplies	300	1,200	2,000	1,947.70	1,500	3,500	10,447.70	4,480	6,034.70
7190 – Volunteer Event			2,250				2,250	1,850	1,850
7200 – Building Maint/Janitor		2,529.20	1,264.60	1,264.60	1,264.60	1,264.60	7,587.60	4,695.93	6,014.07
7205 – Bank Charges		96					96	96	195.74
7206 – TelPay Contract		350					350	350	325
7210 – Insurance		305	152.50	152.50	152.50	152.50	915	882.02	876.51
7215 – Equip Repair & Maint		90	90	90	90	90	450	300	0
7220 – Subscript & Resources		500	500	500	500	500	2,500	0	2,719.20
7225 – Equip Rent or Purch		30	30	30	30	30	150	0	100.90
7226 – Computers		500	125	125	125	125	1,000	1,275	2,498.62
7230 – Accounting/Audit/Legal		783.76	261.26	261.26	261.26	261.26	1,828.80	1,611.33	1,378.91
7301 – Amortization on Equip		1,594					1,594	1,400	1,595
7305 – Counselling Contract					5,000		5,000	42,365.25	41,826.28
7440 – Miscellaneous Exp		200					200	155	170.28
7445 – Cash Short / Over							0	0	18.96
7801 – Transfer to Other Prog							0	0	155.78
7999 – GST Paid	80	641.23	387.33	402.17	362.33	449.83	2,322.89	2,164.02	1,835.98
<b>TOTAL EXPENSES</b>	<b>5,345.88</b>	<b>209,743.27</b>	<b>56,540.99</b>	<b>117,978.70</b>	<b>66,179.90</b>	<b>29,079.76</b>	<b>484,868.50</b>	<b>546,964.99</b>	<b>551,527.86</b>
<b>NET INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,558.29</b>	<b>5,260.98</b>

## Budget Highlights

**Incomes:** Expecting significantly fewer incomes in 2021.

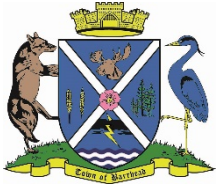
- Home Support serving fewer clients due to pandemic restrictions
- No Grant Incomes after March 31
- Seniors dinners and group gatherings postponed due to pandemic
- No Counselling Fees
- No FSL program Fees
- Expecting no changes to provincial funding
- Asking for no increases from Town & County

**Expenses:**

- Staffing: Each program receives additional day due to increased services operating within each; includes 1.5% wage increase for all staff positions - competitive with industry standards
- Training: Budget for one conference and one additional training opportunity
- Advertising: Increased to reflect actuals; anticipate more newsprint ads during pandemic
- Building Rent: Reflects 2019 actuals; Recuperated significant portion of the rent through the FRN contract, provided additional room at a reduced rate for the Barrhead Food Bank
- Program Supplies: Healthier budget for each program to reflect new services offered
- Building Maintenance & Janitorial: Reflects increased number of cleaning days and winter services
- Counselling Contract: Subsidized counselling agreement; will likely be matched with resources from our Covid-19 responses in our community accounts

**Increased Services by Program:**

- 102 - Community Development & Volunteer Coordination (3 days/week): Addition of Volunteer Snow Angels program and Community Block Party program resources; 1-2 community development courses
- 103 - Home Support (4 days/week): Addition of a Seniors' Collective Kitchen program
- 104 - Advocacy & Support (4 days/week): Addition of subsidized counselling referrals; helping clients navigate government resource options during the pandemic; continued work with FASD clients although the FASD contract is not available; increased communications with schools; organizational safety facilitation; emergency social services response
- 105 – Youth (1 day/week): Addition of stand-alone courses facilitated by the FCSS coordinator (includes services that were once under the FSL program); Red Cross Babysitting, Stay Safe Home Alone, CRP/First Aid, Rainbows, Tools for Schools. Increased partnership with Community Organizations, Schools and Family Resource Networks. *NOTE: This program shares wages and program supplies between two additional budgets - FCSS 80/20 budget at 1 day per week & Community Youth budget at 2 days per week (including an assistant for evening programs)*



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Barrhead Public Library – 2021 Operating Budget and 3-year Operating Plan

---

## **1.0 PURPOSE:**

For Council to approve the Barrhead Public Library's 2021 Operating Budget and 3-year Operating Plan.

## **2.0 BACKGROUND AND DISCUSSION:**

The Barrhead Public Library's proposed 2021 Operating Budget and 3-year Operating Plan was presented to Council at the November 10, 2020 Council Meeting.

During the November 21, 2020 Budget Retreat, Council discussed the Barrhead Public Library's proposed 2021 Operating Budget and 3-year Operating Plan and it was the consensus that both the Budget and the Operational Plan be approved.

## **3.0 ALTERNATIVES:**

3.1 Council approves the Barrhead Public Library's proposed 2021 Operating Budget, as recommended by the Barrhead Public Library Board, as presented.

3.1 (a) Council approves the Barrhead Public Library's proposed 2022 – 2024 Operating Plan, as recommended by the Barrhead Public Library Board, as presented.

3.2 Council instructs the Barrhead Public Library Board to provide further information to the proposed 2021 Operating Budget and/or the 2022 - 2024 Operating Plan and to bring back the information at a future Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

The Board's financial request will not have a significant impact to the Town's overall 2021 operating budget.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The noted 2021 operational budget is limited to the Barrhead Public Library.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

To ensure the Barrhead Public Library has a sufficient operational budget to meet their obligations for the 2021 fiscal year.

**8.0 ATTACHMENTS:**

8.1 Proposed Barrhead Public Library's 2021 Operating Budget and 3-year Operating Plan.

**9.0 RECOMMENDATIONS:**

- (a) Council approves the Barrhead Public Library's proposed 2021 Operating Budget, as recommended by the Barrhead Public Library Board, as presented.
- (b) Council approves the Barrhead Public Library's proposed 2022 – 2024 Operating Plan, as recommended by the Barrhead Public Library Board, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

# ***BARRHEAD PUBLIC LIBRARY***

5103 – 53 Avenue, Barrhead, Alberta T7N 1N9

Phone: 780-674-8519 Fax: 780-674-8520

elaine@barrheadpubliclibrary.ca [www.barrheadpubliclibrary.ca](http://www.barrheadpubliclibrary.ca)

Oct. 30, 2020

Mr. Edward LeBlanc  
CAO  
Town of Barrhead

Re: Barrhead Library Board 2021 budget presentation to Joint Councils in November.

At the request of the Library Board, I enclose for Council's consideration:

- the 2020 year-end projections for the Barrhead and Neerlandia public libraries.
- the proposed 2021 budget for Barrhead Public Library with allotments to Neerlandia Public Library. Neerlandia Public Library's budget is also enclosed.

The Library Board approved these budgets at its regular Board meeting on October 20, 2020.

Changes in 2020 to note:

- Barrhead Public Library and Neerlandia Library experienced reduction in hours, services, and staff during the COVID-19 Stage 1. Three staff were placed on CERB, three were permanently let go. Expenses were incurred to implement COVID-19 protocols.
- Not able to host fundraisers during Stage 1 resulted in lower revenues than anticipated.

Changes in 2021 to note:

- \$18.44 per capita request to municipalities is unchanged from 2020.
- Shared cost between Town and County for janitorial and utility services for Barrhead library is unchanged from 2020. Each municipality contributes \$5,500.
- Revenue from Barrhead Elementary School is reduced from 2020 as per the terms of the 2019 Services Agreement between Barrhead library and the school division.
- A one percent cost of living increase is to be given to regular staff. Staff received no increase in 2019. Library reserve funds will be used to pay the increase.

I also enclose, for your information, statistics of many activities that did take place in 2020 at each of the libraries.

Please contact me with any questions or concerns you or Council may have. I look forward to meeting with you at the Meeting in November.

Sincerely,



Elaine Dickie  
Library Director



## BARRHEAD LIBRARY BOARD

### 2021 Budget-Revenue

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Year End Projection	2021 Budget	Notes: Re: 2021 Budget
<b>Cash Revenue</b>								
<b>Government Revenue</b>								
Municipal Affairs	58,430	58,430	58,430	58,430	58,430	58,430	58,430	\$5.55per capita (population10624)*
Town of Barrhead	77,737	80,316	84,437	84,437	84,437	84,437	84,437	Town of Barrhead 4579@ \$18.44
County of Barrhead	106,924	110,292	115,950	115,950	115,950	115,950	115,950	County of Barrhead 6288@ \$18.44
<b>Total Government Revenue</b>	<b>243,091</b>	<b>249,038</b>	<b>258,817</b>	<b>258,817</b>	<b>258,817</b>	<b>258,817</b>	<b>258,817</b>	
<b>School Revenues</b>								
Instruction	52,430	52,430	52,430	52,430	39,964	30,620	27,100	Grades K-6 (542 students)
Books	4,669	4,620	5,000	4,405	5,000	4,750	5,500	
<b>Total School Revenues</b>	<b>57,099</b>	<b>57,050</b>	<b>57,430</b>	<b>56,835</b>	<b>44,964</b>	<b>35,370</b>	<b>32,600</b>	
<b>Public Library Revenues</b>								
<b>Donations/Fundraising</b>								
Memorial/Gifts	2,650	5,823	3,000	4,860	2,000	2,500	7,000	
Books for Babes	559	740	500	750	500	500	500	
Friends of the Library	2,665	3,118	3,000	3,239	2,500	2,000	2,500	
Used Book Sales	2,167	2,016	2,000	2,515	1,750	500	1,500	
Book Fairs	14,339	12,612	15,000	12,148	12,000		6,000	
Adopt-A-Magazine	945	907	1,000	1,915	1,000	700	950	
<b>Total Donations/Fundraising</b>	<b>23,325</b>	<b>25,216</b>	<b>24,500</b>	<b>25,427</b>	<b>19,750</b>	<b>6,200</b>	<b>18,450</b>	
<b>Grants</b>								
<b>Program Grants</b>								
STEP /YCW/Employment	9,448	10,731	8,600	4,200	4,200		10,555	1 summer student/1 -YCW
YRL/Culture	800	750	1,800	750	750	750	750	
CAP/Other	9,912	2,605	0				5,500	YCW
<b>Total Grants</b>	<b>20,160</b>	<b>14,086</b>	<b>10,400</b>	<b>4,950</b>	<b>4,950</b>	<b>750</b>	<b>16,805</b>	

**BARRHEAD LIBRARY BOARD**

**2021 Budget-Revenue**

<b>Operations</b>								
Membership fees	7,175	7,085	9,375	9,211	9,000	7,000	8,760	
Fines	4,653	5,181	4,000	5,138	4,000	1,500	3,500	
Program fees	3,334	3,861	2,750	1,898	2,750	900	500	summer programs
Other	3,376	2,894	2,700	1,935	2,500	500	1,500	printing, lost, damaged, makerspace, etc.
Handling fees (BES)	416	416	416	416	416	416	0	
<b>Total Operations</b>	<b>18,954</b>	<b>19,437</b>	<b>19,241</b>	<b>18,598</b>	<b>18,666</b>	<b>10,316</b>	<b>14,260</b>	
<b>Total Public Library Revenues</b>	<b>62,439</b>	<b>58,739</b>	<b>54,141</b>	<b>48,975</b>	<b>43,366</b>	<b>17,266</b>	<b>49,515</b>	
<b>Withdrawal from reserve</b>	<b>0</b>	<b>9,612</b>	<b>5,817</b>		<b>0</b>		<b>6,800</b>	
<b>GST Refund</b>	<b>0</b>	<b>1,492</b>	<b>1,000</b>	<b>1,377</b>	<b>1,000</b>	<b>700</b>	<b>750</b>	
<b>Interest from Equity</b>	<b>267</b>	<b>202</b>	<b>300</b>	<b>691</b>	<b>200</b>	<b>300</b>	<b>200</b>	
<b>One Time Provincial Contribution</b>								
<b>Town&amp;County-Library Utilities</b>	<b>12,820</b>	<b>10,519</b>	<b>11,500</b>	<b>11,553</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	
<b>Total Cash Revenues</b>	<b>375,716</b>	<b>386,652</b>	<b>389,005</b>	<b>378,248</b>	<b>359,847</b>	<b>323,953</b>	<b>360,182</b>	
<b>Allotments</b>								
YRL Barrhead Allotment	4,593	7,113	7,113	7,113	8,561	8,561	8,561	library materials allocated for BPL
YRL Neerlandia Allotment	670	1,038	1,038	1,038	1,038	1,038	1,038	library materials allocated for NPL
YRL BES Allotment	482	637	637	637	598	598	598	library materials allocated for BES
<b>Total Allotments</b>	<b>5,745</b>	<b>8,788</b>	<b>8,788</b>	<b>8,788</b>	<b>10,197</b>	<b>10,197</b>	<b>10,197</b>	



## BARRHEAD LIBRARY BOARD

### 2021 Budget-Expenses

	2017 Actual	2018 Actual	2019 Budget	2019Actual	2020 Budget	2020 Year end projections	2021 Budget	
<b>Salaries</b>								2021 Budget notes
Regular Employees	252,375	255,623	264,249	261,221	243,244	210000	242,400	1% cola increase
RRSP Contributions		3,118	3,800	3,340	3,100	4000	3,500	
AUMA	1,918	2,826	8,500	4,116	4,250	8000	6,800	
Workers Compensation	622	580	600	770	600	600	600	
<b>Total Salaries</b>	<b>254,915</b>	<b>262,147</b>	<b>277,149</b>	<b>269,447</b>	<b>251,194</b>	<b>222,600</b>	<b>253,300</b>	
<b>Special Projects Personnel</b>								
Summer Students	15,162	17,138	15,350	12,338	7,200		7,700	1 students
CAP/PCW	7,199						6,354	
<b>Total Special Projects</b>	<b>22,361</b>	<b>17,138</b>	<b>15,350</b>	<b>12,338</b>	<b>7,200</b>	<b>0</b>	<b>14,054</b>	
<b>Total Salaries and Special Projects</b>	<b>277,276</b>	<b>279,285</b>	<b>292,499</b>	<b>281,785</b>	<b>258,394</b>	<b>222,600</b>	<b>267,354</b>	
<b>Administrative Expenses</b>								
Board Meeting Expenses	0	0	0	23	0	125		
Prof. Membership & Dues	439	545	500	529	500	500	500	
Other (Licenses)	797	792	1,000	1,312	1,000	750	1,500	movies, office, etc.
<b>Total Administrative Expenses</b>	<b>1,236</b>	<b>1,337</b>	<b>1,500</b>	<b>1,864</b>	<b>1,500</b>	<b>1,375</b>	<b>2,000</b>	
<b>Accounting &amp; Legal</b>	<b>1,436</b>	<b>1,849</b>	<b>850</b>	<b>999</b>	<b>1,000</b>	<b>999</b>	<b>1,000</b>	
Accounting software		0	710	943	1,000	1,038	1,100	
<b>Advertising/Promotion</b>								
Publicity	3,567	3,168	3,000	1,634	2,000	1,000	2,000	
Job Ads								
<b>Total Advertising/Promotion</b>	<b>3,567</b>	<b>3,168</b>	<b>3,000</b>	<b>1,634</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>	
<b>Total Acc/Legal, Advertising</b>	<b>5,003</b>	<b>5,017</b>	<b>4,560</b>	<b>3,576</b>	<b>4,000</b>	<b>3,037</b>	<b>4,100</b>	
<b>Book Fairs</b>	<b>10,911</b>	<b>9,685</b>	<b>11,250</b>	<b>8,577</b>	<b>9,000</b>	<b>0</b>	<b>4,500</b>	
<b>Capital Disbursements</b>								
Technology	1,015	61	0	0	0			
Capital - other	368	2,285	0	0	0			
<b>Total Capital Disbursements</b>	<b>1,383</b>	<b>2,346</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Collection Development</b>								
BPL	14,585	15,148	10,000	11,037	10,000	10,000	10,000	
BES Collection	4,270	3,124	5,000	2,471	5,000	4,500	5,500	
<b>Total Collection Development</b>	<b>18,855</b>	<b>18,272</b>	<b>15,000</b>	<b>13,508</b>	<b>15,000</b>	<b>14,500</b>	<b>15,500</b>	

**BARRHEAD LIBRARY BOARD**

**2021 Budget-Expenses**

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Year end projections	2021 Budget	
<b>Programs and Exhibits</b>								
Art Exhibits	154	154	150	77	150	150	150	
Books for Babes	593	257	500	568	700	500	700	
Summer Reading Program	117	422	500	297	500		500	
Story time, Time for Tots, Xmas	2,802	2,800	800	1,170	1,500	500	500	Library programs
Alberta Culture Days	100	763	800	763	775	1,138	750	
Summer Camps	1,157	1,991	1,500	504	1,750		0	
Other Programs & Resources	2,556	1,180	1,000	2,019	2,000	500	500	programs, makerspace
<b>Total Programs &amp; Exhibits</b>	<b>7,479</b>	<b>7,567</b>	<b>5,250</b>	<b>5,398</b>	<b>7,375</b>	<b>2,788</b>	<b>3,100</b>	
<b>Total Collection &amp; Programs</b>	<b>26,334</b>	<b>25,839</b>	<b>20,250</b>	<b>18,906</b>	<b>22,375</b>	<b>17,288</b>	<b>18,600</b>	
<b>Communication/Utilities</b>								
Utilities	12,820	13,191	13,000	13,194	13,650	13,000	13,500	Paid to PHRD
Insurance	1,702	1,879	1,700	2,040	4,000	5,500	4,000	Paid to PHRD
Phone/data Communications	1,540	2,002	1,850	1,848	1,850	1,850	1,850	Paid to PHRD
<b>Total Communication/Utilities</b>	<b>16,062</b>	<b>17,072</b>	<b>16,550</b>	<b>17,082</b>	<b>19,500</b>	<b>20,350</b>	<b>19,350</b>	
<b>Maintenance/Repair/Upgrading</b>								
Maintenance	227	200	500	634		250		
COVID						10,000	1,500	
Maintenance-PHRD							500	
<b>Total Maintenance/Repair/Upgrading</b>	<b>227</b>	<b>200</b>	<b>500</b>	<b>634</b>	<b>500</b>	<b>10,250</b>	<b>2,000</b>	
<b>Professional Development</b>								
Board	1,915	1,212	800	1,525	1,000		500	
Staff	1,104	1,378	800	415	800	359	500	
Director	1,366	149	800	964	1,000	468	500	
<b>Total Professional Development</b>	<b>4,385</b>	<b>2,739</b>	<b>2,400</b>	<b>2,904</b>	<b>2,800</b>	<b>827</b>	<b>1,500</b>	
Staff/Volunteer Appreciation	515	323	800	729	600	500	600	
<b>Prof. Development/Volunteer Ap</b>	<b>4,900</b>	<b>3,062</b>	<b>3,200</b>	<b>3,633</b>	<b>3,400</b>	<b>1,327</b>	<b>2,100</b>	
<b>Supplies &amp; Materials</b>								
Birds/Fish	165	327	300	303	300	100	300	
General Office Supplies	4,015	2,782	2,500	2,901	2,500	2,500	2,500	includes bank charges
Photocopying	1,447	1,784	1,200	1,576	1,700	1,200	1,700	Paid to PHRD
Processing Supplies	1,452	1,698	2,000	1,416	1,600	1,600	1,600	For books/magazines
Contracted Services	1,585	2,182	1,000	2,417	1,500	250	500	
Regular Postage	360	255	400	356	400	400	400	
Office Equipment								
<b>Total Supplies &amp; Materials</b>	<b>9,024</b>	<b>9,028</b>	<b>7,400</b>	<b>8,969</b>	<b>8,000</b>	<b>6,050</b>	<b>7,000</b>	
<b>Neerlandia Disbursement</b>	<b>30,964</b>	<b>31,700</b>	<b>33,178</b>	<b>31,701</b>	<b>33,178</b>	<b>33,178</b>	<b>33,178</b>	1383*23.99
<b>Total Cash Expenditures</b>	<b>383,320</b>	<b>384,571</b>	<b>390,887</b>	<b>376,727</b>	<b>359,847</b>	<b>315,455</b>	<b>360,182</b>	

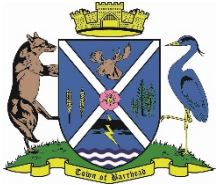
**Neerlandia Library Society**  
**4918 50th Street**  
**Neerlandia , Alberta T0G 1R0**  
**(780) 674-5384**

	<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>
<b>INCOME</b>		
Trac Card Registrations	\$ 1,700.00	\$ 2,000.00
Interest/Fines	\$ 600.00	\$ 900.00
Fundraising Profit	\$ 6,200.00	\$ 6,200.00
GST Rebate	\$ 500.00	\$ 500.00
Alberta Municipal Affairs	\$ 7,442.55	\$ 7,442.55
Per Capita County	\$ 24,258.00	\$ 24,258.00
Donation	\$ 3,000.00	\$ 3,000.00
From Savings	\$ 3,399.45	\$ 8,699.45
	<u>\$ 47,100.00</u>	<u>\$ 53,000.00</u>
<b>EXPENSES</b>		
Collection	\$ 8,000.00	\$ 6,000.00
Library & Office Supplies	\$ 1,000.00	\$ 800.00
Membership/Prof Development	\$ 2,000.00	\$ 2,000.00
Wages	\$ 27,000.00	\$ 38,600.00
Misc/S&H	\$ 1,000.00	\$ 500.00
Community Program Supplies & Expenses	\$ 1,000.00	\$ 1,000.00
Capital Expenses	\$ 5,000.00	\$ 2,000.00
GST Pd Out	\$ 1,000.00	\$ 1,000.00
Accounting/Insurance	\$ 1,100.00	\$ 1,100.00
	<u>\$ 47,100.00</u>	<u>\$ 53,000.00</u>
<hr/>		
<b>BOOK ALLOTMENTS</b>		
YRL NLS Allotment		\$ 1,500.51
YRL NPCS Allotment		\$ 409.95
NPCS Allotment		<u>\$ 1,000.00</u>
		\$ 2,910.46
<b>NPCS &amp; NLS Wage Agreement</b>		<u>\$ 10,400.00</u>

## Barrhead Library Board



	Budget Jan 01, 2020 to Dec 31, 2020	Budget Jan 01, 2020 to Dec 31, 2021	Budget Jan 01, 2020 to Dec 31, 2022	Budget Jan 01, 2020 to Dec 31, 2023
<b>REVENUES</b>				
Alberta Municipal Affairs	\$ 58,430.00	\$ 58,430.00	\$ 58,430.00	\$ 58,430.00
Town of Barrhead	\$ 84,437.00	\$ 84,437.00	\$ 84,437.00	\$ 84,437.00
County of Barrhead	\$ 115,950.00	\$ 115,950.00	\$ 115,950.00	\$ 115,950.00
Town & County Utilities	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
School Revenue	\$ 44,964.00	\$ 32,600.00	\$ 32,600.00	\$ 32,600.00
Donation & Fundraising	\$ 19,750.00	\$ 18,450.00	\$ 25,800.00	\$ 25,800.00
Grants	\$ 4,950.00	\$ 16,805.00	\$ 7,750.00	\$ 7,750.00
Operations	\$ 18,666.00	\$ 14,260.00	\$ 18,700.00	\$ 18,700.00
Other Revenue	\$ 1,200.00	\$ 7,750.00	\$ 1,200.00	\$ 1,200.00
<b>TOTAL REVENUE</b>	<b>\$ 359,847.00</b>	<b>\$ 360,182.00</b>	<b>\$ 356,367.00</b>	<b>\$ 356,367.00</b>
<b>EXPENSES</b>				
Total Staffing	\$ 258,394.00	\$ 267,354.00	\$ 267,234.00	\$ 267,234.00
Total Professional Development	\$ 3,400.00	\$ 2,100.00	\$ 3,000.00	\$ 3,000.00
Total Administrative Expenses	\$ 1,500.00	\$ 2,000.00	\$ 5,500.00	\$ 5,500.00
Total Communications/Utilities	\$ 19,500.00	\$ 19,350.00	\$ 22,500.00	\$ 22,500.00
Total Programs & Exhibits	\$ 16,375.00	\$ 7,600.00	\$ 16,500.00	\$ 16,500.00
Total Accounting/Legal/Advertising	\$ 4,000.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00
Total Collection & Development	\$ 15,000.00	\$ 15,500.00	\$ 15,000.00	\$ 15,000.00
Total Maintenance/Repairs	\$ 500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total Supplies & Materials	\$ 8,000.00	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00
Total Capital Disbursements	\$ -			
Neerlandia Disbursement	\$ 33,178.00	\$ 33,178.00	\$ 33,178.00	\$ 33,178.00
<b>TOTAL EXPENSES</b>	<b>\$ 359,847.00</b>	<b>\$ 360,182.00</b>	<b>\$ 377,012.00</b>	<b>\$ 377,012.00</b>
<b>NET INCOME</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-\$ 20,645.00</b>	<b>-\$ 20,645.00</b>



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Appointments – Members-at-Large

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## **1.0 PURPOSE:**

For Council to approve the Members-at-Large for 2021.

## **2.0 BACKGROUND AND DISCUSSION:**

Administration has advertised for members-at-large for various Committee and Commission and received letters of interest for the Municipal Planning Commission, Barrhead Regional Fire Services Committee and Twinning Committee as follows:

- Any Committee – Stephen Bablitz
- Barrhead Regional Fire Services Committee – Ross Pentney

The following have been previously appointed by Town Council until December 31, 2020 and have expressed an interest to continue:

- Municipal Planning Commission – Pia Greig and Dave Sawatzky
- Barrhead Regional Fire Services Committee – Les Goertz
- Twinning Committee – Nadine Quedenbaum (another 2 years)

## **3.0 ALTERNATIVES:**

3.1 Council re-appoints the current members-at-large to December 31, 2021:

- Municipal Planning Commission – Pia Greig and Dave Sawatzky
- Barrhead Regional Fire Services Committee – Les Goertz
- Twinning Committee – Nadine Quedenbaum (another 2 years)

3.2 Council appoints the members-at-large to December 31, 2021, at their discretion.

3.3 Council instructs Administration to re-advertise for members-at-large for the following:

- Municipal Planning Commission – two members and one alternate
- Barrhead Regional Fire Services Committee – one member
- Twinning Committee – four members

**4.0 FINANCIAL IMPLICATIONS:**

None, as the members-at-large currently do not receive any honorariums.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The applicable municipal departments would be involved as per the respective appointments.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Letters and e-mails from the various interested parties.

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATIONS:**

Council appoints the members-at-large to December 31, 2021, at their discretion.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

### Important Notice

The Town of Barrhead has openings on various Boards, Commissions and Committees. We are looking for community minded individuals who may be interested in becoming a part of these very worthwhile community boards in Barrhead.

We have vacancies, or openings, on the following Boards:

- 4 Members at large on the Barrhead & District Twinning Committee
- 2 Town members at large on the Municipal Planning Commission
- 2 Members at Large for the Barrhead Public Library Board
- 1 Alternate Town member at large on the Municipal Planning Commission
- 1 Town member at large for the Barrhead Fire Services Committee

If you are interested in sitting on this Board, or Committee, please apply in writing/email to:

Cheryl Callihoo, Legislative Services Director  
Town of Barrhead  
Box 4189  
Barrhead, Alberta T7N 1A2  
or  
email: [town@barrhead.ca](mailto:town@barrhead.ca)  
or  
Fax: 780- 674 - 5648

We would ask that emails/letters of interest, be received no later than December 2, 2020.  
Thank you.

November 3, 2020

To whom it may concern;

It would be my pleasure to continue serving on the Municipal Planning Committee for another term.

Regards;

*Pia Greig*

Pia Greig



November 3, 2020

Cheryl Callihoo

Town of Barrhead

Dear Cheryl,

I would like to put my name forward for the 2021 year for the MPC.

If you have any questions, please feel free to reach out to me.

Best Regards,

Dave Sawatzky

**Cheryl Callihoo**

---

**From:**  
**Sent:** Tuesday, November 03, 2020 10:22 AM  
**To:** Cheryl Callihoo  
**Subject:** Fire Committee

Morning,

Just to let you know that it is my intention to continue to be on the Fire Committee. If they will continue to have me represent the town.

Thanks,

*Les Goertz*

## Cheryl Callihoo

---

**From:** Ross Pentney  
**Sent:** Wednesday, November 04, 2020 9:06 AM  
**To:** Cheryl Callihoo  
**Subject:** Member at Large Barrhead Fire Services Committee

Dear Miss Callihoo

This email is submit my name as member at large for the Barrhead Fire Services Committee.

I have a special spot in my heart for the fire service with 28 Years experience and would like to give back some time to help them.

Sincerely

*Ross Pentney*

Ross Pentney

## Cheryl Callihoo

**From:**  
**Sent:**  
**To:**  
**Subject:**

**From:** Stephen Bablitz  
**Sent:** Friday, November 20, 2020 11:20 AM  
**To:** Town <town@barrhead.ca>  
**Subject:** Committee

Good afternoon;

After a brief conversation with Councilor Don Smith he advised me to contact the office as you might be looking for some help on any committees.

I have a vast amount of experience that I can bring to the table. I have a great deal of experience in volunteering within the communities I live in.

Working with my Dad (Adolph Bablitz) and helping out with his many endeavors, I have learned, it's what we as a person can do to make our community a better place to live and work.

Town Of Barrhead Fire Dept. ( 5 yrs)

Barrhead Ambulance Service (5 yrs)

Barrhead Ag Society (10 yrs)

Royal Canadian Legion (15 yrs)

Chairman of Development Appeal Board - Town of Blackfalds. (1 term)

Kinsmen Club of Barrhead ( 3 yrs) Secretary

I am looking to help out any way I can with the town and its many services.

You can contact me by email or my cell phone

## **Cheryl Callihoo**

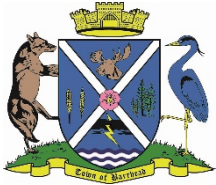
**From:** Nadine Quedenbaum  
**Sent:** Tuesday, December 01,  
**To:** Cheryl Callihoo  
**Subject:** Twinning committee

Hi Cheryl,

I decided that I would like to continue to be a member on twinning committee. Please consider me for the 2 year term.

Do you need an official letter or is this email sufficient?

Thanks, Nadine



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** 2021 Interim Operating and Capital Budgets

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## **1.0 PURPOSE:**

For Council to approve the Town of Barrhead 2021 Interim Operating and Capital Budgets.

## **2.0 BACKGROUND AND DISCUSSION:**

All departments reviewed their operating and capital items in preparation of the 2021 Pre-Interim Budget. All budgets were presented to Council for further consideration. During the November 16, 2020 Budget Retreat Council reviewed the budgets and provided direction to Administration regarding budget approvals, changes, requests for additional information and tentative plans for preparation of the Interim Budgets.

Council recognized that 2020 has been an extremely trying year with the unique challenges the COVID 19 pandemic has presented us with. Staff were faced with ongoing changes required by Senior Government, which they accepted and undertook with ease.

Council also made the decision to implement a 1% COLA increase for all staff, effective January 1, 2021. The overall cost of this COLA increase on salaries is \$33,430.00.

The 2021 Interim Operating and Capital Budgets have been prepared based on the decisions of Council during the budget meetings.

## **3.0 ALTERNATIVES:**

- Council approve a 1% COLA increase for all employees, effective January 1, 2021.
- Council approve the 2021 Interim Operating Budget as presented.

- Council approve the 2021 Interim Capital Budget as presented.
- Council instructs Administration to provide further information to the interim budgets and to bring back the information at the next Council Meeting.

#### **4.0 FINANCIAL IMPLICATIONS:**

As in similar years, the Interim Operating and Capital Budgets will be further reviewed with the final Budgets being prepared for Council approval by April 2021.

#### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable.

#### **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

#### **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Limited.

#### **8.0 ATTACHMENTS:**

- 7(m) 1 Operating Budget Comparison – 2020 Budget vs 2021 Interim
- 7(m) 2 2021 Interim Operating Budget – Revenues and Expenses
- 7(m) 3 2021 Interim Capital Budget - Project Revenues and Expenses By Div.
- 7(m) 4 2021 Interim Budget - Capital Project Listing Summary (Exc. Transfers)

#### **9.0 RECOMMENDATIONS:**

1. That Council approve a 1% COLA increase for all employees, effective January 1, 2021.
2. That Council approve the 2021 Interim Municipal Operating Budget based upon Revenues of \$ 14,666,410 and Expenses of \$ 14,655,410, for a surplus of \$ 11,000.
3. That Council approve the 2021 Interim Capital Budget Revenues and Expenses each being \$ 6,944,860.00 and that there be no capital purchases without first receiving approval from Council.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

## Operating Budget Comparison - 2020 Budget vs 2021 Interim

	2020 Budget	2021 Budget	Budget Variance
<b>Revenues:</b>			
20 - Property Taxes	6,812,411	6,812,420	9
21 - Sale of Goods and Services	4,145,993	4,054,470	(91,523)
22 - Franchise Fees, Rentals, Licenses, Permits	1,388,992	1,421,990	32,998
24 - Receivable from Local Government	1,388,520	1,351,030	(37,490)
25 - Provincial Grants	674,132	808,050	133,918
26 - Federal Grants	2,400	0	(2,400)
28 - Revenues from Operating Reserves	102,613	218,450	115,837
<b>Total Revenues</b>	<b>14,515,061</b>	<b>14,666,410</b>	<b>151,349</b>
<b>Expenses:</b>			
29 - Underlevies - Expenses	2,397	2,400	3
30 - Insurance	238,850	263,660	24,810
31 - Training and Development	82,400	68,100	(14,300)
32 - Council Fees and Per diems	171,160	181,160	10,000
33 - Fire Fees and Guardians	172,700	183,700	11,000
34 - Travel & Subsistence, Postage, Phone, Advertising	303,662	263,860	(39,802)
35 - Legal, Engineering, Water Commission, Assessor, Auditor	1,866,590	1,627,470	(239,120)
36 - Building Maintenance, General Maintenance, Beautification	591,500	578,200	(13,300)
37 - Salaries Expense	3,458,653	3,727,290	268,637
38 - Employer Share CPP, EI, Benefits, LAPP, WCB	790,279	837,290	47,011
39 - Equipment Maintenance	202,650	202,230	(420)
40 - Vehicle Maintenance	151,900	152,400	500
42 - Computer Support, Custodial, Contracted Services	293,470	427,210	133,740
43 - Enhanced Policing, Land Titles	500	500	0
44 - Materials & Supplies, Fuel, Gravel, Asphalt	816,350	795,650	(20,700)
45 - Chemicals	140,200	150,200	10,000
46 - Utilities	933,950	1,011,550	77,600
48 - Computer Purchase Program, Rentals	7,500	7,500	0
49 - Landfill Closure/Post Close	30,425	30,430	5
50 - Contribution to Regional Fire, Airport, FCSS, Library	956,578	920,760	(35,818)
51 - Contribution to Capital	1,351,042	1,194,630	(156,412)
52 - Grants to Organizations	41,250	115,270	74,020
53 - Debenture Payments, Bank Charges	295,969	295,470	(499)
54 - Write-Offs	4,500	4,500	0
55 - Requisitions	1,588,590	1,605,930	17,340
56 - Additions to Operating Reserves	4,050	8,050	4,000
<b>Total Expenses</b>	<b>14,497,115</b>	<b>14,655,410</b>	<b>158,295</b>
<b>Net Total</b>	<b>17,946</b>	<b>11,000</b>	



## 2021 Interim Operating Budget - Revenues and Expenses

2021 INTERIM OPERATING REVENUES		
Costing Center	GL Account	2021 Budget
0101-Taxes	1-111100 - Taxes - Residential	4,434,320
0101-Taxes	1-111200 - Taxes - Non-Residential	2,133,020
0101-Taxes	1-111300 - Taxes - Machinery & Equipment	14,910
0101-Taxes	1-111400 - Taxes - Farmland	1,390
0101-Taxes	1-119000 - Taxes - Linear	126,270
0101-Taxes	1-123000 - Taxes - Federal Grant In Lieu	6,680
0101-Taxes	1-124000 - Taxes - Provincial Grant in Lieu	95,830
0201-Other	1-151100 - Penalties & Costs on Taxes	35,000
0201-Other	1-154000 - Concessions & Franchises	790,000
1102-Council	1-159001 - Reimbursements	1,500
1201-Administration	1-141000 - Sale of Goods & Services	20,000
1201-Administration	1-141012 - Assessment Complaint Fees	100
1201-Administration	1-149001 - Computer Purch Paym't	6,000
1201-Administration	1-152000 - Business Licenses	39,000
1201-Administration	1-156000 - Rentals/ Leases/ Encroach	4,600
1201-Administration	1-159000 - Revenues From Own Source	2,000
1201-Administration	1-159001 - Reimbursements	11,580
1201-Administration	1-159003 - Donations/Fundraising	150
1201-Administration	1-192500 - From Operating Reserve	11,700
2101-RCMP	1-156000 - Rentals/ Leases/ Encroach	42,000
2101-RCMP	1-159007 - Enhanced Police Pos. - Pembina Hills	80,000
2101-RCMP	1-185000 - County Contribution	37,200
2101-RCMP	1-185001 - Other Municipal Contribution	5,600
2301-Fire	1-141000 - Sale of Goods & Services	150
2301-Fire	1-141013 - Mutual Aid Fees	2,500
2301-Fire	1-141014 - Fire Fighting Fees - Other	2,000
2301-Fire	1-141018 - Rescue Services	43,000
2301-Fire	1-159001 - Reimbursements	1,000
2301-Fire	1-185000 - County Contribution	125,000
2301-Fire	1-185002 - Operational Contribution - County	275,740
2301-Fire	1-185003 - Town - Fire Fighting Fees	50,000
2301-Fire	1-185004 - Town - Dispatch/Equip	9,470
2301-Fire	1-185005 - Operational Contribution - Town	275,740
2301-Fire	1-185006 - County - Ambulance Assists	20,000
2301-Fire	1-185007 - Town - Ambulance Assists	10,000
2301-Fire	1-185008 - County - Guardian/Dispatch/Equip	26,500
2303-ERC	1-185000 - County Contribution	25,210
2305-Town Fire/Town ERC	1-141015 - Other Revenues	2,000
2401-Disaster Services	1-159004 - General Revenue	50
2601-Bylaw	1-141016 - Weed Control Revenue	200
2601-Bylaw	1-152100 - Dog Licenses	1,800
2601-Bylaw	1-152101 - Cat Licenses	700
2601-Bylaw	1-153001 - Parking Fines/Bylaw Enf.	27,000
2601-Bylaw	1-153002 - Dog Bylaw Violate/Pound Fees	500
2601-Bylaw	1-153003 - Cat Bylaw Violate/Pound Fees	100
2702-Public Health	1-184000 - Provincial Grant	9,730

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
2702-Public Health	1-192500 - From Operating Reserve	8,000
3101-Common Services	1-141000 - Sale of Goods & Services	500
3101-Common Services	1-141002 - Sale of Service General	15,000
3101-Common Services	1-159001 - Reimbursements	10,000
3101-Common Services	1-192500 - From Operating Reserve	4,500
3201-Roads	1-184001 - Prov. MSI Op. Grant	74,450
3201-Roads	1-192500 - From Operating Reserve	66,000
4101-Water	1-141000 - Sale of Goods & Services	500
4101-Water	1-141001 - Sale of Service (Bills)	1,800,000
4101-Water	1-141002 - Sale of Service General	500
4101-Water	1-141003 - Sale of Service (Bulk)	70,000
4101-Water	1-141005 - Turn On/Off Fee	1,000
4101-Water	1-141007 - Bulk Water Set Up Charge	500
4101-Water	1-141100 - BRWC - Oper. Sale of Serv	673,420
4101-Water	1-156000 - Rentals/ Leases/ Encroach	87,130
4101-Water	1-159001 - Reimbursements	100
4101-Water	1-159002 - Penalties	5,000
4101-Water	1-184016 - ACP Rec Agree/Study Prov. G.	180,000
4201-Sewer	1-141001 - Sale of Service (Bills)	630,000
4201-Sewer	1-141002 - Sale of Service General	400
4301-Trade Waste	1-141001 - Sale of Service (Bills)	275,440
4302-Landfill	1-141001 - Sale of Service (Bills)	68,340
4302-Landfill	1-159004 - General Revenue	4,660
4302-Landfill	1-159006 - Landfill - Tipping Fees Revenue	100,000
4302-Landfill	1-185000 - County Contribution	68,340
4303-Recycle	1-141001 - Sale of Service (Bills)	184,220
4303-Recycle	1-141015 - Other Revenues	10,000
4304-New Landfill	1-156000 - Rentals/ Leases/ Encroach	4,000
5101-FCSS	1-184000 - Provincial Grant	315,420
5101-FCSS	1-185000 - County Contribution	61,000
5601-Cemetery	1-141000 - Sale of Goods & Services	4,200
5601-Cemetery	1-141019 - Plot Perpetual Care	1,400
6101-Development	1-141000 - Sale of Goods & Services	2,000
6101-Development	1-152500 - Development Application	3,000
6101-Development	1-152501 - Appeal Fee	200
6101-Development	1-152502 - Rezoning Fees	800
6101-Development	1-159001 - Reimbursements	1,000
6201-Communications	1-159004 - General Revenue	100
6201-Communications	1-192500 - From Operating Reserve	17,500
6601-Subdivision #1	1-141020 - Subdivision - Sale of Lots (BB Phase 3)	80,000
6601-Subdivision #1	1-141022 - Subivision - Sale Land Tax Recovery	1,000
7201-Recreation Administration	1-141010 - Triathlon Rev.	50
7201-Recreation Administration	1-141023 - Programs General	5,000
7201-Recreation Administration	1-141024 - Summer Programs	9,000
7201-Recreation Administration	1-141025 - Soap Box Revenue	50
7201-Recreation Administration	1-141026 - Chall. Soccer Camp Rev.	50
7201-Recreation Administration	1-141101 - Admin. Fee	100

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
7201-Recreation Administration	1-156000 - Rentals/ Leases/ Encroach	1,000
7201-Recreation Administration	1-156006 - Ball Diamond Rental	1,000
7201-Recreation Administration	1-159003 - Donations/Fundraising	1,000
7201-Recreation Administration	1-159005 - Insurance Reimbursements	1,000
7201-Recreation Administration	1-159008 - Triathlon Donations	50
7201-Recreation Administration	1-185000 - County Contribution	30,000
7202-Arena	1-141017 - Vending Machine Revenue	500
7202-Arena	1-156001 - Godberson Rotary Rental	2,000
7202-Arena	1-156002 - Rental Facility/Storage Rental	2,500
7202-Arena	1-156003 - Kitchen Rental	1,800
7202-Arena	1-156004 - Ice Rental	100,000
7202-Arena	1-156005 - Advertising Signs (2019)	3,000
7202-Arena	1-156007 - Upstairs Rental	38,570
7202-Arena	1-159001 - Reimbursements	2,500
7202-Arena	1-159003 - Donations/Fundraising	100
7202-Arena	1-159005 - Insurance Reimbursements	500
7202-Arena	1-184006 - Provincial Grant - MOST	46,000
7202-Arena	1-185000 - County Contribution	150,000
7203-Pool	1-141000 - Sale of Goods & Services	3,200
7203-Pool	1-141004 - Lessons 15 & Older	1,500
7203-Pool	1-141008 - Passes 10 Pack	11,000
7203-Pool	1-141009 - Leadership Training	2,000
7203-Pool	1-141011 - School/Swim Club	8,000
7203-Pool	1-141017 - Vending Machine Revenue	500
7203-Pool	1-141027 - Gift Certificates	100
7203-Pool	1-141028 - Monthly Passes/Membersh	38,000
7203-Pool	1-141029 - Lessons 14 & Under	15,000
7203-Pool	1-141030 - Paying Public, Drop-In	50,000
7203-Pool	1-156000 - Rentals/ Leases/ Encroach	500
7203-Pool	1-184006 - Provincial Grant - MOST	108,000
7203-Pool	1-185000 - County Contribution	150,000
7204-Parks	1-156000 - Rentals/ Leases/ Encroach	500
7204-Parks	1-159001 - Reimbursements	9,350
7204-Parks	1-184001 - Prov. MSI Op. Grant	74,450
7204-Parks	1-185000 - County Contribution	4,000
7204-Parks	1-192500 - From Operating Reserve	10,000
7206-Rotary Park	1-141031 - Rotary - Camping Fees	16,000
7207-Bowling Alley	1-159005 - Insurance Reimbursements	3,500
7209-Curling	1-156000 - Rentals/ Leases/ Encroach	200
7209-Curling	1-185000 - County Contribution	23,680
7210-Walking Trail	1-192500 - From Operating Reserve	20,000
7401-Tourism	1-192500 - From Operating Reserve	15,500
7402-Twinning	1-185000 - County Contribution	3,550
9701-Contingency/General	1-192500 - From Operating Reserve	65,250
<b>Total Revenues</b>		<b>14,666,410</b>

2021 Interim Operating Budget - Revenues and Expenses

Costing Center	GL Account	2021 Budget
<b>2021 INTERIM OPERATING EXPENDITURES</b>		
1101-Mayor	2-213200 - Canada Pension Plan	1,800
1101-Mayor	2-213600 - Workers Compensation	550
1101-Mayor	2-215100 - Fees	33,740
1101-Mayor	2-215200 - Fees Conv/Misc	3,500
1101-Mayor	2-221100 - Travel & Subsistence	6,500
1101-Mayor	2-221700 - Telephone, Internet, Cable	660
1102-Council	2-213200 - Canada Pension Plan	5,200
1102-Council	2-213600 - Workers Compensation	1,800
1102-Council	2-215100 - Fees	115,920
1102-Council	2-215200 - Fees Conv/Misc	18,000
1102-Council	2-221101 - Conv RegTravel/Sub - Assaf, Cr. Ty	6,000
1102-Council	2-221102 - Conv Reg/Travel/Sub - Kluin, Cr. Dausen	6,000
1102-Council	2-221103 - Conv RegTravel/Sub - Klumph, Cr. Rod	6,000
1102-Council	2-221104 - Conv RegTravel/Sub - Oswald, Cr. Shelley	6,000
1102-Council	2-221105 - Conv Reg/Travel/Sub - Smith, Cr. Don	6,000
1102-Council	2-221109 - Conv RegTravel/Sub - Penny, Cr. Leslie	6,000
1201-Administration	2-211000 - Salaries	571,770
1201-Administration	2-213100 - Local Authorities Pension P	70,780
1201-Administration	2-213200 - Canada Pension Plan	17,220
1201-Administration	2-213300 - Employment Insurance	5,060
1201-Administration	2-213500 - AUMA Benefits	29,150
1201-Administration	2-213600 - Workers Compensation	9,940
1201-Administration	2-214800 - Training & Development	3,000
1201-Administration	2-215300 - Election Fees	10,000
1201-Administration	2-221100 - Travel & Subsistence	3,000
1201-Administration	2-221400 - Memberships	9,000
1201-Administration	2-221500 - Freight	750
1201-Administration	2-221600 - Postage	7,200
1201-Administration	2-221700 - Telephone, Internet, Cable	12,500
1201-Administration	2-221800 - Car Allowance	4,140
1201-Administration	2-222000 - Advertising/Subscriptions	4,000
1201-Administration	2-223100 - Auditor	14,400
1201-Administration	2-223200 - Legal/Prof. Fees	4,000
1201-Administration	2-223301 - Assessment Review Board	1,000
1201-Administration	2-223302 - Assessor	45,600
1201-Administration	2-223400 - Consulting Services	11,700
1201-Administration	2-223900 - Printing	3,500
1201-Administration	2-225200 - Building Maintenance	5,000
1201-Administration	2-225300 - Equipment Maintenance	33,510
1201-Administration	2-225900 - Contracted Services	7,200
1201-Administration	2-226300 - Alarm Lease	300
1201-Administration	2-227400 - Insurance	6,200
1201-Administration	2-234100 - Land Registrations/Search	500
1201-Administration	2-251000 - Materials & Supplies	8,000
1201-Administration	2-251001 - Janitor Supplies	2,500
1201-Administration	2-251003 - Meeting Expenses	5,500

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
1201-Administration	2-251014 - Election Materials & Suppli	10,000
1201-Administration	2-251039 - Penny Adj. Expense	10
1201-Administration	2-251200 - Personal Protection/Health & Wellness	1,600
1201-Administration	2-254100 - Town Utilities	1,100
1201-Administration	2-254300 - Gas Utilities	3,000
1201-Administration	2-254400 - Power Utilities	8,600
1201-Administration	2-258000 - Computer Purch. Prog.	6,000
1201-Administration	2-276200 - Contribution to Capital	15,000
1201-Administration	2-276400 - Add to Operating Reserve	150
1201-Administration	2-281000 - Bank Charges and Interest	1,900
1201-Administration	2-292200 - Write-Offs	1,000
1202-Computer	2-221700 - Telephone, Internet, Cable	10,500
1202-Computer	2-224001 - IT Maintenance, Materials	10,000
1202-Computer	2-224002 - Software/Hardware Support	25,000
1202-Computer	2-224100 - GIS Software	29,500
1202-Computer	2-251000 - Materials & Supplies	24,000
2101-RCMP	2-223001 - Contract Services	122,800
2101-RCMP	2-225200 - Building Maintenance	6,000
2101-RCMP	2-225300 - Equipment Maintenance	350
2101-RCMP	2-225900 - Contracted Services	11,750
2101-RCMP	2-227400 - Insurance	4,800
2101-RCMP	2-251000 - Materials & Supplies	200
2101-RCMP	2-251001 - Janitor Supplies	1,400
2101-RCMP	2-254100 - Town Utilities	1,100
2101-RCMP	2-254300 - Gas Utilities	3,900
2101-RCMP	2-254400 - Power Utilities	13,000
2101-RCMP	2-277000 - Contribution to Organizations	1,000
2301-Fire	2-211000 - Salaries	245,000
2301-Fire	2-213001 - AUMA Fire Fighter Insurance Benefits	670
2301-Fire	2-213100 - Local Authorities Pension P	26,400
2301-Fire	2-213200 - Canada Pension Plan	11,500
2301-Fire	2-213300 - Employment Insurance	7,100
2301-Fire	2-213500 - AUMA Benefits	19,100
2301-Fire	2-213600 - Workers Compensation	4,800
2301-Fire	2-214800 - Training & Development	35,000
2301-Fire	2-215900 - Firefighters Salaries	176,700
2301-Fire	2-215902 - Guardians	7,000
2301-Fire	2-221100 - Travel & Subsistence	7,500
2301-Fire	2-221110 - Mileage/Internet (Guardians) - County	6,500
2301-Fire	2-221400 - Memberships	2,800
2301-Fire	2-221500 - Freight	500
2301-Fire	2-221600 - Postage	350
2301-Fire	2-221700 - Telephone, Internet, Cable	9,000
2301-Fire	2-222000 - Advertising/Subscriptions	500
2301-Fire	2-223200 - Legal/Prof. Fees	4,000
2301-Fire	2-223600 - Town Dispatch Contract	9,470
2301-Fire	2-223601 - County Dispatch Contract	13,000

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
2301-Fire	2-224001 - IT Maintenance, Materials	11,000
2301-Fire	2-225300 - Equipment Maintenance	4,000
2301-Fire	2-225304 - 2015 Hazmat Trailer	500
2301-Fire	2-225501 - 1950 Mercury Fire Truck	100
2301-Fire	2-225503 - 1999 Freightliner Fire Truck	3,500
2301-Fire	2-225505 - 2014 Kenworth Water Tender	2,500
2301-Fire	2-225506 - 2007 Pierce Platform Tower 6	12,500
2301-Fire	2-225507 - 1999 Rescue Truck (RAT 1)	1,500
2301-Fire	2-225508 - 2011 Freightliner Fire Truck	5,000
2301-Fire	2-225509 - 2012 Polaris 6 X 6, Trailer	3,700
2301-Fire	2-225511 - 2019 Dodge	4,000
2301-Fire	2-225512 - 2014 Dodge 3/4 Ton Truck	4,000
2301-Fire	2-225533 - 2006 Freightliner M2 Truck	5,500
2301-Fire	2-225534 - 2008 Freightliner Tanker	4,500
2301-Fire	2-225900 - Contracted Services	15,000
2301-Fire	2-226301 - Hired Equipment	500
2301-Fire	2-226302 - Hired Equipment - County	500
2301-Fire	2-226303 - Equipment Lease - SCBA	26,150
2301-Fire	2-227102 - Radio License	1,300
2301-Fire	2-227400 - Insurance	27,360
2301-Fire	2-251000 - Materials & Supplies	7,000
2301-Fire	2-251004 - Communication Repair & Maintenance	8,000
2301-Fire	2-251005 - Air Cylinders/SCBA Packs	9,000
2301-Fire	2-251006 - Equip. Replace - Hoses, Nozzles, Foam	12,000
2301-Fire	2-251007 - Equip. Replace - Turn Out Gear, Etc.	36,000
2301-Fire	2-251008 - Fire Preven Material & Supplies	3,000
2301-Fire	2-251009 - Public Safety Materials & Suppl.	700
2301-Fire	2-251010 - Firefighter/Business Apprec.	2,500
2301-Fire	2-251011 - Bulk Water For Trucks	4,100
2301-Fire	2-251012 - Rescue Materials & Supplies	7,000
2301-Fire	2-251013 - Uniforms	10,000
2301-Fire	2-251200 - Personal Protection/Health & Wellness	800
2301-Fire	2-251500 - Gasoline/Diesel/Oil/Grease	21,000
2303-ERC	2-225100 - Grounds Maintenance	2,500
2303-ERC	2-225200 - Building Maintenance	10,000
2303-ERC	2-225900 - Contracted Services	9,300
2303-ERC	2-226300 - Alarm Lease	320
2303-ERC	2-227400 - Insurance	8,500
2303-ERC	2-251000 - Materials & Supplies	1,500
2303-ERC	2-251001 - Janitor Supplies	1,000
2303-ERC	2-254100 - Town Utilities	1,300
2303-ERC	2-254300 - Gas Utilities	5,500
2303-ERC	2-254400 - Power Utilities	10,500
2303-ERC	2-276200 - Contribution to Capital	7,500
2305-Town Fire/Town ERC	2-275001 - Town Fire - Dispatch/Equip. to Reg. Dept.	9,470
2305-Town Fire/Town ERC	2-275002 - Town Fire - Fire Fighting to Reg. Dept.	345,740
2401-Disaster Services	2-251000 - Materials & Supplies	1,800

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
2601-Bylaw	2-211000 - Salaries	84,640
2601-Bylaw	2-213100 - Local Authorities Pension P	9,040
2601-Bylaw	2-213200 - Canada Pension Plan	3,170
2601-Bylaw	2-213300 - Employment Insurance	990
2601-Bylaw	2-213500 - AUMA Benefits	6,390
2601-Bylaw	2-213600 - Workers Compensation	1,470
2601-Bylaw	2-214800 - Training & Development	1,500
2601-Bylaw	2-220000 - Dog Pound Expenses	500
2601-Bylaw	2-221100 - Travel & Subsistence	1,500
2601-Bylaw	2-221400 - Memberships	350
2601-Bylaw	2-221700 - Telephone, Internet, Cable	850
2601-Bylaw	2-222000 - Advertising/Subscriptions	1,300
2601-Bylaw	2-223200 - Legal/Prof. Fees	4,000
2601-Bylaw	2-224001 - IT Maintenance, Materials	4,500
2601-Bylaw	2-225554 - 2018 Dodge Durango	3,300
2601-Bylaw	2-225900 - Contracted Services	300
2601-Bylaw	2-227400 - Insurance	3,200
2601-Bylaw	2-251000 - Materials & Supplies	1,200
2601-Bylaw	2-251200 - Personal Protection/Health & Wellness	1,200
2601-Bylaw	2-251500 - Gasoline/Diesel/Oil/Grease	4,000
2701-Safety	2-211000 - Salaries	12,630
2701-Safety	2-213100 - Local Authorities Pension P	1,190
2701-Safety	2-213200 - Canada Pension Plan	640
2701-Safety	2-213300 - Employment Insurance	150
2701-Safety	2-213500 - AUMA Benefits	1,500
2701-Safety	2-213600 - Workers Compensation	220
2701-Safety	2-214800 - Training & Development	500
2701-Safety	2-221100 - Travel & Subsistence	300
2701-Safety	2-221400 - Memberships	50
2701-Safety	2-222000 - Advertising/Subscriptions	300
2701-Safety	2-224001 - IT Maintenance, Materials	550
2701-Safety	2-251000 - Materials & Supplies	300
2702-Public Health	2-226305 - Rental Medical Prof	8,000
2702-Public Health	2-251000 - Materials & Supplies	9,730
2702-Public Health	2-251045 - Public Health - COVID19 Materials & Supplie	8,000
3101-Common Services	2-211000 - Salaries	178,540
3101-Common Services	2-213100 - Local Authorities Pension P	18,520
3101-Common Services	2-213200 - Canada Pension Plan	7,140
3101-Common Services	2-213300 - Employment Insurance	2,020
3101-Common Services	2-213500 - AUMA Benefits	14,890
3101-Common Services	2-213600 - Workers Compensation	3,110
3101-Common Services	2-214800 - Training & Development	2,500
3101-Common Services	2-221100 - Travel & Subsistence	1,000
3101-Common Services	2-221500 - Freight	500
3101-Common Services	2-221600 - Postage	200
3101-Common Services	2-221700 - Telephone, Internet, Cable	5,700
3101-Common Services	2-223200 - Legal/Prof. Fees	500

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
3101-Common Services	2-224001 - IT Maintenance, Materials	8,000
3101-Common Services	2-225200 - Building Maintenance	8,000
3101-Common Services	2-225300 - Equipment Maintenance	7,000
3101-Common Services	2-225314 - 2006 Miller Welder /Traile	100
3101-Common Services	2-225315 - 2012 Bomag Packer	500
3101-Common Services	2-225316 - 2007 Challenger Sweeper	10,500
3101-Common Services	2-225317 - 2015 John Deere 301 SK Bac	1,500
3101-Common Services	2-225319 - 2008 John Deere Tractor	2,500
3101-Common Services	2-225321 - Atlas Air Compressor	250
3101-Common Services	2-225326 - 2018 John Deere Skid Steer	3,300
3101-Common Services	2-225327 - 2005 Daewoo Fork Lift	350
3101-Common Services	2-225330 - 1999 John Deere Loader 544	3,200
3101-Common Services	2-225331 - 2012 John Deere Loader	3,500
3101-Common Services	2-225334 - Snowblower RPM Unit	6,000
3101-Common Services	2-225386 - 2015 Gen Set	500
3101-Common Services	2-225387 - 2014 Woodsman Chipper	1,000
3101-Common Services	2-225388 - 2005 Volvo Grader	17,000
3101-Common Services	2-225389 - 2004 Articulated Manlift	2,000
3101-Common Services	2-225523 - 2004 SWS Trailer	500
3101-Common Services	2-225541 - 2010 Chev 1/2 Ton Truck	1,500
3101-Common Services	2-225542 - 2015 GMC Sierra 1500	1,000
3101-Common Services	2-225543 - 2017 GMC Sierra 1/2 Ton 4	1,000
3101-Common Services	2-225545 - 2018 Dodge Ram 1500	2,400
3101-Common Services	2-225548 - 2020 Ford 1/2 Ton	2,300
3101-Common Services	2-225551 - 2004 Ford 1/2 Ton	2,000
3101-Common Services	2-225553 - 1981 Chev Sewer Truck	4,000
3101-Common Services	2-225557 - 2007 GMC Cube Van	2,000
3101-Common Services	2-225560 - 2006 GMC 3/4 Ton	2,000
3101-Common Services	2-225563 - 2013 Chev Silverado 1500	1,000
3101-Common Services	2-225571 - 2007 Freightliner Truck	3,000
3101-Common Services	2-225572 - 2007 Freightliner Truck	6,400
3101-Common Services	2-225573 - 2009 Freightliner Truck	10,200
3101-Common Services	2-225577 - 2019 Freightliner Tandem T	2,000
3101-Common Services	2-225900 - Contracted Services	8,000
3101-Common Services	2-226300 - Alarm Lease	320
3101-Common Services	2-227102 - Radio License	1,150
3101-Common Services	2-227400 - Insurance	26,000
3101-Common Services	2-251000 - Materials & Supplies	10,500
3101-Common Services	2-251200 - Personal Protection/Health & Wellness	8,200
3101-Common Services	2-251500 - Gasoline/Diesel/Oil/Grease	33,000
3101-Common Services	2-254100 - Town Utilities	2,000
3101-Common Services	2-254300 - Gas Utilities	12,000
3101-Common Services	2-254400 - Power Utilities	26,500
3101-Common Services	2-276200 - Contribution to Capital	55,000
3101-Common Services	2-276400 - Add to Operating Reserve	4,000
3201-Roads	2-211000 - Salaries	531,050
3201-Roads	2-213100 - Local Authorities Pension P	46,710



2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
3201-Roads	2-213200 - Canada Pension Plan	21,730
3201-Roads	2-213300 - Employment Insurance	5,930
3201-Roads	2-213500 - AUMA Benefits	35,600
3201-Roads	2-213600 - Workers Compensation	9,240
3201-Roads	2-214800 - Training & Development	1,500
3201-Roads	2-221100 - Travel & Subsistence	500
3201-Roads	2-222000 - Advertising/Subscriptions	750
3201-Roads	2-223200 - Legal/Prof. Fees	500
3201-Roads	2-223300 - Engineering	3,000
3201-Roads	2-225101 - Street Repair/Maintenance	26,000
3201-Roads	2-225102 - Sidewalk Repair Maintenance	150,000
3201-Roads	2-225103 - Traffic Sign Repair Maintenance	5,000
3201-Roads	2-225900 - Contracted Services	5,000
3201-Roads	2-251000 - Materials & Supplies	3,500
3201-Roads	2-251015 - Gravel/Asphalt/Oil Etc.	228,500
3201-Roads	2-251500 - Gasoline/Diesel/Oil/Grease	33,000
3201-Roads	2-254400 - Power Utilities	199,000
3201-Roads	2-276200 - Contribution to Capital	60,000
3301-Airport	2-275000 - Contribution to County	17,520
3701-Storm Sewer	2-211000 - Salaries	16,460
3701-Storm Sewer	2-213100 - Local Authorities Pension P	1,620
3701-Storm Sewer	2-213200 - Canada Pension Plan	670
3701-Storm Sewer	2-213300 - Employment Insurance	190
3701-Storm Sewer	2-213500 - AUMA Benefits	1,270
3701-Storm Sewer	2-213600 - Workers Compensation	290
3701-Storm Sewer	2-225000 - Repairs & Maintenance	5,000
3701-Storm Sewer	2-251000 - Materials & Supplies	500
4101-Water	2-211000 - Salaries	130,300
4101-Water	2-213100 - Local Authorities Pension P	12,270
4101-Water	2-213200 - Canada Pension Plan	4,990
4101-Water	2-213300 - Employment Insurance	1,440
4101-Water	2-213500 - AUMA Benefits	10,030
4101-Water	2-213600 - Workers Compensation	2,220
4101-Water	2-214800 - Training & Development	1,000
4101-Water	2-221100 - Travel & Subsistence	1,100
4101-Water	2-221500 - Freight	500
4101-Water	2-221600 - Postage	4,600
4101-Water	2-221700 - Telephone, Internet, Cable	4,800
4101-Water	2-221701 - Alberta First Call	1,000
4101-Water	2-223001 - Contract Services	1,265,600
4101-Water	2-223200 - Legal/Prof. Fees	500
4101-Water	2-223300 - Engineering	500
4101-Water	2-223900 - Printing	1,500
4101-Water	2-225107 - Repair/Maintenance Distribution	63,000
4101-Water	2-225108 - Meter Changeover/Software	6,000
4101-Water	2-225200 - Building Maintenance	3,000
4101-Water	2-225525 - 2010 Dodge 1/2 Ton	3,000

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
4101-Water	2-225562 - 2012 Ford 1/2 Ton Truck	2,500
4101-Water	2-227400 - Insurance	20,500
4101-Water	2-251000 - Materials & Supplies	2,200
4101-Water	2-251002 - Facility Supplies	300
4101-Water	2-251200 - Personal Protection/Health & Wellness	750
4101-Water	2-251500 - Gasoline/Diesel/Oil/Grease	3,100
4101-Water	2-253100 - Chemicals & Salts	200
4101-Water	2-254300 - Gas Utilities	3,900
4101-Water	2-254400 - Power Utilities	24,000
4101-Water	2-276200 - Contribution to Capital	387,930
4101-Water	2-292200 - Write-Offs	2,000
4102-BRWC	2-211000 - Salaries	180,000
4102-BRWC	2-213100 - Local Authorities Pension P	16,480
4102-BRWC	2-213200 - Canada Pension Plan	5,330
4102-BRWC	2-213300 - Employment Insurance	1,970
4102-BRWC	2-213500 - AUMA Benefits	11,400
4102-BRWC	2-213600 - Workers Compensation	2,440
4102-BRWC	2-214800 - Training & Development	3,500
4102-BRWC	2-221100 - Travel & Subsistence	1,500
4102-BRWC	2-221400 - Memberships	200
4102-BRWC	2-221500 - Freight	8,000
4102-BRWC	2-221600 - Postage	280
4102-BRWC	2-221700 - Telephone, Internet, Cable	3,500
4102-BRWC	2-223001 - Contract Services	180,000
4102-BRWC	2-223300 - Engineering	10,000
4102-BRWC	2-224001 - IT Maintenance, Materials	5,000
4102-BRWC	2-225109 - Water (BRWC) - Repair/Maint. Distribution	2,000
4102-BRWC	2-225200 - Building Maintenance	19,500
4102-BRWC	2-225900 - Contracted Services	3,000
4102-BRWC	2-226300 - Alarm Lease	320
4102-BRWC	2-227400 - Insurance	57,500
4102-BRWC	2-251000 - Materials & Supplies	5,000
4102-BRWC	2-251002 - Facility Supplies	3,000
4102-BRWC	2-251200 - Personal Protection/Health & Wellness	1,300
4102-BRWC	2-251500 - Gasoline/Diesel/Oil/Grease	1,200
4102-BRWC	2-253100 - Chemicals & Salts	120,000
4102-BRWC	2-254300 - Gas Utilities	48,000
4102-BRWC	2-254400 - Power Utilities	160,000
4102-BRWC	2-276200 - Contribution to Capital	3,000
4201-Sewer	2-211000 - Salaries	90,050
4201-Sewer	2-213100 - Local Authorities Pension P	8,790
4201-Sewer	2-213200 - Canada Pension Plan	3,530
4201-Sewer	2-213300 - Employment Insurance	980
4201-Sewer	2-213500 - AUMA Benefits	6,790
4201-Sewer	2-213600 - Workers Compensation	1,550
4201-Sewer	2-214800 - Training & Development	500
4201-Sewer	2-221100 - Travel & Subsistence	800

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
4201-Sewer	2-221600 - Postage	2,450
4201-Sewer	2-221700 - Telephone, Internet, Cable	3,500
4201-Sewer	2-221701 - Alberta First Call	1,000
4201-Sewer	2-223300 - Engineering	500
4201-Sewer	2-223900 - Printing	1,100
4201-Sewer	2-225110 - Maintenance Collection/Testing	20,000
4201-Sewer	2-225200 - Building Maintenance	20,000
4201-Sewer	2-226300 - Alarm Lease	360
4201-Sewer	2-227400 - Insurance	5,600
4201-Sewer	2-251002 - Facility Supplies	4,000
4201-Sewer	2-251016 - Sewer - Public Education Programs	500
4201-Sewer	2-251500 - Gasoline/Diesel/Oil/Grease	1,600
4201-Sewer	2-254300 - Gas Utilities	4,600
4201-Sewer	2-254400 - Power Utilities	79,000
4201-Sewer	2-276200 - Contribution to Capital	372,200
4201-Sewer	2-292200 - Write-Offs	1,000
4301-Trade Waste	2-211000 - Salaries	134,800
4301-Trade Waste	2-213100 - Local Authorities Pension P	13,330
4301-Trade Waste	2-213200 - Canada Pension Plan	6,200
4301-Trade Waste	2-213300 - Employment Insurance	1,520
4301-Trade Waste	2-213500 - AUMA Benefits	10,540
4301-Trade Waste	2-213600 - Workers Compensation	2,350
4301-Trade Waste	2-221600 - Postage	1,600
4301-Trade Waste	2-222000 - Advertising/Subscriptions	1,500
4301-Trade Waste	2-223900 - Printing	1,100
4301-Trade Waste	2-225575 - Trade Waste - 2012 International Garbage Tru	12,100
4301-Trade Waste	2-225576 - Trade Waste - 2019 Peterbuilt Garbage Truck	14,000
4301-Trade Waste	2-227400 - Insurance	4,200
4301-Trade Waste	2-251000 - Materials & Supplies	1,000
4301-Trade Waste	2-251017 - Trade Waste - Garbage Bins Retrofit	5,000
4301-Trade Waste	2-251200 - Personal Protection/Health & Wellness	1,200
4301-Trade Waste	2-251500 - Gasoline/Diesel/Oil/Grease	20,000
4301-Trade Waste	2-276200 - Contribution to Capital	45,000
4302-Landfill	2-211000 - Salaries	94,000
4302-Landfill	2-213100 - Local Authorities Pension P	5,900
4302-Landfill	2-213200 - Canada Pension Plan	4,340
4302-Landfill	2-213300 - Employment Insurance	1,780
4302-Landfill	2-213500 - AUMA Benefits	2,920
4302-Landfill	2-213600 - Workers Compensation	1,000
4302-Landfill	2-214800 - Training & Development	1,100
4302-Landfill	2-221100 - Travel & Subsistence	3,000
4302-Landfill	2-221400 - Memberships	800
4302-Landfill	2-221700 - Telephone, Internet, Cable	1,800
4302-Landfill	2-222000 - Advertising/Subscriptions	1,000
4302-Landfill	2-223400 - Consulting Services	16,000
4302-Landfill	2-225200 - Building Maintenance	2,000
4302-Landfill	2-225303 - Landfill - 2005 963C Track Loader	14,000

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
4302-Landfill	2-225306 - Landfill - Compactor 816F2 Maint	2,500
4302-Landfill	2-225561 - 2004 Chev 1/2 Ton Truck	2,000
4302-Landfill	2-226301 - Hired Equipment	43,500
4302-Landfill	2-227400 - Insurance	5,500
4302-Landfill	2-251000 - Materials & Supplies	9,000
4302-Landfill	2-251018 - Landfill - Toxic Roundup	6,000
4302-Landfill	2-251200 - Personal Protection/Health & Wellness	800
4302-Landfill	2-251500 - Gasoline/Diesel/Oil/Grease	19,000
4302-Landfill	2-254300 - Gas Utilities	1,400
4302-Landfill	2-254400 - Power Utilities	2,000
4302-Landfill	2-276200 - Contribution to Capital	9,000
4303-Recycle	2-211000 - Salaries	127,770
4303-Recycle	2-213100 - Local Authorities Pension P	12,160
4303-Recycle	2-213200 - Canada Pension Plan	6,360
4303-Recycle	2-213300 - Employment Insurance	1,500
4303-Recycle	2-213500 - AUMA Benefits	9,480
4303-Recycle	2-213600 - Workers Compensation	2,220
4303-Recycle	2-221700 - Telephone, Internet, Cable	350
4303-Recycle	2-222000 - Advertising/Subscriptions	750
4303-Recycle	2-225200 - Building Maintenance	1,000
4303-Recycle	2-225308 - Shredder Maintenance	500
4303-Recycle	2-225313 - Capital Baler Maintenance	500
4303-Recycle	2-225318 - 2015 J.D. Skid Steere	2,000
4303-Recycle	2-225559 - 2007 Chevrolet 1/2 Ton Truck	5,500
4303-Recycle	2-225574 - 2009 International Truck	7,500
4303-Recycle	2-227400 - Insurance	2,400
4303-Recycle	2-251000 - Materials & Supplies	3,500
4303-Recycle	2-251200 - Personal Protection/Health & Wellness	1,050
4303-Recycle	2-251500 - Gasoline/Diesel/Oil/Grease	4,000
4303-Recycle	2-254300 - Gas Utilities	3,200
4303-Recycle	2-254400 - Power Utilities	4,400
4304-New Landfill	2-269000 - New Landfill - to Close/Postclose Acct.	30,430
4304-New Landfill	2-276200 - Contribution to Capital	4,000
5101-FCSS	2-276000 - Contribution to Local Board	122,000
5101-FCSS	2-276001 - Provincial Grant to Board	315,420
5601-Cemetery	2-211000 - Salaries	14,440
5601-Cemetery	2-213100 - Local Authorities Pension P	1,040
5601-Cemetery	2-213200 - Canada Pension Plan	740
5601-Cemetery	2-213300 - Employment Insurance	190
5601-Cemetery	2-213500 - AUMA Benefits	940
5601-Cemetery	2-213600 - Workers Compensation	250
5601-Cemetery	2-225111 - Maintenance	21,800
5601-Cemetery	2-227400 - Insurance	300
5601-Cemetery	2-276400 - Add to Operating Reserve	1,400
6101-Development	2-211000 - Salaries	56,510
6101-Development	2-213100 - Local Authorities Pension P	6,350
6101-Development	2-213200 - Canada Pension Plan	1,750

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
6101-Development	2-213300 - Employment Insurance	570
6101-Development	2-213500 - AUMA Benefits	1,740
6101-Development	2-213600 - Workers Compensation	990
6101-Development	2-214800 - Training & Development	3,600
6101-Development	2-221100 - Travel & Subsistence	2,000
6101-Development	2-221800 - Car Allowance	660
6101-Development	2-222000 - Advertising/Subscriptions	2,000
6101-Development	2-223001 - Contract Services	2,000
6101-Development	2-223200 - Legal/Prof. Fees	22,500
6101-Development	2-223300 - Engineering	5,000
6101-Development	2-223500 - Survey	5,000
6101-Development	2-224100 - GIS Software	29,500
6101-Development	2-251000 - Materials & Supplies	500
6201-Communications	2-211000 - Salaries	79,790
6201-Communications	2-213100 - Local Authorities Pension P	8,360
6201-Communications	2-213200 - Canada Pension Plan	3,170
6201-Communications	2-213300 - Employment Insurance	930
6201-Communications	2-213500 - AUMA Benefits	6,330
6201-Communications	2-213600 - Workers Compensation	1,390
6201-Communications	2-214800 - Training & Development	5,300
6201-Communications	2-221100 - Travel & Subsistence	1,000
6201-Communications	2-221400 - Memberships	500
6201-Communications	2-221700 - Telephone, Internet, Cable	850
6201-Communications	2-222000 - Advertising/Subscriptions	6,000
6201-Communications	2-224001 - IT Maintenance, Materials	3,000
6201-Communications	2-251000 - Materials & Supplies	3,000
6201-Communications	2-251020 - Web Page	12,700
6201-Communications	2-251021 - Rebrand - Supplies	20,000
6201-Communications	2-251023 - Econ. Dev. Materials, Suppl	3,400
6201-Communications	2-251024 - Promotions	500
6201-Communications	2-251200 - Personal Protection/Health & Wellness	250
6201-Communications	2-276200 - Contribution to Capital	7,500
6601-Subdivision #1	2-251025 - Subdivision - Tax Sale Recovery Costs	1,000
7201-Recreation Administration	2-211000 - Salaries	204,890
7201-Recreation Administration	2-213100 - Local Authorities Pension P	18,720
7201-Recreation Administration	2-213200 - Canada Pension Plan	8,040
7201-Recreation Administration	2-213300 - Employment Insurance	2,270
7201-Recreation Administration	2-213500 - AUMA Benefits	8,830
7201-Recreation Administration	2-213600 - Workers Compensation	3,580
7201-Recreation Administration	2-214800 - Training & Development	2,000
7201-Recreation Administration	2-214801 - Program Training	100
7201-Recreation Administration	2-221100 - Travel & Subsistence	2,000
7201-Recreation Administration	2-221400 - Memberships	1,000
7201-Recreation Administration	2-221600 - Postage	900
7201-Recreation Administration	2-221700 - Telephone, Internet, Cable	2,700
7201-Recreation Administration	2-221800 - Car Allowance	2,700
7201-Recreation Administration	2-222000 - Advertising/Subscriptions	4,500

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
7201-Recreation Administration	2-223200 - Legal/Prof. Fees	1,500
7201-Recreation Administration	2-224001 - IT Maintenance, Materials	18,000
7201-Recreation Administration	2-225300 - Equipment Maintenance	5,720
7201-Recreation Administration	2-227400 - Insurance	2,500
7201-Recreation Administration	2-227401 - Facility User Group Insurance	1,000
7201-Recreation Administration	2-251000 - Materials & Supplies	7,000
7201-Recreation Administration	2-251026 - Program Materials	20,000
7201-Recreation Administration	2-251027 - Summer Program Materia	6,000
7201-Recreation Administration	2-251028 - Summer Programs General	2,500
7201-Recreation Administration	2-251029 - Summer Equip. Replace	500
7201-Recreation Administration	2-251030 - Triathlon	50
7201-Recreation Administration	2-251039 - Penny Adj. Expense	10
7201-Recreation Administration	2-251043 - Recreation Administration - Challenger Soccer Camp	50
7201-Recreation Administration	2-251200 - Personal Protection/Health & Wellness	1,750
7201-Recreation Administration	2-292200 - Write-Offs	500
7202-Arena	2-211000 - Salaries	238,240
7202-Arena	2-213100 - Local Authorities Pension P	19,820
7202-Arena	2-213200 - Canada Pension Plan	11,550
7202-Arena	2-213300 - Employment Insurance	2,800
7202-Arena	2-213500 - AUMA Benefits	17,530
7202-Arena	2-213600 - Workers Compensation	3,750
7202-Arena	2-214800 - Training & Development	1,500
7202-Arena	2-221100 - Travel & Subsistence	1,000
7202-Arena	2-221400 - Memberships	500
7202-Arena	2-221500 - Freight	500
7202-Arena	2-221600 - Postage	230
7202-Arena	2-221700 - Telephone, Internet, Cable	5,000
7202-Arena	2-221800 - Car Allowance	180
7202-Arena	2-222000 - Advertising/Subscriptions	2,000
7202-Arena	2-225200 - Building Maintenance	35,000
7202-Arena	2-225201 - Upstairs Maintenance	600
7202-Arena	2-225300 - Equipment Maintenance	12,000
7202-Arena	2-225301 - Ice Plant Maintenance	19,000
7202-Arena	2-225307 - 2002 Zamboni	5,200
7202-Arena	2-225324 - 2013 Zamboni	6,200
7202-Arena	2-226300 - Alarm Lease	360
7202-Arena	2-227400 - Insurance	29,000
7202-Arena	2-227401 - Facility User Group Insurance	500
7202-Arena	2-251000 - Materials & Supplies	6,000
7202-Arena	2-251001 - Janitor Supplies	8,000
7202-Arena	2-251031 - Rink Boards/Outdoor Rink	5,000
7202-Arena	2-251200 - Personal Protection/Health & Wellness	6,600
7202-Arena	2-251500 - Gasoline/Diesel/Oil/Grease	5,000
7202-Arena	2-254100 - Town Utilities	1,550
7202-Arena	2-254300 - Gas Utilities	17,000
7202-Arena	2-254400 - Power Utilities	120,000
7202-Arena	2-276200 - Contribution to Capital	50,000

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
7202-Arena	2-276400 - Add to Operating Reserve	2,500
7203-Pool	2-211000 - Salaries	546,810
7203-Pool	2-213100 - Local Authorities Pension P	23,500
7203-Pool	2-213200 - Canada Pension Plan	26,720
7203-Pool	2-213300 - Employment Insurance	7,600
7203-Pool	2-213500 - AUMA Benefits	23,110
7203-Pool	2-213600 - Workers Compensation	9,520
7203-Pool	2-214800 - Training & Development	3,500
7203-Pool	2-221100 - Travel & Subsistence	1,500
7203-Pool	2-221400 - Memberships	1,300
7203-Pool	2-221500 - Freight	3,500
7203-Pool	2-221600 - Postage	500
7203-Pool	2-221700 - Telephone, Internet, Cable	6,200
7203-Pool	2-221800 - Car Allowance	180
7203-Pool	2-222000 - Advertising/Subscriptions	4,500
7203-Pool	2-224001 - IT Maintenance, Materials	9,000
7203-Pool	2-225200 - Building Maintenance	20,000
7203-Pool	2-225300 - Equipment Maintenance	10,000
7203-Pool	2-226300 - Alarm Lease	1,280
7203-Pool	2-227400 - Insurance	35,000
7203-Pool	2-251000 - Materials & Supplies	8,000
7203-Pool	2-251001 - Janitor Supplies	6,000
7203-Pool	2-251013 - Uniforms	2,000
7203-Pool	2-251032 - First Aid Supplies	1,000
7203-Pool	2-251033 - Pro Shop Materials/Supplies	1,000
7203-Pool	2-251034 - Program Public/Materials/Supplies	1,500
7203-Pool	2-251035 - Leadership Supplies	2,000
7203-Pool	2-251200 - Personal Protection/Health & Wellness	2,100
7203-Pool	2-253100 - Chemicals & Salts	30,000
7203-Pool	2-254100 - Town Utilities	7,500
7203-Pool	2-254300 - Gas Utilities	125,000
7203-Pool	2-254400 - Power Utilities	100,000
7203-Pool	2-276200 - Contribution to Capital	50,000
7203-Pool	2-281000 - Bank Charges and Interest	3,000
7203-Pool	2-283100 - Debenture Interest	136,350
7203-Pool	2-283200 - Debenture Principal	154,220
7204-Parks	2-211000 - Salaries	133,390
7204-Parks	2-213100 - Local Authorities Pension P	9,110
7204-Parks	2-213200 - Canada Pension Plan	5,980
7204-Parks	2-213300 - Employment Insurance	1,680
7204-Parks	2-213500 - AUMA Benefits	7,150
7204-Parks	2-213600 - Workers Compensation	2,330
7204-Parks	2-214800 - Training & Development	2,000
7204-Parks	2-221100 - Travel & Subsistence	500
7204-Parks	2-221800 - Car Allowance	430
7204-Parks	2-225104 - Flag Maintenance	4,000
7204-Parks	2-225105 - Entrance Sign Maintenance	800

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
7204-Parks	2-225106 - Community Beautification	22,000
7204-Parks	2-225112 - Landscaping/Nursery Maintenance	10,000
7204-Parks	2-225113 - Decoration Maintenance	4,500
7204-Parks	2-225114 - Trees	5,000
7204-Parks	2-225115 - Downtown Area	10,000
7204-Parks	2-225300 - Equipment Maintenance	10,500
7204-Parks	2-225302 - 2013 John Deere Gator	1,500
7204-Parks	2-225305 - 2013 John Deere Tractor/Loader	1,200
7204-Parks	2-225309 - 2013 John Deere Mower	1,500
7204-Parks	2-225310 - 2015 John Deere Mower	1,500
7204-Parks	2-225311 - 2017 Toro Groundmaster	3,500
7204-Parks	2-225312 - 2005 John Deere Mower	1,500
7204-Parks	2-225322 - 2016 JD Skid Steer	3,200
7204-Parks	2-225328 - 1999 John Deere/Rotary Mower	100
7204-Parks	2-225329 - Parks - 2018 PJ 18' Utility Trailer	500
7204-Parks	2-225332 - 2016 Degelman Mower	1,400
7204-Parks	2-225535 - 2013 Chev Silverado 1500	1,500
7204-Parks	2-225540 - 2014 Dodge 1/2 Ton Crew Ca	2,900
7204-Parks	2-225546 - 2014 Ford 1 Ton	2,000
7204-Parks	2-225547 - 2019 Ford Superduty	2,000
7204-Parks	2-225558 - 2008 GMC 1/2 Ton	3,000
7204-Parks	2-225568 - 2008 Dodge Ram 3/4 Ton	3,000
7204-Parks	2-225900 - Contracted Services	7,000
7204-Parks	2-227400 - Insurance	7,600
7204-Parks	2-251000 - Materials & Supplies	10,500
7204-Parks	2-251036 - Communities In Bloom	3,000
7204-Parks	2-251500 - Gasoline/Diesel/Oil/Grease	7,500
7204-Parks	2-254100 - Town Utilities	500
7204-Parks	2-254400 - Power Utilities	7,700
7204-Parks	2-276200 - Contribution to Capital	10,000
7205-Sportsground	2-211000 - Salaries	28,660
7205-Sportsground	2-213100 - Local Authorities Pension P	2,340
7205-Sportsground	2-213200 - Canada Pension Plan	1,160
7205-Sportsground	2-213300 - Employment Insurance	360
7205-Sportsground	2-213500 - AUMA Benefits	1,610
7205-Sportsground	2-213600 - Workers Compensation	490
7205-Sportsground	2-221800 - Car Allowance	150
7205-Sportsground	2-225100 - Grounds Maintenance	11,000
7205-Sportsground	2-225116 - Sportsground - School Diamond Maintenance	500
7205-Sportsground	2-225200 - Building Maintenance	2,500
7205-Sportsground	2-225300 - Equipment Maintenance	650
7205-Sportsground	2-227400 - Insurance	6,000
7205-Sportsground	2-251000 - Materials & Supplies	2,000
7205-Sportsground	2-254100 - Town Utilities	1,500
7205-Sportsground	2-254300 - Gas Utilities	1,600
7205-Sportsground	2-254400 - Power Utilities	1,600
7205-Sportsground	2-276200 - Contribution to Capital	10,000



2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
7206-Rotary Park	2-225900 - Contracted Services	450
7206-Rotary Park	2-251000 - Materials & Supplies	2,500
7206-Rotary Park	2-254400 - Power Utilities	4,000
7206-Rotary Park	2-276200 - Contribution to Capital	8,000
7207-Bowling Alley	2-225200 - Building Maintenance	3,000
7207-Bowling Alley	2-227400 - Insurance	3,500
7207-Bowling Alley	2-276200 - Contribution to Capital	70,000
7209-Curling	2-211000 - Salaries	1,020
7209-Curling	2-213100 - Local Authorities Pension P	110
7209-Curling	2-213200 - Canada Pension Plan	40
7209-Curling	2-213300 - Employment Insurance	10
7209-Curling	2-213500 - AUMA Benefits	80
7209-Curling	2-213600 - Workers Compensation	20
7209-Curling	2-225200 - Building Maintenance	17,000
7209-Curling	2-227400 - Insurance	6,500
7209-Curling	2-251000 - Materials & Supplies	3,000
7209-Curling	2-254100 - Town Utilities	1,200
7209-Curling	2-254300 - Gas Utilities	1,200
7209-Curling	2-254400 - Power Utilities	2,700
7209-Curling	2-276200 - Contribution to Capital	15,000
7210-Walking Trail	2-211000 - Salaries	2,990
7210-Walking Trail	2-213100 - Local Authorities Pension P	310
7210-Walking Trail	2-213200 - Canada Pension Plan	120
7210-Walking Trail	2-213300 - Employment Insurance	30
7210-Walking Trail	2-213500 - AUMA Benefits	230
7210-Walking Trail	2-213600 - Workers Compensation	50
7210-Walking Trail	2-225100 - Grounds Maintenance	56,500
7213-Museum	2-254100 - Town Utilities	500
7401-Tourism	2-211000 - Salaries	23,540
7401-Tourism	2-213100 - Local Authorities Pension P	1,900
7401-Tourism	2-213200 - Canada Pension Plan	1,170
7401-Tourism	2-213300 - Employment Insurance	280
7401-Tourism	2-213500 - AUMA Benefits	1,670
7401-Tourism	2-213600 - Workers Compensation	410
7401-Tourism	2-222101 - Promotion - Appreciation Events	17,550
7401-Tourism	2-222102 - Promotion - Doctor Recruitment/Retention	500
7401-Tourism	2-222103 - Tourism - Museum Operations/Tourist Booth	10,000
7401-Tourism	2-251000 - Materials & Supplies	16,000
7401-Tourism	2-276200 - Contribution to Capital	15,500
7401-Tourism	2-277000 - Contribution to Organizations	40,250
7402-Twinning	2-221400 - Memberships	1,000
7402-Twinning	2-221600 - Postage	100
7402-Twinning	2-222000 - Advertising/Subscriptions	500
7402-Twinning	2-251003 - Meeting Expenses	1,000
7402-Twinning	2-251024 - Promotions	500
7402-Twinning	2-251037 - Delegation Activities	1,500
7402-Twinning	2-251038 - Misc. Activity/Japanese Garden	1,000

2021 Interim Operating Budget - Revenues and Expenses

<b>Costing Center</b>	<b>GL Account</b>	<b>2021 Budget</b>
7402-Twinning	2-256500 - Mileage/Rentals	1,500
7403-Library	2-276003 - Library - Contribution to Libraries	20,420
7403-Library	2-276003 - Library - Contribution to Libraries	90,190
8101-Requisition	2-274100 - Requisition - School	1,479,690
8101-Requisition	2-274101 - Requisition - Barrhead & Dist. Social Housin	60,480
8101-Requisition	2-274102 - Requisition - Govt of Alberta Re: Des. Ind.	510
8101-Requisition	2-274103 - Requisition - Grant In Lieu Adjustment	65,250
9701-Contingency/General	2-299001 - Underlevies Previous Year	2,400
9701-Contingency/General	2-277000 - Contribution to Organizations	<u>74,020</u>
	<b>Total Expenditures:</b>	<b>14,655,410</b>

**2021 INTERIM BUDGET SURPLUS: 11,000**

	F	H	L	M
1	Project Name	GL Account Display Name	Revenue Budget	Expense Budget
2	<b>1201-Admin - 0001 - Council, Committee, Admin. - Computer Equip.</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>70,000.00</b>
3	1201-Admin - 0001 - Council, Committee, Admin. - Computer Equip.	Administration Equipment Reserve	(55,000.00)	
4	1201-Admin - 0001 - Council, Committee, Admin. - Computer Equip.	5-593000 - Transfer From Operating	(15,000.00)	
5				
6	<b>1201-Admin - 0002 - Camera/Alarm System Upgrades</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>10,000.00</b>
7	1201-Admin - 0002 - Camera/Alarm System Upgrades	Administration Equipment Reserve	(10,000.00)	
8				
9	<b>2303-ERC - 0002 - ERC - Training Facility</b>	<b>6-662000 - Building Additions-General (Capital Expenses)</b>		<b>15,000.00</b>
10	2303-ERC - 0002 - ERC - Training Facility	5-585000 - County Contribution - Capital	(7,500.00)	
11	2303-ERC - 0002 - ERC - Training Facility	5-593000 - Transfer From Operating	(7,500.00)	
12				
13	<b>3101-Common - 0002 - Concrete -Town Yard</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>25,000.00</b>
14	3101-Common - 0002 - Concrete -Town Yard	Shop Building Reserve	(25,000.00)	
15				
16	<b>3101-Common - 0011 - 1/2 Ton Truck (1) - Crew Cab</b>	<b>6-665000 - Vehicle Additions (Capital Expenses)</b>		<b>46,000.00</b>
17	3101-Common - 0011 - 1/2 Ton Truck (1) - Crew Cab	5-594000 - Transfer From Other Capital Function	(46,000.00)	
18				
19	<b>3101-Common - 0019 - Snow Bucket</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>14,000.00</b>
20	3101-Common - 0019 - Snow Bucket	Equipment -General Reserve	(14,000.00)	
21				
22	<b>3101-Common - 9996 - Add to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>55,000.00</b>
23	3101-Common - 9996 - Add to Reserve	5-593000 - Transfer From Operating	(55,000.00)	
24				
25	<b>3101-Common - 9997 - Add Int. to Reserve</b>	<b>6-764000 - Add to Capital Reserve</b>		<b>12,720.00</b>
26	3101-Common - 9997 - Add Int. to Reserve	5-555000 - Return On Investments - Capital	(12,720.00)	
27				
28	<b>3201-Roads - 0006 - 55A Avenue Sewer Rehab (Road work) (From 2020)</b>	<b>6-661002 - Engin. Struct. 55A Avenue</b>		<b>10,000.00</b>
29	3201-Roads - 0006 - 55A Avenue Sewer Rehab (Road work) (From 2020)	Street Improvements Reserve	(10,000.00)	
30				
31	<b>3201-Roads - 0016 - 61 Avenue Overlay (2021)</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>110,000.00</b>
32	3201-Roads - 0016 - 61 Avenue Overlay (2021)	5-593000 - Transfer From Operating	(60,000.00)	
33	3201-Roads - 0016 - 61 Avenue Overlay (2021)	Street Improvements Reserve	(50,000.00)	
34				
35	<b>3201-Roads - 0024 - Main Street (50 Street) Rehab</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>567,410.00</b>
36	3201-Roads - 0024 - Main Street (50 Street) Rehab	5-584017 - Provincial Grants - Municipal Stimulus	(309,690.00)	
37	3201-Roads - 0024 - Main Street (50 Street) Rehab	5-584001 - Provincial Grants-MSI	(257,720.00)	

2021 Interim Capital Budget - Project Revenues and Expenses By Division

	F	H	L	M
1	Project Name	GL Account Display Name	Revenue Budget	Expense Budget
38				
39	<b>3201-Roads - 0025 - 45 Street Rehab</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>327,020.00</b>
40	3201-Roads - 0025 - 45 Street Rehab	5-584017 - Provincial Grants - Municipal Stimulus	(234,610.00)	
41	3201-Roads - 0025 - 45 Street Rehab	5-584001 - Provincial Grants-MSI	(92,410.00)	
42				
43	<b>3701-Storm - 0004 - 48 Ave Lane (49A &amp; 49B St) (From 2020)</b>	<b>6-661011 - 48 Avenue Lane (49A &amp; 49B Stre</b>		<b>15,000.00</b>
44	3701-Storm - 0004 - 48 Ave Lane (49A & 49B St) (From 2020)	Storm Sewer Reserve	(15,000.00)	
45				
46	<b>4101-Water - 0002 - Bulk Water System (From 2020)</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>85,000.00</b>
47	4101-Water - 0002 - Bulk Water System (From 2020)	Water, Equip, Vehicles Reserve	(85,000.00)	
48				
49	<b>4101-Water - 0004 - Reservoir Ind. Pk. Eng, pump sys. - Engineering</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>2,000,000.00</b>
50	4101-Water - 0004 - Reservoir Ind. Pk. Eng, pump sys. - Engineering	5-583001 - Federal Grants-Federal Gas Tax Fund	(1,000,000.00)	
51	4101-Water - 0004 - Reservoir Ind. Pk. Eng, pump sys. - Engineering	Water, Equip, Vehicles Reserve	(1,000,000.00)	
52				
53	<b>4101-Water - 0005 - Radio Read Devices (From 2020)</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>30,000.00</b>
54	4101-Water - 0005 - Radio Read Devices (From 2020)	Water, Equip, Vehicles Reserve	(30,000.00)	
55				
56	<b>4101-Water - 9998 - Add to Reserves</b>	<b>6-764000 - Add to Capital Reserve</b>		<b>390,930.00</b>
57	4101-Water - 9998 - Add to Reserves	5-593000 - Transfer From Operating	(390,930.00)	
58				
59	<b>4101-Water - 9999 - Add Int. to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>22,950.00</b>
60	4101-Water - 9999 - Add Int. to Reserves	5-555000 - Return On Investments - Capital	(22,950.00)	
61				
62	<b>4201-Sewer - 0006 - 55A Avenue - 55 Street to 56 Street (From 2020)</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>20,000.00</b>
63	4201-Sewer - 0006 - 55A Avenue - 55 Street to 56 Street (From 2020)	Sewer Reserve	(20,000.00)	
64				
65	<b>4201-Sewer - 0010 - WasteWater Plant (Lagoon) Upgrades (From 2020)</b>	<b>6-661017 - Eng. St. Lagoon Upgrades</b>		<b>685,400.00</b>
66	4201-Sewer - 0010 - WasteWater Plant (Lagoon) Upgrades (From 2020)	Sewer Reserve	(449,712.00)	
67	4201-Sewer - 0010 - WasteWater Plant (Lagoon) Upgrades (From 2020)	5-583006 - CWWF Grant	(235,688.00)	
68				
69	<b>4201-Sewer - 0014 - Lagoon Facility Roof (From 2020)</b>	<b>6-662000 - Building Additions-General (Capital Expenses)</b>		<b>40,000.00</b>
70	4201-Sewer - 0014 - Lagoon Facility Roof (From 2020)	Sewer Reserve	(40,000.00)	
71				
72	<b>4201-Sewer - 0023 - Lift Station Motor</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>90,000.00</b>
73	4201-Sewer - 0023 - Lift Station Motor	Sewer Reserve	(90,000.00)	
74				

2021 Interim Capital Budget - Project Revenues and Expenses By Division

	F	H	L	M
1	Project Name	GL Account Display Name	Revenue Budget	Expense Budget
75	<b>4201-Sewer - 0025 - Wastewater Plant (Lagoon) Future Engineering</b>	<b>6-661017 - Eng. St. Lagoon Upgrades</b>		<b>35,000.00</b>
76	4201-Sewer - 0025 - Wastewater Plant (Lagoon) Future Engineering	Sewer Reserve	(35,000.00)	
77				
78	<b>4201-Sewer - 9998 - Add to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>372,200.00</b>
79	4201-Sewer - 9998 - Add to Reserve	5-593000 - Transfer From Operating	(372,200.00)	
80				
81	<b>4201-Sewer - 9999 - Add Int. to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>12,930.00</b>
82	4201-Sewer - 9999 - Add Int. to Reserves	5-555000 - Return On Investments - Capital	(12,930.00)	
83				
84	<b>4301-Tradewaste - 0001 - Replace Truck Chassis/Heil Compac (2021) Automated - No Curotto Can</b>	<b>6-665000 - Vehicle Additions (Capital Expenses)</b>		<b>400,000.00</b>
	4301-Tradewaste - 0001 - Replace Truck Chassis/Heil Compac (2021)			
85	Automated - No Curotto Can	5-584001 - Provincial Grants-MSI	(260,000.00)	
	4301-Tradewaste - 0001 - Replace Truck Chassis/Heil Compac (2021)			
86	Automated - No Curotto Can	Garbage Equipment Reserve	(140,000.00)	
87				
88	<b>4301-Tradewaste - 9998 - Add to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>45,000.00</b>
89	4301-Tradewaste - 9998 - Add to Reserves	5-593000 - Transfer From Operating	(45,000.00)	
90				
91	<b>4301-Tradewaste - 9999 - Add Int. to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>2,000.00</b>
92	4301-Tradewaste - 9999 - Add Int. to Reserves	5-555000 - Return On Investments - Capital	(2,000.00)	
93				
94	<b>4302-Landfill - 0010 - Cameras/Security System</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>18,000.00</b>
95	4302-Landfill - 0010 - Cameras/Security System	5-585000 - County Contribution - Capital	(9,000.00)	
96	4302-Landfill - 0010 - Cameras/Security System	5-593000 - Transfer From Operating	(9,000.00)	
97				
98	<b>4302-Landfill - 9998 - Add to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>4,000.00</b>
99	4302-Landfill - 9998 - Add to Reserves	5-593000 - Transfer From Operating	(4,000.00)	
100				
101	<b>6201-Commun - 0001 - Videography Equipment</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>7,500.00</b>
102	6201-Commun - 0001 - Videography Equipment	5-593000 - Transfer From Operating	(7,500.00)	
103				
104	<b>7202-Arena - 0002 - Fencing Behind Arena With Gates</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>35,000.00</b>
105	7202-Arena - 0002 - Fencing Behind Arena With Gates	Agrena - Building Reserve	(35,000.00)	
106				
107	<b>7202-Arena - 0003 - Ice Kube Units - Compressor/Evap</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>25,000.00</b>
108	7202-Arena - 0003 - Ice Kube Units - Compressor/Evap	Agrena - Equipment Reserve	(25,000.00)	

2021 Interim Capital Budget - Project Revenues and Expenses By Division

	F	H	L	M
1	Project Name	GL Account Display Name	Revenue Budget	Expense Budget
109				
110	<b>7202-Arena - 0022 - Godberson Room - Concrete At Entrance</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>8,000.00</b>
111	7202-Arena - 0022 - Godberson Room - Concrete At Entrance	Agrena - Building Reserve	(8,000.00)	
112				
113	<b>7202-Arena - 9998 - Add to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>50,000.00</b>
114	7202-Arena - 9998 - Add to Reserves	5-593000 - Transfer From Operating	(50,000.00)	
115				
116	<b>7202-Arena Building - 9997 - Add Int. to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>2,500.00</b>
117	7202-Arena Building - 9997 - Add Int. to Reserves	5-555000 - Return On Investments - Capital	(2,500.00)	
118				
119	<b>7202-Arena Zamboni - 9999 - Add Int. To Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>1,000.00</b>
120	7202-Arena Zamboni - 9999 - Add Int. To Reserves	5-555000 - Return On Investments - Capital	(1,000.00)	
121				
122	<b>7203-Pool - 0011 - Water Softener</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>4,000.00</b>
123	7203-Pool - 0011 - Water Softener	Pool Reserve	(4,000.00)	
124				
125	<b>7203-Pool - 9998 - Add to Reserve</b>	<b>6-764000 - Add to Capital Reserve</b>		<b>50,000.00</b>
126	7203-Pool - 9998 - Add to Reserve	5-593000 - Transfer From Operating	(50,000.00)	
127				
128	<b>7203-Pool - 9999 - Add Interest to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>2,500.00</b>
129	7203-Pool - 9999 - Add Interest to Reserve	5-555000 - Return On Investments - Capital	(2,500.00)	
130				
131	<b>7204-Parks - 0005 - Concrete Bases - Picnic Tables</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>6,000.00</b>
132	7204-Parks - 0005 - Concrete Bases - Picnic Tables	Parks/Sportsground Reserve	(6,000.00)	
133				
134	<b>7204-Parks - 0012 - Trailer - Open Deck (From 2020 But Change to Dump Trailer)</b>	<b>6-665000 - Vehicle Additions (Capital Expenses)</b>		<b>11,000.00</b>
135	7204-Parks - 0012 - Trailer - Open Deck (From 2020 But Change to Dump Trailer)	Parks/Sportsground Reserve	(11,000.00)	
136				
137	<b>7204-Parks - 0017 - Garbage Cans - Lids Only</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>3,300.00</b>
138	7204-Parks - 0017 - Garbage Cans - Lids Only	Parks/Sportsground Reserve	(3,300.00)	
139				
140	<b>7204-Parks - 0020 - Downtown Gazebo Roof (Tin)</b>	<b>6-662000 - Building Additions-General (Capital Expenses)</b>		<b>6,000.00</b>
141	7204-Parks - 0020 - Downtown Gazebo Roof (Tin)	Parks/Sportsground Reserve	(6,000.00)	
142				

2021 Interim Capital Budget - Project Revenues and Expenses By Division

	F	H	L	M
1	Project Name	GL Account Display Name	Revenue Budget	Expense Budget
143	<b>7204-Parks - 9998 - Add to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>10,000.00</b>
144	7204-Parks - 9998 - Add to Reserve	5-593000 - Transfer From Operating	(10,000.00)	
145				
146	<b>7204-Parks - 9999 - Add Int. to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>1,000.00</b>
147	7204-Parks - 9999 - Add Int. to Reserve	5-555000 - Return On Investments - Capital	(1,000.00)	
148				
149	<b>7205-Sportsground - 0002 - Skateboard Park - New</b>	<b>6-664500 - Land Improvements Additions (Capital Expenses)</b>		<b>800,000.00</b>
150	7205-Sportsground - 0002 - Skateboard Park - New	5-584001 - Provincial Grants-MSI	(800,000.00)	
151				
152	<b>7205-Sportsground - 0004 - Toilet Building Upgrades</b>	<b>6-662000 - Building Additions-General (Capital Expenses)</b>		<b>5,000.00</b>
153	7205-Sportsground - 0004 - Toilet Building Upgrades	Parks/Sportsground Reserve	(5,000.00)	
154				
155	<b>7205-Sportsground - 9998 - Add to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>10,000.00</b>
156	7205-Sportsground - 9998 - Add to Reserve	5-593000 - Transfer From Operating	(10,000.00)	
157				
158	<b>7206-Rotary Park - 0001 - Picnic Tables - Metal</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>8,000.00</b>
159	7206-Rotary Park - 0001 - Picnic Tables - Metal	5-593000 - Transfer From Operating	(8,000.00)	
160				
161	<b>7207-Bowling Alley - 0002 - Building Additions, Facility Upgrades</b>	<b>6-662000 - Building Additions-General (Capital Expenses)</b>		<b>90,000.00</b>
162	7207-Bowling Alley - 0002 - Building Additions, Facility Upgrades	5-593000 - Transfer From Operating	(60,000.00)	
163	7207-Bowling Alley - 0002 - Building Additions, Facility Upgrades	Bowling Alley Reserve	(30,000.00)	
164				
165	<b>7207-Bowling Alley - 9998 - Add to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>10,000.00</b>
166	7207-Bowling Alley - 9998 - Add to Reserve	5-593000 - Transfer From Operating	(10,000.00)	
167				
168	<b>7209-Curling Rink - 9998 - Add to Reserve</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>15,000.00</b>
169	7209-Curling Rink - 9998 - Add to Reserve	5-593000 - Transfer From Operating	(15,000.00)	
170				
171	<b>7210-Walking Trail - 0001 - Solar Pathway Lights/Boardwalk</b>	<b>6-663000 - Machinery &amp; Equipment Additions (Capital Expenses)</b>		<b>30,000.00</b>
172	7210-Walking Trail - 0001 - Solar Pathway Lights/Boardwalk	5-594000 - Transfer From Other Capital Function	(30,000.00)	
173				
174	<b>7210-Walking Trail - 0002 - Boardwalk Observation Decks (2)</b>	<b>6-664500 - Land Improvements Additions (Capital Expenses)</b>		<b>50,000.00</b>
175	7210-Walking Trail - 0002 - Boardwalk Observation Decks (2)	5-594000 - Transfer From Other Capital Function	(50,000.00)	
176				
177	<b>7210-Walking Trail - 0004 - Bridge Repairs</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>10,000.00</b>
178	7210-Walking Trail - 0004 - Bridge Repairs	Walking Trail Reserve	(10,000.00)	
179				

2021 Interim Capital Budget - Project Revenues and Expenses By Division

	F	H	L	M
1	Project Name	GL Account Display Name	Revenue Budget	Expense Budget
180	<b>7401-Tourism - 0001 - Downtown/Industrial Enhancements</b>	<b>6-661000 - Engineering Structures-General (Capital Expenses)</b>		<b>15,500.00</b>
181	7401-Tourism - 0001 - Downtown/Industrial Enhancements	5-593000 - Transfer From Operating	(15,500.00)	
182				
183	<b>9701-General - 9990 - Transfer to Other Function</b>	<b>6-676600 - Contribution to Other Capital Functions - General</b>		<b>126,000.00</b>
184	9701-General - 9990 - Transfer to Other Function	General Capital Reserve	(126,000.00)	
185				
186	<b>9701-General - 9999 - Add Int. to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>17,000.00</b>
187	9701-General - 9999 - Add Int. to Reserves	5-555000 - Return On Investments - Capital	(17,000.00)	
188				
189	<b>9702-Offsite - 9998 - Add to Reserves</b>	<b>6-676700 - Add to Capital Reserve</b>		<b>5,000.00</b>
190	9702-Offsite - 9998 - Add to Reserves	5-597000 - Developer Levy Payments	(5,000.00)	
191				
192		<b>TOTAL</b>	<b>(6,944,860)</b>	<b>6,944,860</b>



## 2021 INTERIM BUDGET - CAPITAL PROJECT LISTING SUMMARY (Excluding Transfers)

	F	K
1	Project Name	2021 Budget
2	1201-Admin - 0001 - Council, Committee, Admin. - Computer Equip.	70,000.00
3	1201-Admin - 0002 - Camera/Alarm System Upgrades	10,000.00
4	2303-ERC - 0002 - ERC - Training Facility	15,000.00
5	3101-Common - 0002 - Concrete -Town Yard	25,000.00
6	3101-Common - 0011 - 1/2 Ton Truck (1) - Crew Cab	46,000.00
7	3101-Common - 0019 - Snow Bucket	14,000.00
8	3201-Roads - 0006 - 55A Avenue Sewer Rehab (Road work) (From 2020)	10,000.00
9	3201-Roads - 0016 - 61 Avenue Overlay (2021)	110,000.00
10	3201-Roads - 0024 - Main Street (50 Street) Rehab	567,410.00
11	3201-Roads - 0025 - 45 Street Rehab	327,020.00
12	3701-Storm - 0004 - 48 Ave Lane (49A & 49B St) (From 2020)	15,000.00
13	4101-Water - 0002 - Bulk Water System (From 2020)	85,000.00
14	4101-Water - 0004 - Reservoir Ind. Pk. Eng, pump sys. - Engineering	2,000,000.00
15	4101-Water - 0005 - Radio Read Devices (From 2020)	30,000.00
16	4201-Sewer - 0006 - 55A Avenue - 55 Street to 56 Street (From 2020)	20,000.00
17	4201-Sewer - 0010 - WasteWater Plant (Lagoon) Upgrades (From 2020)	685,400.00
18	4201-Sewer - 0014 - Lagoon Facility Roof (From 2020)	40,000.00
19	4201-Sewer - 0023 - Lift Station Motor	90,000.00
20	4201-Sewer - 0025 - Wastewater Plant (Lagoon) Future Engineering	35,000.00
21	4301-Tradewaste - 0001 - Replace Truck Chassis/Heil Compac (2021) Automated - No Curotto Can	400,000.00
22	4302-Landfill - 0010 - Cameras/Security System	18,000.00
23	6201-Commun - 0001 - Videography Equipment	7,500.00
24	7202-Arena - 0002 - Fencing Behind Arena With Gates	35,000.00
25	7202-Arena - 0003 - Ice Kube Units - Compressor/Evap	25,000.00
26	7202-Arena - 0022 - Godberson Room - Concrete At Entrance	8,000.00
27	7203-Pool - 0011 - Water Softener	4,000.00
28	7204-Parks - 0005 - Concrete Bases - Picnic Tables	6,000.00
29	7204-Parks - 0012 - Trailer - Open Deck (From 2020 But Change to Dump Trailer)	11,000.00
30	7204-Parks - 0017 - Garbage Cans - Lids Only	3,300.00
31	7204-Parks - 0020 - Downtown Gazebo Roof (Tin)	6,000.00
32	7205-Sportsground - 0002 - Skateboard Park - New	800,000.00
33	7205-Sportsground - 0004 - Toilet Building Upgrades	5,000.00
34	7206-Rotary Park - 0001 - Picnic Tables - Metal	8,000.00
35	7207-Bowling Alley - 0002 - Building Additions, Facility Upgrades	90,000.00
36	7210-Walking Trail - 0001 - Solar Pathway Lights/Boardwalk	30,000.00
37	7210-Walking Trail - 0002 - Boardwalk Observation Decks (2)	50,000.00
38	7210-Walking Trail - 0004 - Bridge Repairs	10,000.00
39	7401-Tourism - 0001 - Downtown/Industrial Enhancements	15,500.00
40		<b>TOTAL PROJECT EXPENSES: 5,727,130</b>



## C.A.O Report

**To:** Town Council

**Date:** December 8, 2020

**Re:** December 8, 2020 C.A.O. Report

### **General Administration:**

- The Accounting Department has completed the interim 2021 Operating and Capital Budget and forms part of the December 8, 2020 Council Meeting agenda.
- All Departments have commenced the preparation of the year – end accounting activities. The Auditor is scheduled to undertake the 2020 audit by the early part of February.

### **Communication Services:**

- Accomplished
  - Communicating with inquiries from residents regarding new Provincial restrictions surrounding COVID
    - Repeating information from news conferences and what is available on the website (typically older residents asking if people can come into their home)
    - Directing callers to AHS for more information.
  - Completion of Marketing Planning & Implementation course
  - Sharing and updating COVID information on website
  - Continued public notification of Town activities via social pages, website, and BARCC
    - Snow plow routes, etc
  - Worked with Lifeguards on promoting fundraising efforts for “Fitness that Feeds” challenge

- Created social media content, posters, and press release
- Signs created for outdoor rink surfaces with new outdoor gathering restrictions
  - Social share and website notice also created for ice surface opening
- Discussion with Parks & Recreation about council decision and focus moving forward on video content
- Updating Google business pages (Agregna, Pool, Town) for hours, and upcoming closures
- Updating website calendar with hours and holiday closures
- Continued to work with community partners, Business Support Network (BSN), and Community Futures on BSN public session

➤ Works in Progress

- Develop step sheets/procedural steps for posting content by type and urgency across multiple platforms
- Continue to update website with relevant COVID information – Econ. Dev., Recreation, Government of Alberta and Government of Canada updates and new tools
  - Monitor urban, rural, provincial and federal press releases and news conferences for information that may affect or influence our municipal operations, local businesses, and residents
- Continue to engage with Departments on branding requirements
- Drone footage of 11 acres
- Plan snow removal and garbage spacing videos with Mayor McKenzie
- Marketing Plan BARCC initiatives
  - Trade show
  - Informational website
- Develop plan for regular Google My Business postings to show up on Google when people search for the “Town of Barrhead”
  - These are free and appear with business information on the right side of a google search
  - Opportunity to get more information out to people who are just looking for our contact information on google
  - Topics – pool updates, COVID restrictions/information, programs & events, etc.

### **Enforcement Services:**

- The Department currently has 38 open file under review/investigation:
  - Bylaw issues: 13 files
  - Animal Control matters/miscellaneous: 0 files
  - Traffic Enforcement(speeding, school zone speeding, distracted driving, fail to obey stop sign): 25 files
  
- As it has not snowed in roughly one week, and the weather has been unseasonably warm, the Department has commenced enhanced sidewalk enforcement.
  
- In one day, the department issued a total of 48 warnings. These were in all areas of Town. Increased patrols and future ticketing to follow.

### **Legislative and Development Services:**

- Working with residents on development inquiries
  
- Attended Municipal Elections Webinar with Director of Corporate Services
  
- Working on updating Candidate Election Package
  
- Attended meeting with Alberta Emergency Management to review Emergency Plan with C.A.O.
  
- Processing development permits
  
- Working to amend the Town Area Structure Plan for the 14-acre property
  
- Amendments to the proposed new Fire Services Bylaw is completed.
  
- Updated Cemetery Bylaw completed (both bylaws will be coming to Council in the near future)
  
- Ongoing mapping requests for Town departments.

### **Fire Protection Services:**

- Incidents from November 1 – November 30, 2020
  - Fires – 3
  - Rubbish or grass fires - 3
  - Medical Assist – 16

- Gs Leak - 1
- Alarms – 3

Total of 26 calls which represented a total of 223 firefighter hours

➤ Training:

- NFPA 1051 wildland firefighter continues
- NFPA 1021 level 2 fire officer continues
- 28 students completed First Aid Health Care Provider CPR
- Medical skills training, Blood glucose levels, Blood pressures
- Orientation training for new recruits
- Hose loading/unloaded from units

➤ Other

- New Wildland truck, took ownership of the unit. Radio, lights and sirens installed, waiting on speedometer calibration and seat covers from Grizzly Trail Automotive, radio head set from Tridon Communications and decals.
- New Pump named Engine 37, pump and water ways installed, tank and rear body installed. Still hoping for a December delivery, no date set.
- Members assisted Samaritans Purse with gift box filling at local church.
- Movember, members raise \$2,525.00 with a poker tournament and donations.
- limited members attend the Remembrance Day ceremony.
- Memberships is at 41, 40 members responding.

**Recreation Services:**

➤ Operational:

- Private swim lessons are proving very popular, with time slots filling up fast
- Aquafit and Aqua spin have also been very full
- School rental groups have started to come back following the AHS guidelines
- Swim club continues
- Outdoor rinks at Agrena site, Denthor Park, Lions Park are a hit with the local residents. Cecile Martin Park out door rink is in operation with the assistance of a neighbourhood volunteer
- YouTube videos continue to be produced
- Moved shipping containers from Ag Society lands to the sports hub near the soccer shed

- Aquatics Staff are swimming to raise funds for the Food Bank by swimming 100km or 4,000 lengths of the competition pool. Donation receipts are available through FCSS if required. As of December 3, staff swam 200 kms.
  - We are asking the community to contribute to our New Year's YouTube video. This is happening in our vestibule where the person will stand behind a huge party picture frame and be recorded.
  - MCCAC (Municipal Climate Control Action Committee) report should be out in January 2021.
  - Western Financial Group Infrastructure Grant Draw, should be announced soon, the Department applied for \$65,000.00 to be used on the Paddle River Trail observation decks.
  - Continue with outdoor rink in Beaver Brook, while maintain the existing others and routine maintenance
- Special Events:
- With approval of AHS we will be hosting a fireworks demonstration for New Year's Eve, starting at 9:00pm.

### **Transportation Services:**

- Operational:
- Snow removal throughout the Town of Barrhead
  - Sanding roads and sidewalks
  - Clearing of sidewalks and parking lots
  - Christmas Lights installation
  - Staff working on 2021 budgetary items
  - Clearing brush from drainage ditches
  - On-going equipment

(original report signed by the C.A.O.)

Edward LeBlanc - CAO

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of November 24, 2020

Resolution Number	Resolution	Comments	Status
	<b><u>November 24, 2020 Council Meeting</u></b>		
373-20	Moved by Cr. Kluin that Council approve the request from Blue Heron Support Services to temporary close a portion of 51 Avenue (between 49A Street and 51 Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26, 2021 and ending on August 28, 2021 for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals and adhere to Provincial COVID-19 protocols, as presented.	Administration advised Blue Heron Support Services accordingly.	Completed
376-20	Moved by Cr. Klumph that Council revise Resolution No. 293-19 by installing the two solar pathway lights originally allocated to the Barr Manor subdivision to the off-leash Dog Park, as presented.	Weather permitting it is anticipated that the project will be completed by sometime in January, 2021.	In Progress
	<b><u>November 10, 2020 Council Meeting</u></b>		
356-20	Moved by Cr. Kluin that Council instructs Administration to follow up with landowners regarding a possible access from 59 <sup>th</sup> Avenue – 44 <sup>th</sup> Street to 43 <sup>rd</sup> Street and report back to Council.	Administration will present the requested information at the December 8, 2020 Council Meeting	Completed
	<b><u>October 27, 2020 Council Meeting</u></b>		
315-20	Moved by Cr. Klumph that Council receives the correspondence from Blue Heron Support Services Association dated October 8, 2020, requesting that the Town of Barrhead consider closing the street and provide barricades for the 2021 Farmers' Market, as information and directs Administration to prepare a report and to present it at a future Council Meeting.	Administration presented a report during the November 24th Council Meeting. Council approved the road closure (Resolution No. 373-20)	Completed
	<b><u>September 22, 2020 Council Meeting</u></b>		
269-20	Moved by Cr. Kluin to instruct Administration to research the potential permanent closure of 43rd Street between 51st and 52 Avenues and report back to Council.	Administration should be in a position to provide a report to Council in January, 2021.	In Progress
	<b><u>August 11, 2020 Council Meeting</u></b>		
237-20	Moved by Cr. Klein to instruct Administration to prepare a sales agreement for a 3-acre parcel of Town land located at SE29-59-3-5.	Draft agreement has been agreed by the pending purchaser. Awaiting final subdivision to finalize the agreement.	In Progress
	<b><u>June 23, 2020 Council Meeting</u></b>		
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	Notification was provided to the Town of Edson. Administration is waiting for some additional information in order to complete the requested report to Council.	In Progress

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of November 24, 2020

Resolution Number	Resolution	Comments	Status
	<b><u>April 14, 2020 Council Meeting</u></b>		
125-20	Moved by Cr. Klumph that Council postpone the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw and that the date be determined at a future time.	Public Hearing was delayed due to COVID-19.	Pending
	<b><u>January 14, 2020 Council Meeting</u></b>		
003-20	Moved by Cr. Klumph that Administration investigate a policy stating that a service agreement must be in place before utility service connections are approved outside Town boundaries.	Policy formed part of the IDP with the County of Barrhead.	Completed
	<b><u>November 26, 2019 Council Meeting</u></b>		
401-19	Moved by Cr. Assaf that Council accepts the proposal submitted by Associated Engineering Alberta Ltd. dated November 15, 2019 to complete the required detail design and contract specifications up to the tender ready phase for the proposed reservoir pump station upgrades in the amount of \$218,000.00 (GST excluded).	Required documents are finalized but due to the lateness of the year, Administration will tender the project in January, 2021.	In Progress
	<b><u>November 12, 2019 Council Meeting</u></b>		
382-19	Moved by Cr. Assaf that Council move forward on the +/- 3 acre parcel subdivision of Town land in the SE-29-59-03-5.	Subdivision application was conditional approved on March 27, 2020. Next step is to prepare the required survey of the new lot.	In Progress
	<b><u>September 15, 2019 Special Council Meeting</u></b>		
330-19	Council accepts the recommendation from the Barrhead Regional Fire Services Committee to purchase a new fire unit from Fort Garry Fire Trucks at a cost of \$635,497.00 to be funded by the 2020 Municipal Sustainability Capital Grant.	Anticipate a visit to the Manufacturing Plant sometime in December with delivery of the unit shortly thereafter.	In Progress
	<b><u>October 8, 2019 Council Meeting</u></b>		
315-19	Moved by Cr. Assaf that Council accept the presentation of ION Brand Design as information and that Council approve Creative Direction #3 Moving Forward.	Council provided direction in respect to a tag line during the November 10th Meeting (Resolution No. 355-20).	Completed
	<b><u>September 10, 2019 Council Meeting</u></b>		
293-19	Moved by Cr. Klumph that Council approve the following five installation locations for Solar Pathway Lights:		
	a) 2 in the Off-Leash Dog Park		Completed
	b) 1 near the baseball storage unit and the old concession in the Sportsgrounds		Completed
	c) 2 on the walkway in Barr Manor	Scope of work was discussed during the November 24th Council Meeting and lights have been re-allocated to the Dog Park (Resolution No. 376-20)	Considered Completed



TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of November 24, 2020

Resolution Number	Resolution	Comments	Status
	<b><u>July 9, 2019 Council Meeting</u></b>		
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Pending
	<b><u>May 14, 2019 Council Meeting</u></b>		
145-19	Moved by Cr. Klumph that Council award the Wastewater Lagoon System Upgrades Project to Chandos Construction Ltd. in the amount of \$947,000.00 + GST and that Administration forward a Notice of Award letter to Chandos Construction Ltd.	In accordance to a recent update from our engineers, the target date for the completion of the project is now estimated for the end of December.	In Progress
154-19	Moved by Mayor McKenzie that Council adds the Agrena upstairs office space to the existing lease agreement of Fit for Motion, based on the existing cost per square foot rate, while doing the renovations of fresh paint, carpet cleaning or install new carpet to match the current carpet in the Fit for Motion Physiotherapy Clinic.	Renovations are completed. New lease agreement still needs to be finalized.	In Progress
	<b><u>February 12, 2019 Council Meeting</u></b>		
039-19	Moved by Cr. Assaf that Administration follow up with the Bowling Alley Association to review the existing agreement.	Administration is working on a new agreement similar to the one recently prepared for the Curling Club.	In Progress
	<b><u>January 22, 2019 Council Meeting</u></b>		
032-19	Moved by Cr. Assaf that Council approve Mr. K. David Campbell to conduct a utilities rates analysis and assessment, based on a project cost of \$31,500.00, to be funded from the water and sewer operating reserves.	Administration received a draft report in <del>June</del> December, 2019. Administration needs to present it to Council for their review and consideration. The report includes 14 recommendations. Administration will provide their comments on the noted recommendations when the report is presented to Council.	In Progress

**COMMUNITY FUTURES YELLOWHEAD EAST  
REGULAR ZOOM BOARD Meeting Minutes  
October 15, 2020**

**PRESENT:** CHAIR CAROL WEBSTER, VICE CHAIR DARYL WEBER, SECRETARY LESLIE PENNY, TREASURER RAY HILTS, DIRECTORS: MARVIN SCHATZ, PAT BURNS, NICK GELYCH JUDY TRACY STAFF; EXECUTIVE DIRECTOR; MICHELLE JONES, BA- MATTHEW HARTNEY, CED; ELLEN MACCORMAC, ADMIN/PROJECT COORDINATOR: CHARITY VOLLMANN

<b>REGRETS:</b>	Board Members: John Burrows, Jim Hailes
1) <b>CALL TO ORDER:</b>	Chair Carol Webster called the meeting to order at 1:02 PM
2) <b>ADOPTION OF AGENDA:</b>	<p><u><b>Motion# Moved by Ray Hilts</b></u> That the Agenda be adopted as presented</p> <p style="text-align: right;"><b>CARRIED</b></p>
3) <b>MINUTES OF PREVIOUS MEETING:</b>	<p><u><b>Motion # Moved by Leslie Penny</b></u> That the minutes be corrected as indicated. Spelling of Marvin Schatz on #4 Voting in of New Chair</p> <p style="text-align: right;"><b>CARRIED</b></p>
4) <b>CHAIRPERSON'S REPORT:</b>	Accepted as Information – Daryl Weber
5) <b>EXECUTIVE DIRECTOR REPORT:</b>	Accepted as Information: Pat Burns
6) <b>IRC REPORT:</b>	Accepted as Information – Marvin Schatz
7) <b>CED REPORT:</b>	Accepted as Information – Leslie Penny
8) <b>OLD BUSINESS:</b>	<p><b>8.1 Additional RRRF dollars \$266,000 received from Manitoba for distribution</b> Board was advised these loans count toward our minimum performance standards in loans.</p> <p><b>8.2 RFD – External Non-WD Investment Fund Audit Note</b></p> <p><u><b>Motion# Moved by Ray Hilts</b></u> That the Audit Note be accepted as presented to become part of the yearly audited financial statements.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>8.3 WD Compliance Review:</b> Carol, Daryl &amp; Ray agreed to participate in the final review once the compliance audit has been completed. Meeting scheduled for October 28<sup>th</sup> at 1:30 pm. Michelle to send Calendar Invite.</p>

**9) NEW BUSINESS:**

**9.1 New RRRF Dollars**

Board informed of new RRRF dollars being expected to be distributed throughout the region.

**9.2 RFD WD Reporting: Business Numbers Report, Semi Annual Financials.**

**Motion # Moved by Nick Gelych**

That the board accept the semi financial statements as presented as Required by WD.

**CARRIED**

**9.3 2020/2021 Budget Review**

Board agreed ED and BA to create preliminary budget for review by Treasurer and then board as a whole.

**9.4 RFD: Ratifying of Approved RRRF Loans  
Tabled Loan Project**

**9.5 December Christmas Meeting**

**Motion # Moved by Judy Tracy**

That the regular board meetings remain virtual zoom meetings for the interim until further notice.

**CARRIED**

**10) ROUND TABLE:**

Paving and Drainage completed along with Village Roof and Siding

Small Fire occurred with minimal damage. Food Bank had lower numbers at beginning of COVID. AB Transportation Meeting to gain road access. New business coming to town.

Organization meeting still on our CFYE board, Christmas light up Nov 20, Oct 22 Chamber Meeting, Upcoming Snow Preparation, Renovation happening to Medical Wing, New Female Doctor started.

Hwy Development being worked on Approach almost finished, BMX skate park underway, water project underway. Minister Getson attending town hall meeting this evening. Flood in town office, Council Chambers moving into downstairs and Library moving to Fallen Four Building which the town has taken over.

Lac Ste Anne Construction good, fall upgrades in infrastructure. Economic development committee partnership being developed between Onoway/ Lac Ste Anne/ Alberta Beach as part of a CPAC Grant. Hired an Economic Development Officer for one day a week to work on partnership initiatives. Community Futures will be asked to take a role in the Economic Development Committee.

Completed a robust Economic Development Committee Strategic Meeting. Town hosted a Tourism Committee/ Strategic Multi Stake Holder Session.

Roads have improved, crops coming off, Yields low. Economic Development Department working on a business license program. Re-organizational meetings happening later this month.

Lac Ste Anne Construction good, fall upgrades in infrastructure. Economic development committee partnership being developed between Onoway/ Lac Ste Anne/ Alberta Beach as part of a CPAC Grant. Hired an Economic Development Officer for one day a week to work on partnership initiatives. Community Futures will be asked to take a role in the Economic Development Committee.

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Roads have improved, crops coming off, Yields low. Economic Development Department working on a business license program. Re-organizational meetings happening later this month.

Paving being done, Hospital Detox running with the opportunity to increase to an 8-bed unit. Waste Plant being closed down by 2025, 60 families getting walking papers by December. Ec Dev Committee met to discuss issues, invited CF to assist with some marketing issues and ideas around creating opportunities to raise attention to the issue of the waste plant being shut down. Working with the ACC. Growth received their funding and will be planning shortly, Christmas light up drive through with Santa. Keyano Centre re-opening, New fire hall fully operational. Golf Club future is in question

**ADJOURNMENT:**

**Motion #      Moved by Ray Hilts**

Moved to adjourn at 3:04 pm

**NEXT MEETING:**

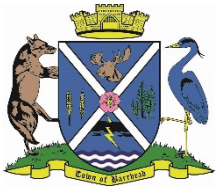
**November 19,2020**

Zoom Meeting 1:00 pm

**SIGNING AUTHORITY**

\_\_\_\_\_  
**Chair, Carol Webster**

\_\_\_\_\_  
**Secretary, Leslie Penny**



Item No. 10(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** The Designated Manufactured Home Tax Installment Payment Bylaw

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## **1.0 Purpose:**

For Council to pass all three readings to Bylaw 12-2020, The Designated Manufactured Home Tax Installment Payment Bylaw.

## **2.0 Background and Discussion:**

Bylaw 7-03 The Mobile Unit Installment Payment Bylaw compels owners of mobile home units, located in the mobile home parks, to pay their taxes at minimum on a monthly basis. Owners are also able to prepay in January and have the final amounts owed or credited when the annual property taxes are levied.

Administration is presenting Bylaw 12-2020 to include “Designated Manufactured Home” which is defined in Section 284 of the Municipal Government Act (MGA) as;

(f.1) “designated manufactured home” means a manufactured home, mobile home, modular home or travel trailer;

Bylaw 12-2020 also establishes that penalties on unpaid taxes will be levied according to the annual Property Tax Bylaw penalty rates and due dates vs a set rate as noted in Bylaw 7-03. Should penalty rates and payment due dates be amended in the annual Property Tax Bylaw, Bylaw 12-2020 would not require any amendments.

Bylaw 7-03 would be rescinded with the passing of Bylaw 12-2020.

**3.0 Alternatives:**

- 3.1 Council pass all three readings to Bylaw 12-2020 The Designated Manufactured Home Tax Installment Payment Bylaw, as presented.
- 3.2 Council instructs Administration to provide further information to draft Bylaw 12-2020, The Designated Manufactured Home Installment Payment Bylaw, and bring back the information at the next Council Meeting.

**4.0 Financial Implications:**

Limited.

**5.0 Interdepartmental Implications:**

Not applicable.

**6.0 Senior Government Implications:**

Not applicable.

**7.0 Political/Public Implications:**

Not applicable

**8.0 Attachments:**

- 8.1 Draft By-law 12-2020, The Designated Manufactured Home Tax Installment Payment Bylaw
- 8.2 Bylaw 7-03, The Mobile Unit Installment Payment Bylaw

**9.0 Recommendations**

Council pass all three readings to Bylaw 12-2020, The Designated Manufactured Home Tax Installment Payment Bylaw, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

**BYLAW 12-2020**

**THE DESIGNATED MANUFACTURED HOME TAX INSTALLMENT  
PAYMENT BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, COMPELLING OWNERS OF DESIGNATED MANUFACTURED HOMES IN MOBILE HOME PARKS TO PAY THEIR TAXES IN INSTALLMENTS.

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may compel owners of designated manufactured homes, located in mobile home parks, to pay their taxes in installments; and,

WHEREAS, the Council of the Town of Barrhead has deemed it desirable, expedient and in the best interests of the Town of Barrhead to compel owners of designated manufactured homes, located in mobile home parks, to pay taxes by installment.

NOW THEREFORE, the Municipal Council of the Town of Barrhead in the Province of Alberta, duly assembled, enacts as follows:

1. That the owners of designated manufactured homes, located in mobile home parks, are hereby compelled and required to remit all taxes in monthly installments from January to December of each and every year or pro-rated as determined by date of ownership of the designated manufactured home.
2. If the owner of a designated manufactured home, located in a mobile home park, wishes they may prepay an amount equal to the previous year's total tax levy as an early payment on their current year's taxes. Once the current year's tax levy is calculated, any credits will be refunded and any amounts outstanding will be collected by monthly installments or in one lump sum.
3. The installments shall be calculated using the tax levy determined in the previous year for current taxation purposes, and carrying on thereafter, and the previous year's property tax rate up until such time that the current year's Property Tax Bylaw is passed by Council. Following the approval of the Property Tax Bylaw and taking into consideration any new assessment information, the remaining payments shall be re-calculated such that the total levy will be remitted.
3. The first payment of each year shall be required on or before January 15 of the current taxation year. The remaining payments are required on the first day of each and every month. Should an account become overdue, a penalty of 1.5% per month shall be levied against the outstanding monthly payment amount.
4. That penalties shall be added on all unpaid taxes as per the tax penalty rates and payment deadlines established in the current year's Property Tax Bylaw.
5. That Bylaw 7-03 The Designated Manufactured Home Taxes Installment Payment Plan is hereby rescinded.
6. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
7. That this Bylaw shall take effect on the day of the final passing thereof.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN OF BARRHEAD

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Mayor, Dave McKenzie

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Edward LeBlanc, CAO

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN OF BARRHEAD

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Mayor, Dave McKenzie

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Edward LeBlanc, CAO

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2020 and passed.

TOWN OF BARRHEAD

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Mayor, Dave McKenzie

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Edward LeBlanc, CAO



**BY-LAW 7-03**

**THE MOBILE UNIT INSTALLMENT PAYMENT BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, COMPELLING OWNERS OF MOBILE HOMES IN MOBILE HOME PARKS TO PAY THEIR TAXES IN INSTALLMENTS.

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 1994, and amendments thereto, a Council may compel mobile unit owners to pay their taxes in installments; and,

WHEREAS, the Council of the Town of Barrhead has deemed it desirable, expedient and in the best interests of the Town of Barrhead to compel owners of mobile units to pay taxes by installment.

NOW THEREFORE, the Municipal Council of the Town of Barrhead in the Province of Alberta, duly assembled, enacts as follows:

1. That the owners of mobile units located in mobile home parks are hereby compelled and required to remit all taxes in monthly installments from January to December of each and every year or pro-rated as determined by date of ownership of the mobile unit.
2. If the owner of a mobile home unit located in a mobile home park wishes, they may prepay an amount equal to the previous year's total tax levy as an early payment on their current year's taxes. Once the current year's tax levy is calculated, any credits will be refunded and any amounts outstanding will be collected by monthly installments or in one lump sum.
3. The installments shall be calculated using the tax levy determined in the previous year for current taxation purposes, and carrying on thereafter, and the previous year's property tax rate up until such time that current year's Property Tax Rate Bylaw is passed by Council. Following the approval of the Property Tax Rate Bylaw and taking into consideration any new assessment information, the remaining payments shall be re-calculated such that the total levy will be remitted.
3. The first payment of each year shall be required on or before January 15 of the current taxation year. The remaining payments are required on the first day of each and every month. Should an account become overdue, a penalty of 1.5% per month shall be levied against the outstanding monthly payment amount.
4. That a penalty of twelve percent (12%) shall be levied on the first working day of January for all taxes and related costs that remain outstanding on December 31 of the previous year.
5. That Bylaw 15-99 is hereby rescinded.
6. This Bylaw shall take effect on the day of the final reading and signing thereof.

Read a first time this 14<sup>th</sup> day of April, 2003.

Read a second time this 14<sup>th</sup> day of April, 2003.

Read a third time this 14<sup>th</sup> day of April, 2003 and passed.

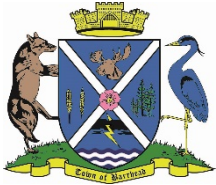
TOWN OF BARRHEAD

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Mayor, Brian Schulz

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Municipal Secretary, Cheryl Callihoo



Item No. 11(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** December 8, 2020

**Re:** Correspondence Item

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**Item # 1** Email dated December 1, 2020, from Mr. Suki Famobio on behalf of Barrhead Peoples Pharmacy requesting approval of handicap parking designation for two of the parking spaces in front of the pharmacy.

Recommendation:

That Council accept the email dated December 1, 2020, from Mr. Suki Famobio on behalf of Barrhead Peoples Pharmacy requesting approval of handicap parking designation for two of the parking spaces in front of the pharmacy, as information.

(Original signed by the CAO)

Edward LeBlanc  
CAO

**Cheryl Callihoo**

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**From:** Stacey Lane on behalf of Town  
**Sent:** Tuesday, December 01, 2020 8:38 AM  
**To:** Cheryl Callihoo  
**Subject:** FW: Handicap parking designation

Cheryl,  
I only sent this to you. Let me know if I should forward to Council.

\*\*\*\*\*

*Stacey Lane  
Accounts Payable/Receivable  
Town of Barrhead  
Ph: 780-674-3301  
Fax: 780-674-5648*



*Barrhead...A Quality Community...With A Quality Lifestyle*

**From:** Barrhead Peoples Pharmacy <barrheadpeoplespharmacy@gmail.com>  
**Sent:** Monday, November 30, 2020 4:08 PM  
**To:** Town <town@barrhead.ca>  
**Subject:** Handicap parking designation

Attention: Town of Barrhead Council

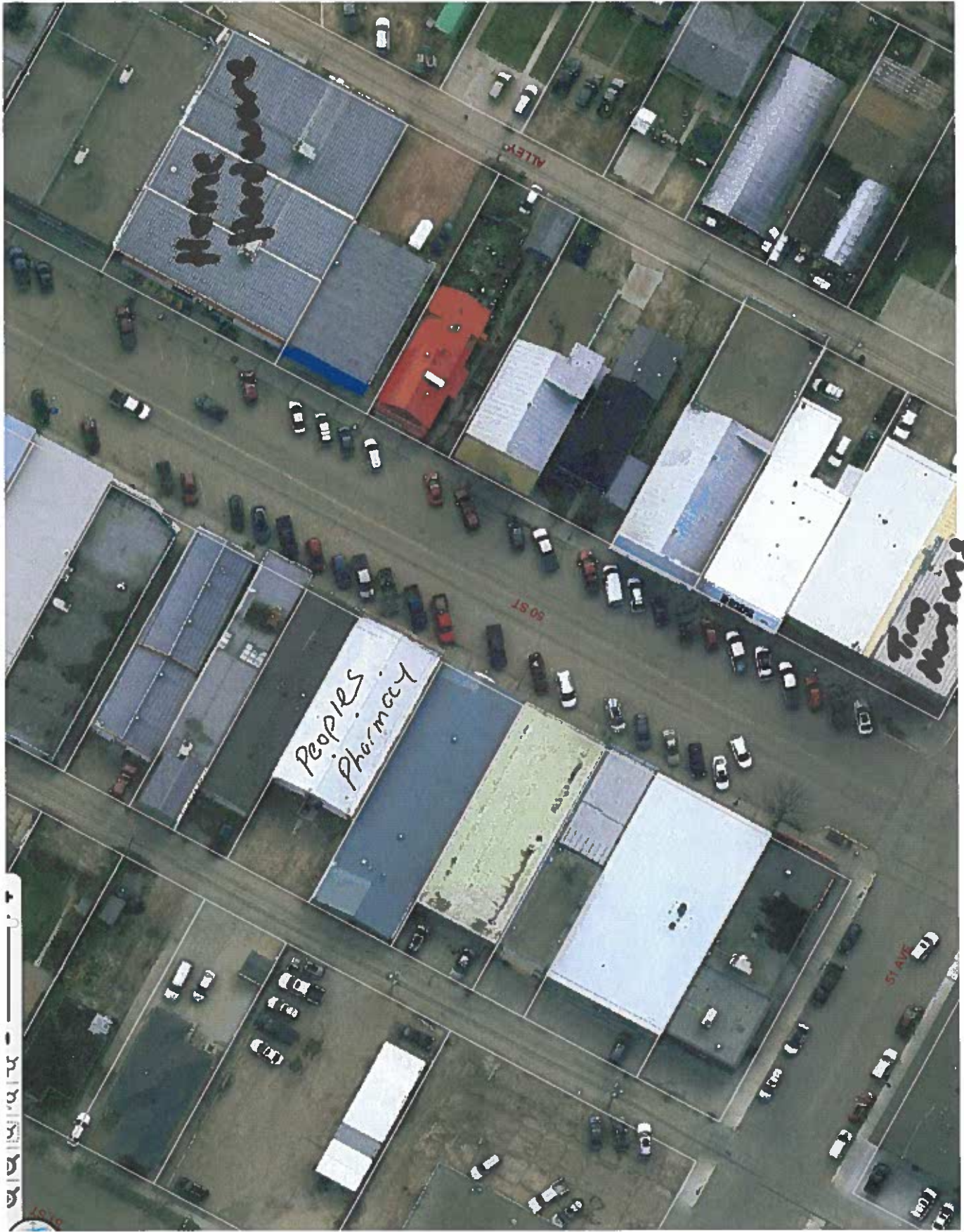
Dear Sir/Madam:

I am writing on behalf of Barrhead Peoples Pharmacy, located on Main Street, to seek your consideration and approval of handicap parking designation for two of the parking spaces in front of our pharmacy. The reason, as you may be aware, is that a number of our patients are elderly, and patients with limited mobility, who require these so they can continue to support our business. And for the patients in question, it can be quite challenging to find a parking space on the Main Street during certain times of the day. Hence, it would serve these clients well to have these options right in front of the store.

Thank you in anticipation.

Suki Famobio.

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Current Downtown Handicapped Parking Location