



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, October 13, 2026 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – September 29, 2026
4. Public Hearing
 - (a) None
5. Delegations
 - (a) Enforcement Services Update– CPO Brandon Johnson
6. Old Business
 - (a) None
7. New Business
 - (a) Capital Region Assessment Services Commission Membership – Jennifer Mantay
 - (b) Barrhead Healthcare Attraction and Retention Committee
Funding Request– Jennifer Mantay
 - (c) Talk of the Town Report – Jennifer Pederson
8. Reports
 - (a) Council Reports

9. Minutes

- (a) None

10. Bylaw

- (a) None

11. Correspondence Items

- (a) Barrhead Regional Fire Services (BRFS) September Report

12. For the Good of Council

13. Tabled Items

- (a) None

14. Closed Session

- (a) Land Development
Section 29 Access to Information Act (ATIA - Advice from Officials)
- (b) TSI Update
Section 29 Access to Information Act (ATIA - Advice from Officials)

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 29, 2026,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor Assaf, C. Botros, D. Kluin, A. Oswald, D. Sawatzky, D. Smith and S. Fylyshtan

Officials: Collin Steffes, CAO, Jennifer Mantay, Director of Corporate Services, Jenny Bruns, Director of Planning, Economic Development & Legislative Services, and Jodie Lyons, Municipal Coordinator

ABSENT

OTHERS Barry Kerton, Barrhead Leader

CALL TO ORDER Mayor Assaf called the meeting to order at 5:30 p.m.

AGENDA The agenda was reviewed.

272-26 Moved by Cr. Sawatzky that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Regular Town Council Meeting of September 8, 2026, were reviewed.

273-26 Moved by Cr. Botros that the Minutes of the Regular Town Council Meeting of September 8, 2026, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

BARRHEAD RCMP

Mayor Assaf welcomed Sgt. Hack from the Barrhead RCMP detachment to the meeting at 5:31 p.m.

Sgt. Hack provided a Bi-Annual Update to Council. He noted that the Officers had increased foot patrol of the Downtown during July and August. His presentation also included statistics up to June 2026 indicating increased instances of fraud, disturbing the peace, traffic infractions and charges related to contraband cigarettes.

EXITED Mayor Assaf and Council thanked Sgt. Hack; he exited the meeting at 5:44 p.m.

274-26 Moved by Cr. Kluin that Council accept the Barrhead RCMP information as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

AQUATICS HOURS OF OPERATION

Sydney Miller, Aquatics Coordinator, presented with Shallon Touet, Director of Parks & Recreation, asking to seek Council approval to move the Aquatic Centre from all-day public swim access during scheduled school rentals, school swimming lessons, curriculum based aquatic programming, and swim club training times to a scheduled public swim model, effective November 1, 2026.

Under the proposed model, public swim would be offered during identified blocks of time when sufficient pool space is available to provide a safe, positive, and enjoyable experiences for all public users.

275-26

Moved by Cr. Sawatzky that Council approve the transition to a scheduled-use model for public swimming at the Aquatic Centre, effective November 1, 2026, with public swim offered during designated blocks when sufficient pool space is available, and direct Administration to communicate the new schedule and implementation approach to the public prior to the effective date.

In Favour: Mayor Assaf, Cr. Oswald, Cr. Kluin, Cr. Botros, Cr. Fylyshtan and
Cr. Sawatzky

Opposed: Cr. Smith

MOTION IS CARRIED

REQUEST FOR TEMPORARY DISCRETIONARY TAX RELIEF

Jennifer Mantay, Director of Corporate Services, presented Council with a request for temporary relief from the municipal portion of property tax on a vacant non-residential property and seek direction for a quantified assessment of the request.

276-26

Moved by Cr. Smith that Council maintain the taxes levied and decline the request for temporary discretionary relief from the municipal portion of property tax, as identified in the confidential correspondence dated August 31, 2026.

CARRIED UNANIMOUSLY

MONTHLY BANK STATEMENT ENDED AUGUST 31, 2026

Jennifer Mantay, Director of Corporate Services, requested for Council to accept the Monthly Bank Statement to August 31, 2026, as presented.

277-26

Moved by Cr. Oswald that Council accepts the Monthly Bank Statement, to August 31, 2026, as information.

CARRIED UNANIMOUSLY

SURVEILLANCE POLICY

Jodie Lyons, Municipal Coordinator, requested for Council to consider approving the draft Surveillance Cameras & Systems Policy as part of the Town's Privacy Management Program implementation.

278-26

Moved by Cr. Fylyshtan that Council approve draft Policy #012-034, Surveillance Cameras & Systems Policy, and that Administration proceed with implementation measures for consistent collection notices and management of Town surveillance systems under the Privacy Management Program.

CARRIED UNANIMOUSLY

**PEMBINA HILLS SCHOOL DIVISION
JOINT USE PLANNING AGREEMENT**

Jodie Lyons, Municipal Coordinator, requested for Council to consider the draft Joint Use and Planning Agreement (JUPA) between the Town of Barrhead and Pembina Hills School Division (PHSD), including the replacement of the parties' existing joint-use agreements with one consolidated agreement.

279-26

Moved by Cr. Botros that Council approve the Joint Use and Planning Agreement between the Town of Barrhead and Pembina Hills School Division, subject to finalization of non-substantive administrative and technical edits, including the Effective Date, facility schedules and an express supersession clause identifying the 2000 Town of Barrhead Ball Diamonds Agreement, the 2012 Town of Barrhead Tennis Courts Agreement and the 1988 Joint Use Agreement; and further, that the Mayor and Chief Administrative Officer be authorized to execute the final agreement on behalf of the Town of Barrhead.

CARRIED UNANIMOUSLY

**DIRECT CONTROL DEVELOPMENT
PERMIT APPLICATION 2026-030**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services, presented to Council that the Town has received an application for two single detached dwellings within a Direct Control District, on Lots 23 and 24, Block 19 Plan 262-_____.

280-26

Moved by Cr. Sawatzky that Council approve the application with the following conditions as presented:

1. Any damage to municipal infrastructure shall be repaired at the developer's expense.
2. Development shall proceed in accordance with the approved plans and drawings.
3. The sites shall be graded to ensure positive drainage away from buildings and towards approved drainage systems. No surface water shall be directed onto adjacent properties.
4. The sites shall be maintained in a clean and orderly condition throughout the development.
5. Two parking stalls shall be provided on each site.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

The following Reports to Council as of September 29, 2026, were reviewed:

- (a) Chamber of Commerce – Cr. Oswald
- (b) Barrhead & District Indigenous Committee – Cr. Oswald
- (c) Barrhead Accessibility Coalition – Cr. Kluin
- (d) Barrhead Library Board – Cr. Botros
- (e) Community Futures Yellowhead East – Cr. Botros
- (f) Barrhead Attraction & Retention Committee – Cr. Botros

281-26

Moved by Cr. Kluin that the following Reports to Council as of September 29, 2026, be accepted as information:

- (a) Chamber of Commerce – Cr. Oswald
- (b) Barrhead & District Indigenous Committee – Cr. Oswald
- (c) Barrhead Accessibility Coalition – Cr. Kluin
- (d) Barrhead Library Board – Cr. Botros
- (e) Community Futures Yellowhead East – Cr. Botros
- (f) Barrhead Attraction & Retention Committee – Cr. Botros

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Mayor Assaf congratulated Cr. Oswald for receiving the Municipal Elected Leaders Certificate at the recent AB Munis Convention, recognizing the successful completion of the education program.

Cr. Kluin thanked all who helped organize the Wildrose Rodeo Weekend, making it another successful event.

IN-CAMERA

**RESIDENT INQUIRY
ATIA SECTIONS 20 & 29**

282-26 Moved by Cr. Oswald that Council move in-camera pursuant to Sections 20 and 29 of the Access to Information Act to discuss a resident request at 6:38 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED
SESSION**

283-26 Moved by Cr. Botros that the Regular Council Meeting move out of closed session at 6:39 p.m.

CARRIED UNANIMOUSLY

RECESSED

284-26 Moved by Cr. Oswald that the Council Meeting be recessed at 6:39 p.m.

CARRIED UNANIMOUSLY

RECONVENE

285-26 Moved by Cr. Oswald that the Regular Council Meeting reconvene at 7:02 p.m.

CARRIED UNANIMOUSLY

IN-CAMERA

**RESIDENT INQUIRY
ATIA SECTIONS 20 & 29**

286-26 Moved by Cr. Sawatzky that Council move in-camera pursuant to Section 20 and 29 of the Access to Information Act to discuss a resident request at 7:02 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED
SESSION**

287-26 Moved by Cr. Smith that the Regular Council Meeting move out of closed session at 7:39 p.m.

CARRIED UNANIMOUSLY

IN-CAMERA

**RESIDENT INQUIRY
ATIA SECTION 20 & 29**

288-26 Moved by Cr. Oswald that Council move in-camera pursuant to Section 20 and 29 of the Access to Information Act to discuss a resident request at 7:40 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED
SESSION**

289-26 Moved by Cr. Smith that the Regular Council Meeting move out of closed session at 7:41 p.m.

CARRIED UNANIMOUSLY

RESIDENT INQUIRY

290-26 Moved by Cr. Sawatzky that Council direct Administration to proceed as recommended in Closed Session.

CARRIED UNANIMOUSLY

ADJOURN

291-26 Moved by Cr. Smith that the Council Meeting be adjourned at 7:42 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

Item 5(a)



1

TOWN OF

BARRHEAD

ALBERTA

Item: 5(a)



ENFORCEMENT SERVICES- Information & Updates

Council Meeting – October 13th, 2026



■ Quarterly Enforcement Review

- Focused on Community Bylaw Enforcement and Education/Enforcement Efforts.
- The Enforcement Services Department created 112 files, comparable to 105 files last quarter.
- Calls for service this year covered a wide range of issues and required varying levels of staff involvement. Focus was given to seasonal unsightly lot issues and traffic matters including unattached trailers within the Town.





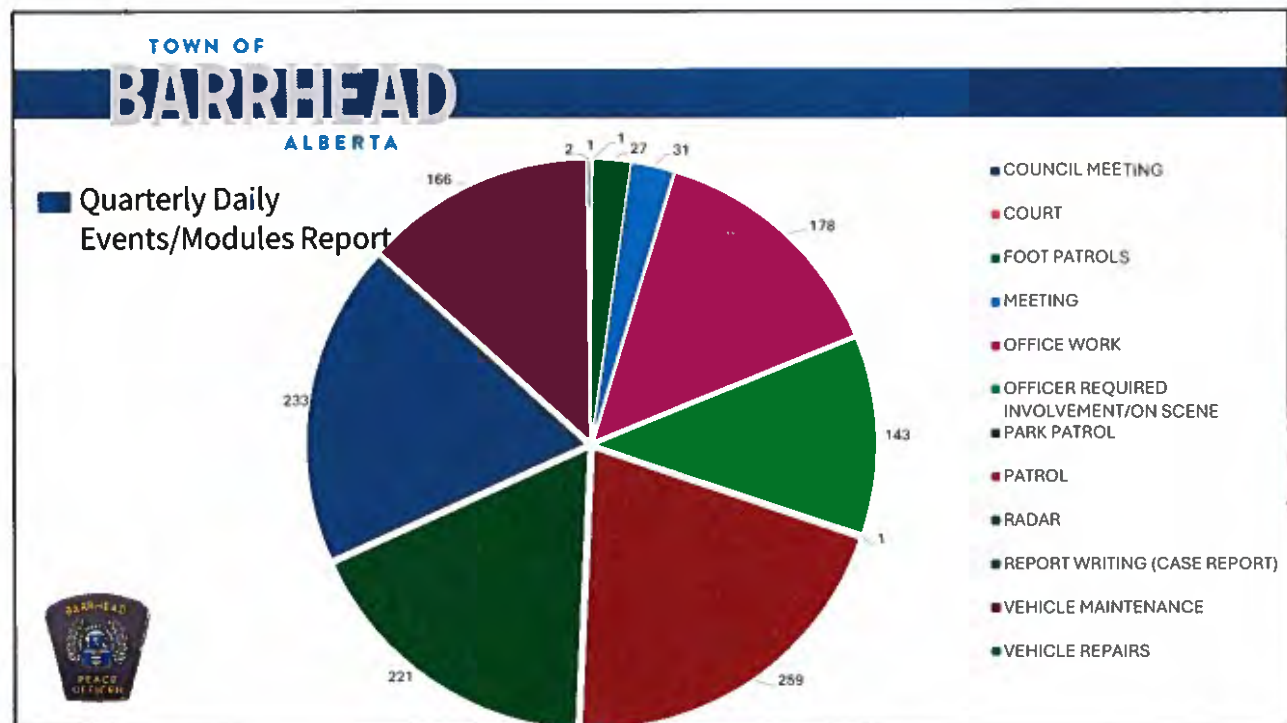
2




Quarterly Enforcement Highlights

- 65 related Town of Bylaw Infraction files
- 12 Animal Control Files
- 35 Traffic related files

3



4

TOWN OF BARRHEAD ALBERTA	
Quarterly Case Breakdown	Enforcement Breakdown
	Total
ASSIST EMS	2
ASSIST FIRE	6
ASSIST FIRE, ASSIST EMS	1
ASSIST FIRE, ASSIST RCMP	1
ASSIST RCMP	1
ASSIST RCMP, BYLAW : OTHER	1
ASSIST RCMP, TRESPASS	1
BYLAW : ANIMAL CONTROL	1
BYLAW : ANIMAL CONTROL : BARKING	1
BYLAW : ANIMAL CONTROL : BITE	2
BYLAW : ANIMAL CONTROL : OTHER	2
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE	5
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE, BYLAW : UNSIGHTLY	1
BYLAW : OTHER	6
BYLAW : OTHER, ASSIST RCMP	1
BYLAW : TRAFFIC BYLAW	18
BYLAW : TRAFFIC BYLAW, TRAFFIC	1
BYLAW : TRAFFIC BYLAW, TRAFFIC : TRAFFIC SAFETY ACT	1
BYLAW : UNSIGHTLY	25
BYLAW : UNSIGHTLY, BYLAW : TRAFFIC BYLAW	1
BYLAW : UNSIGHTLY, TRESPASS	1
TRAFFIC : TRAFFIC SAFETY ACT	23
TRAFFIC : TRAFFIC SAFETY ACT, ASSIST RCMP	1
TRAFFIC : TRAFFIC SAFETY ACT, BYLAW : TRAFFIC BYLAW	2
TRAFFIC : TRAFFIC SAFETY ACT, TRAFFIC : USE OF HIGHWAY AND RULES OF THE R	1
TRAFFIC : USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	2
TRAFFIC : VEHICLE EQUIPMENT REGULATIONS	4
Grand Total	112

5



Upcoming Quarterly Objectives

- Respond to all Bylaw complaints in a timely and professional manner, with an emphasis placed on education and compliance, rather than strictly on enforcement.
- Maintain a strong officer presence in the community with vehicular patrols and foot patrols.
- Continue with traffic enforcement efforts and responding to traffic related complaints and concerns.
- Continue and expand community outreach efforts such as participating in events like the Pumpkin Walk and others.
- Work in conjunction with other organizational Departments and local charities through a Christmas food drive.
- This upcoming quarter, it can be expected that there will be an increase in Bylaw related matters, particularly in respect to snow removal and some of the issues that come along with that.

6

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: October 13, 2026

Re: Capital Region Assessment Services Commission Membership

1.0 PURPOSE:

To request Council's approval of the Summer Village of Sunrise Beach becoming a member of the Capital Region Assessment Services Commission (CRASC), commencing in 2027.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead is a member of the Capital Region Assessment Services Commission (CRASC).

The Summer Village of Sunrise Beach has submitted an application to become a full member of CRASC commencing in 2027. The Summer Village currently utilizes CRASC for Assessment Review Board (ARB) services and is seeking to expand its relationship with the Commission to include assessment services.

In accordance with Section 6.2 of the CRASC Bylaw, following review and support of a membership application by the CRASC Board of Directors, the application is forwarded to each member municipality for consideration. A simple majority of CRASC members, currently 16 members, must approve the application through Council resolutions before a proposed member can be admitted to the Commission.

The CRASC Board of Directors has reviewed and approved the Summer Village of Sunrise Beach's membership application. CRASC management has indicated that no issues are anticipated with the addition of the Summer Village as a member.

CRASC is therefore requesting that each member municipality consider the application and, if supported, provide CRASC with an approved Council resolution as soon as possible to facilitate the transition of assessment services for 2027.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Council may decline to support the membership application.

3.2 Council may request additional information prior to making a decision.

4.0 FINANCIAL IMPLICATIONS:

Not Applicable.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Approval would support regional collaboration and the continued shared delivery of municipal assessment services through CRASC. No significant negative political or public implications are anticipated.

8.0 ATTACHMENTS:

8.1 Emailed request from the CRASC Board of Directors

8.2 Summer Village Municipal Profile

8.3 CRASC Bylaw 1/21

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the Summer Village of Sunrise Beach becoming a member of the Capital Region Assessment Services Commission commencing in 2027 and that a certified copy of the Council resolution be forwarded to the Capital Region Assessment Services Commission.

10.0 PROPOSED MOTION:

That Council approve the Summer Village of Sunrise Beach becoming a member of the Capital Region Assessment Services Commission commencing in 2027.

(original signed by the CAO)
Collin Steffes
CAO

From: [Jennifer Mantay](#)
To: [Collin Steffes](#)
Cc: [Jodie Lyons](#)
Subject: Fw: [EXTERNAL] - Council Resolution Required - New CRASC Membership Application
Date: Thursday, October 1, 2026 8:25:13 AM
Attachments: [image001.png](#)
[Municipal Profiles on 2026-09-17 \(5\).pdf](#)

Please see below. I can get the RFD ready for the next Council meeting if you would like.

Jennifer

From: Gerryl Amarin <gerryl@amarinaccounting.com>
Sent: Wednesday, September 30, 2026 5:34 PM
Subject: [EXTERNAL] - Council Resolution Required - New CRASC Membership Application

Good evening, All,

We have an application from the Summer Village of Sunrise Beach to join the Capital Region Assessment Services Commission. They currently utilize CRASC as their ARB Services provider and are looking to join as a Full Member commencing 2027.

As per the CRASC Bylaw "Process for Adding members", 6.2 states: "Upon the Board's review and determination that a Membership Application should be forwarded for consideration, the Board shall send the same to each Member for their respective approval. A simple majority of the Members (16 members), as evidenced by a certified council resolution from each Member, shall be sufficient to support the Membership Application and admit the Proposed Member as a new Member of the Commission."

The CRASC Board of Directors has provided approval of their membership. The Board and Management do not anticipate any issues with the addition of the SV sunrise Beach. Our contracted Assessor, KCL Consulting has also confirmed agreement to provide assessment services.

SV website: <https://www.svsunrisebeach.ca/>

Attached municipal profile

Action Required: If in favor, each Member Municipality submit approved council resolution moving the; "Approval of the Summer Village of Sunrise become a Member of the Capital Region Assessment Services Commission commencing 2027."

Please forward your approved council motions to CRASC as soon as possible in order to expedite the transition of their assessment services.

Your prompt attention to this matter is greatly appreciated and I welcome any questions or concerns.

Gerryl Amarin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system.

Highlight Facts Municipal Profile

[A2.2](#)



[A2.1](#)

General Municipal Tax
Rate (expressed per \$1,
000 assessment)



[A2.6](#)

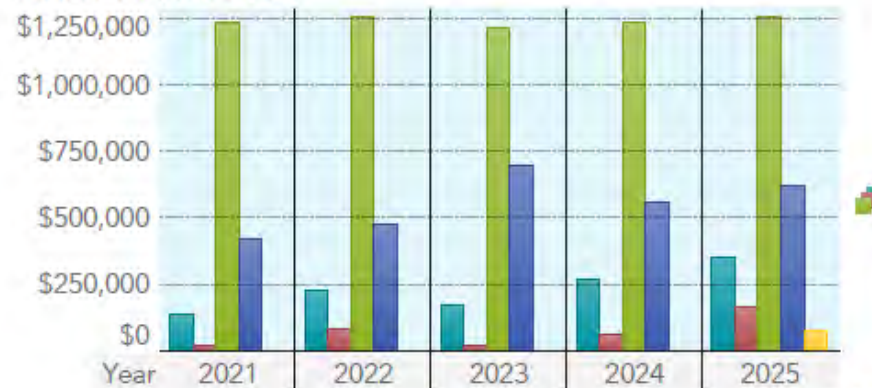
Key Statistics

Year ▼	Population	Total Area (Hectares)
2025	153	169
2024	153	169
2023	153	169
2022	153	169
2021	153	169

[A2.4](#)

Note: municipal population data is as published in the annual Municipal Affairs Population List, with exception of 2021 where the federal census data was used.

Financial and Debt



[A2.7](#)

Item 7(a) Attach: ii

Ph...	780-691-4465
Ho...	
E...	
We...	
A...	PO Box 1075
A...	
M...	Onoway
Pr...	AB

[A2.3](#)

Municipal Officials

Mayor
Councillor
Councillor
Chief Administrative Officer

[A2.5](#)

Municipal Indicator

Year ▼	MI Status
2025	Three or More NC Fla...
2024	Pass

[A2.8](#)

Location and History Profile

Location Description

Urban
Municipalities or
Hamlets within
the Boundary

Type ▲

Membership in
Regional
Services
Commissions

Highway 43 East
Waste Commission

West Inter Lake
District Regional
Water Services
Commission

📍 A3.1



📍 A3.4

Neighbour Municipalities



📍 A3.3

Incorporation History (double click on the table will link to the pdf documents)

Status	Effective Date	▼ Authority	Authority Date	Gazette	Comments
Summer Village	Saturday, 31 December, 1988	Order in Council 769/88	Thursday, 22 December, 1988	Jan 31, 1989, p. 164	Erected as the Summer Village of Sunrise Beach.

Contact Profile

A4.1

Municipal Officials

Title	▼ First Name	Last Name
Mayor	Brian	Benning
Councillor	Michael	Benson
Councillor	Sean	Hooker
Chief Administrative Officer	Emily	House

A4.2

MLA and Constituency

Title	First Name	Last Name	Constituency ▲
	Shane	Getson	Lac Ste. Anne-Parkland

Constituency



A4.4

A4.3

Election Results

A5.1

14 August, 2004

Summer Village

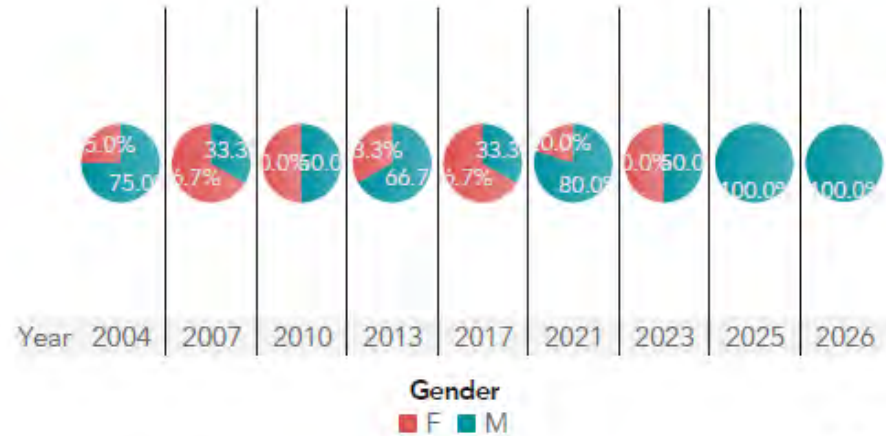
Ward

A5.2

A5.3

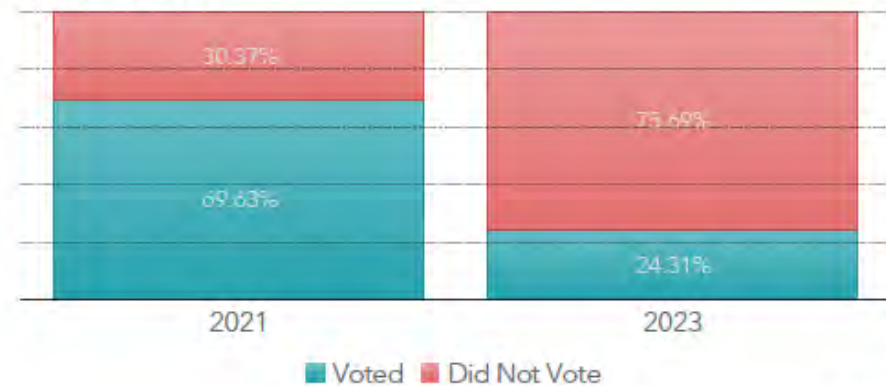
A5.4

Ward	Candidate Name	Position
	Peter Wright	Councillor
	Gary Vernon Nelson	Councillor
	Rodney Francis Lein	Councillor
	Neretta Cummings	Councillor



A5.5

Voter Turnout



A5.7

A5.6

Note: 1. Years 2004, 2007, 2010, 2013, 2017, and 2021 are general municipal election years.

2. Voter Turnout data may not be available for all years.

BYLAW NO. 1/21

**BEING A BYLAW OF THE CAPITAL REGION ASSESSMENT SERVICES
COMMISSION RESPECTING THE REQUIRED BYLAWS FOR REGIONAL
SERVICE COMMISSIONS UNDER SECTION 602.09(1) OF THE
MUNICIPAL GOVERNMENT ACT**

WHEREAS The Capital Region Assessment Services Commission was established by the Lieutenant Governor in Council under Alberta Regulation 77/96 and amendments thereto, and is continued under Ministerial Order No. MSD:072/20, pursuant to Section 602.47(2) and 602.47(8) of the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta 2000 and amendments thereto regarding Regional Services Commissions; and

WHEREAS pursuant to section 602.09(1) of the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta 2000 and amendments thereto, regarding Regional Services Commissions, the Board of the Capital Region Assessment Services Commission must pass bylaws respecting the provision of the Commission's services; the administration of the Commission; the process for changing the directors of the Board and the Chair of the Commission and for setting the terms of office of the Board and the Chair; the process for adding and removing Members; the fees to be charged by the commission for services provided to its customers or to any class of its customers; the disposal of assets by the Commission; and the process for disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment;

NOW THEREFORE BE IT ENACTED as a bylaw of the Board of Directors of the Capital Region Assessment Services Commission as follows:

1. Definitions

- 1.1 **"Act"** means the *Municipal Government Act*, RSA 2000, CM-26 as amended from time to time;
- 1.2 **"ARB"** means Assessment Review Board;
- 1.3 **"Board"** means the Board of Directors of the Commission;
- 1.4 **"Board Director"** means a person elected or otherwise appointed to the Board in accordance with this Bylaw;
- 1.5 **"Chair"** means the chairperson of the Board and the Commission;

- 1.6 **"Commission"** means the Capital Region Assessment Services Commission;
- 1.7 **"Contractor"** means a fully qualified assessor engaged by the Commission to provide assessment services;
- 1.8 **"Deputy Chair"** means the Board Director that in the absence of the Chair shall act as the Chair;
- 1.9 **"General Manager"** means the contracted manager engaged by the Commission to provide management and accounting services;
- 1.10 **"General Meeting"** means the general meeting of the Members to be held each year on a date and at a location to be determined by the Board;
- 1.11 **"Member"** means a municipal authority listed in the Appendix to the repealed Alberta Regulation 77/96 and continued pursuant to Section 602.47(4) of the Act, or as approved as a Member of the Commission pursuant to this Bylaw;
- 1.12 **"Membership Application"** means that application from a municipal authority that wishes to join the Commission;
- 1.13 **"Non-member Municipality"** means a municipal authority that is not a Member of the Commission, but that is provided services as approved by the Commission or by Ministerial Order;
- 1.14 **"Proposed Member"** has the meaning ascribed thereto in Section 6.1 of this Bylaw;
- 1.15 **"Service Year"** means July 1 to June 30 of the subject year;
- 1.16 **"Withdrawal Date"** means June 30 of the Service Year following the Service Year in which a Withdrawing Member provides the Board with written notice of its intention to withdraw its membership in the Commission;
- 1.17 **"Withdrawal Notice"** means written notice of the Withdrawing Member's intention to withdraw its membership in the Commission on the Withdrawal Date along with a certified resolution from council of the Withdrawing Member evidencing the same; and
- 1.18 **"Withdrawing Member"** has the meaning ascribed thereto in Section 7.2 of this Bylaw.

2. BOARD OF DIRECTORS

- 2.1 Subject to Section 602.07 of the Act, the Board shall be determined in accordance with this Bylaw.
- 2.2 The Board shall consist of up to five (5) representatives elected by the Members, and of whom shall be one from each of the following Member municipality types:
- (a) Cities;
 - (b) Towns;
 - (c) Municipal districts/specialized municipalities;
 - (d) Villages; and
 - (e) Summer villages
- 2.2.1 In the event that one or more of the municipality types are not a member of the Commission, there will be no representation from that municipality type on the Board.
- 2.2.2 In order to qualify to act as a Board Director, each representative of a Member must be a councillor of the Member municipal authority.
- 2.3 The Board Directors will be elected at the General Meeting immediately following the general election day for municipalities in the Province of Alberta, excluding summer villages, governed by the *Local Authorities Election Act*. RSA 2000 c. L-21 and amendments thereto.
- 2.4 The Board Directors shall elect, from among its number, a Chair and Deputy Chair at the first meeting of the Board following the election of the Board Directors.
- 2.5 The term of office for any Board Director, including the Chair and Deputy Chair shall coincide with the general term of municipal Councillors in the Province of Alberta, governed by the *Local Authorities Election Act*. RSA 2000 c. L-21 and amendments thereto.
- 2.6 In the event of a vacancy on the Board, the Board may appoint a replacement Board Director from the same municipal type for the balance of the term of the Board Director.
- 2.7 The term of a Board Director shall terminate and a vacancy on the Board shall result if:
- 2.7.1 The Board Director resigns;

- 2.7.2 The Board Director ceases to be an elected official;
 - 2.7.3 The Board Director is replaced by the Member to which they sit on council by another councillor of the same Member; or
 - 2.7.4 The Board Director misses three (3) consecutive meetings without approval of the Board.
- 2.8 Duties of the Board:
- 2.8.1 The Board shall be responsible for the governance of the Commission and shall conduct the affairs of the Commission and such other business as may be directed by the Members;
 - 2.8.2 The Board's obligations to oversee the operations of the Commission shall include, but not be limited to, the following:
 - 2.8.2.1 To adopt an annual budget for the forthcoming year, in accordance with the Act;
 - 2.8.2.2 Establish procedures to authorize and verify expenditures that are not included in a budget;
 - 2.8.2.3 To appoint signing authorities for all cheques, contracts and other documents on behalf of the commission;
 - 2.8.2.4 To appoint a financial auditor;
 - 2.8.2.5 To prepare and approve policies and procedures relating to the daily operations of the Commission;
 - 2.8.2.6 To procure and maintain all reasonable insurance policies against claims that may be made against the Commission for negligence or other liability in a commercially reasonable manner;
 - 2.8.2.7 To maintain the operations and service levels of the Commission in a manner beneficial to the Members;
 - 2.8.2.8 To cause to be kept proper books of account and records, and all such books of account and records together with all papers and other documents relating to the Commission shall be kept at the office of the Commission and shall be open during reasonable

business hours to the inspection and examination of every member of the Commission by appointment;

2.8.2.9 To cause minutes to be made and books to be provided for the purpose of recording all Resolutions passed by and of all proceedings of any meeting of the Board or Members and shall cause to be recorded the names of all persons present at such meeting;

2.8.2.10 To ensure that the requirements of the Act relating to the delivery of reports, financial statements, and information to the members of the Commission or the Government of the Province of Alberta are met; and

2.8.2.11 To appoint a bank or banks as banker or bankers for the Commission.

3. PURPOSE OF THE COMMISSION

3.1 The purpose of the Commission is to provide services within the boundaries of its Members respecting:

3.1.1 The assessment and appraisal of property;

3.1.2 The administration of ARBs; and

3.1.3 Other assessment services, as determined from time to time by the Board.

3.2 The Commission may also provide any of the services listed in Section 3.1 of this Bylaw to a Non-member Municipality as approved by the Commission and in accordance with Section 602.14(b) of the Act or by Ministerial Order.

4. ADMINISTRATION OF THE COMMISSION

4.1 The Board, at its discretion may engage a General Manager to assist the Board in its obligations to the Commission. Reporting directly to the Board, the General Manager may be responsible for the daily operations of the Commission, including the selection process of Contractors, establishing and maintaining contractual agreements with the Contractors, maintenance of financial and other records, and any other services as directed by the Board.

4.2 Meetings of the Members of the Commission shall be administered in a manner that is consistent with this Section:

- 4.2.1 Subject to Section 4.2.7 and 4.2.8 one General Meeting of the Commission shall be held each year.
- 4.2.2 The Chair shall preside over all meetings of the Members. In the absence of the Chair at any meeting; the Deputy Chair shall act as Chair of that meeting, failing which the Members present shall appoint a Chair for that meeting only.
- 4.2.3 The order of business at any meeting of the Members shall be in accordance with the Commission's policies and procedures, as established by the Board.
- 4.2.4 At a General Meeting, the Board shall present the audited financial statement; shall report on the activities of the past year to the Members; and shall present the anticipated costs of assessment services for the forthcoming year.
- 4.2.5 Each Member may be represented at any meeting of the Members by an elected person appointed by resolution of the respective Council of the Member and each representative shall be entitled to one (1) vote on all matters put before the Members of the Commission. Proxy voting will not be allowed.
- 4.2.6 A quorum of any meeting of the Members shall be one third (1/3) of the Members. No business shall be transacted at any meeting of the Members unless the requisite quorum is present at the commencement of business.
- 4.2.7 If thirty (30) minutes after the time appointed for the holding of a meeting of the Members a quorum is not present, the Chair shall adjourn the meeting to a fixed time and place.
- 4.2.8 If quorum is lost after a meeting of the Members is called to order, the meeting shall be recessed by the Chair until quorum is obtained. If quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned to a fixed time and place.
- 4.2.9 Notwithstanding Section 4.2.7 and 4.2.8, the fixed time and place of an adjourned meeting can be rescheduled, as determined appropriate by the Board.
- 4.3 Meetings of the Board shall be administered in a manner that is consistent with this Section:
 - 4.3.1 The Chair shall preside over all meetings of the Board;

- 4.3.2 In the absence of the Chair at any meeting; the Deputy Chair shall act as Chair of that meeting, failing which the Board Directors present, subject to a quorum of Board Directors being met, shall appoint a Chair for that meeting only.
- 4.3.3 The Board shall meet as often as necessary to properly conduct the affairs of the Commission.
- 4.3.4 The Chair or any three (3) of the Board Directors may call a meeting of the Board upon no less than forty-eight (48) hours written notice.
- 4.3.5 Meetings of the Board may be held in conjunction with, preceding or following any General Meeting of the Commission.
- 4.3.6 Members of the Board, at the discretion of the Chair of the meeting, shall be entitled to speak more than once on any matter before the Board and the mover shall be entitled to close the debate on any matter.
- 4.3.7 With respect to a motion before the Board the following shall apply:
 - (a) General Motions – no seconder required;
 - (b) Referral or Deferral – debatable;
 - (c) Tabling – non-debatable; and
 - (d) Amending – no seconder required.
- 4.3.8 In the event that a question shall arise as to the rules of procedure to be followed at a meeting of the Board or Members, and if the procedure to be followed has not been otherwise dealt with by Bylaw of the Board, Roberts Rules of Order shall apply to such question as determined by the Chair.
- 4.3.9 Subject to Section 3.4.10, three (3) Board Directors at any Board meeting shall constitute a quorum.
- 4.3.10 If the Board consists of three (3) or fewer Board Directors, over fifty percent (50%) of all Board Directors shall constitute a quorum if present at a Board meeting.
- 4.4 The Board may determine that a meeting be held by electronic means, in accordance with the Act and the regulations thereunder.

- 4.5 The agenda for all meetings shall be prepared by the General Manager and approved by the Chair.
- 4.6 Subject to any policy established by the Board, the Board Directors shall receive a per diem rate for attendance at any Board meeting plus mileage, as specified in Schedule A hereto. The Board Directors shall receive remuneration, if any, for attendance at a General Meeting from their respective Member municipality.
- 4.7 For the Purposes of this Bylaw, a "meeting" includes a General Meeting, any other meeting of the Members, and a meeting of the Board.

5. PROVISION OF SERVICES

- 5.1 Each Member agrees that:
 - 5.1.1 the Commission shall on behalf of the Member, utilize a Contractor to provide some or all of the services specified at Section 3.1 of this Bylaw;
 - 5.1.2 The services described in Section 3.1 of the Bylaw shall be provided based on a Service Year;
 - 5.1.3 The Contractor's work plans are set out in Schedule A of the assessor's contract with the Commission and are attached hereto as Schedule B and form a part of this Bylaw;
 - 5.1.4 In addition to Section 8 of Schedule A of the assessor's contract, it should be noted that if a Member requests a change of Contractor and that change is made, the Computer Assisted Mass Appraisal will make a charge to transfer data from one Contractor's server to the other. The associated charges for this service will be the responsibility of the requesting Member; and
 - 5.1.5 The Member shall provide its appointed Contractor with all necessary documents that are in the possession of the Member to complete the contemplated services, including but not limited to, land-use bylaws and changes, subdivision plans including parcel sizes, compiled plan maps, zoning maps, property titles changes, land transfer documents, consolidation changes, building permits, blueprints of new construction, municipal address mapping, roll numbers, mapping and aerial mapping as well as access to GIS mapping where such exists and any other documents the Contractor may require.

- 5.2 Notice that a Member has failed or refused to provide a Contractor with requested information and documents as set out in Section 5.1.5 of this Bylaw shall be provided by the Contractor to the Commission as soon as the Contractor becomes aware of the Member's failure or refusal.
- 5.3 Failure or refusal by a Member to provide the Contractor with requested information and documents as set out in Section 5.1.5 of this Bylaw shall result in the Contractor charging the Member – through the Commission – fees for non-provision at the rates specified in Schedule "B" hereto.
- 5.4 All assessment data, whether paper or electronic is deemed the property of the Member and shall remain in the sole ownership and control of the Member.
- 5.5 Each Member shall be required to pay the service fees established, from time to time, by the Board.
- 5.6 Each Member agrees to abide by any and all terms and conditions of membership in the Commission as may be amended from time to time and that may not necessarily form a part of this Bylaw.

6. PROCESS FOR ADDING MEMBERS

- 6.1 A municipal authority which is not a Member may make an application to the Commission to join the Commission as a Member (the "Proposed Member") by submitting a Membership Application to the Commission. Upon receipt of the application by the Commission, the Board shall determine any requirement that may be relevant or necessary to the processing of that Membership Application, which may include, but is not necessarily be limited to:
 - 6.1.1 The payment of a service fee from the Proposed Member to the Commission for its anticipated proportionate share of services provided by the Commission. The Board shall determine what this respective proportion shall be;
 - 6.1.2 Such additional fees that shall be payable by the Proposed Member to the Commission to fully pay the Commission's anticipated costs and fees, including, but not limited to, such third party accounting fees and legal fees (on a solicitor and his own client full indemnity basis), such that the Commission can properly review and consider the Membership Application;
 - 6.1.3 Receipt of a certified council resolution of the Proposed Member which formally requests that the Proposed Member join the Commission as a Member and which acknowledges and approves

any anticipated payment owed by the Proposed Member to the Commission; and

6.1.4 Any other information that the Board deems is relevant or necessary to consider the Membership Application.

6.2 Upon the Board's review and determination that a Membership Application should be forwarded for consideration, the Board shall send the same to each Member for their respective approval. A simple majority of the Members, as evidenced by a certified council resolution from each Member, shall be sufficient to support the Membership Application and admit the Proposed Member as a new Member of the Commission.

6.3 The Board may require the Proposed Member to execute an agreement with the Commission prior to being admitted as a new Member.

7. PROCESS FOR REMOVING MEMBERS

7.1 A Member may withdraw its membership in the Commission on the Withdrawal Date.

7.2 If a Member wishes to withdraw its membership in the Commission, that Member (the "Withdrawing Member") must provide a Withdrawal Notice to the Board before May 31 of the Service Year prior to the Withdrawal Date. For greater clarity, before May 31 of the Service Year prior to the Withdrawal Date means a minimum of 13 months prior to the Withdrawal Date.

7.3 The Withdrawing Member shall have no vote at a meeting of the Board or the Members, including a General Meeting, concerning any matter which shall take effect after the Withdrawal Date of the Withdrawing Member.

7.4 The Withdrawing Member shall not be entitled to any distribution or share of any assets of the Commission with respect to any Services Year that take place after the Withdrawal Date.

7.5 The Withdrawing Member shall forfeit all rights and claims to any and all assets of the Commission, even if these are assets that were initially provided by the Withdrawing Member to the Commission.

7.6 The Withdrawing Member shall be entitled to all files, records and documents respecting the assessment services which have been provided by a Contractor to the Withdrawing Member.

7.7 The Withdrawing Member shall be responsible for payment of all monies owing by the Withdrawing Member to the Commission for all Service

Years in which the Withdrawing Member was a Member, including the Service Year of the Withdrawal Date.

- 7.8 The Withdrawing Member shall pay its share of any debt and/or deficit in place as of the Withdrawal Date according to the most current audited financial statements.
- 7.9 Any monies or share of debt and/or deficit owed to the Commission by the Withdrawing Member shall be paid in full by a date set by the Board.

8. SERVICE FEES

- 8.1 The aggregate annual service fees charged by the Commission to its Members and any Non-member Municipality shall not be less than the estimated aggregate amount required to cover all costs of the Commission less any grants, transfers from reserves, interests, rents and other revenue.
- 8.2 All service fees shall be established by the Board.

9. DISPOSAL OF ASSETS

- 9.1 The disposal of an asset of the Commission shall take place upon at least three quarters (3/4) of the Members of the Commission agreeing to dispose of the asset, or as otherwise provided by law or a Court of competent jurisdiction.
- 9.2 In determining whether to dispose of a Commission asset, the Member shall give consideration to the following:
 - 9.2.1 If the disposal of the asset would have an adverse effect on any grant repayments or outstanding debt associated with the asset;
 - 9.2.2 If the disposal of the asset would have an adverse effect on the services of the Commission; and
 - 9.2.3 Any other consideration the Member considers relevant.
- 9.3 Upon the disposal of an asset of the Commission, the Members agree that, and further agree that they shall cause the Commission to agree that:
 - 9.3.1 Any funds collected by the Commission from the disposal of the asset shall be held by the Commission for use by the Commission, as may be determined by the Board, in its discretion; and

- 9.3.2 The disposal of the asset will be properly reflected in the fees subsequently charged to the customers of the Commission.

10. DISESTABLISHMENT

- 10.1 The disestablishment of the Commission shall take place on a fixed date as determined by the Board upon at least three quarters (3/4) of the Members of the Commission agreeing to disestablish the Commission, or as otherwise provided by law or a Court of competent jurisdiction.
- 10.2 Upon the disestablishment or forthcoming disestablishment of the Commission, the Members shall meet to discuss the process for the disposal of the Commissions assets. The Members agree that, and further agree that they shall cause the Commission to agree that:
- 10.2.1 After the payment of all debts and liabilities of the Commission, the remaining assets of the Commission may be distributed among the Members under the conditions and in the proportions as may be determined by the Board, in its discretion. For clarity, the Board, in exercising its discretion in determining the appropriate conditions and distribution of assets to the Members, shall consider a number of factors including, but not limited to, the respective contributions that each Member provided to the Commission and, if applicable, the location of any Commission assets; and
- 10.2.2 In the event any assets of the Commission are sold to a third party, the money collected by the Commission from such a sale shall be held by the Commission for dispersion among its Members or other uses, under the conditions and in the proportions as may be determined by the Board, in its discretion. For Clarity, the Board, in exercising its discretion in determining the appropriate conditions and distribution of money to the Members, shall consider a number of factors including, but not limited to, the respective contributions that each Member provided to the Commission and, if applicable, the location of any Commission assets.

11. SEVERABILITY

- 11.1 If any clause in this Bylaw should be found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

12. EFFECTIVE DATE

12.1 This Bylaw shall come into force and take effect when it has received third reading and has been duly signed.

12.2 This Bylaw repeals and replaces Commission Bylaw 1/16.

Read a first time this 24th day of June, A.D. 2021

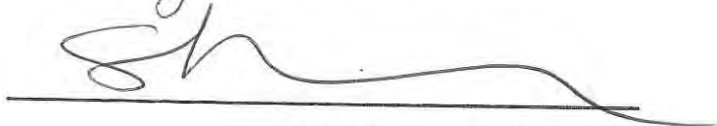


CHAIR



BOARD DIRECTOR

Read a second time this 24th day of June, A.D. 2021



CHAIR



BOARD DIRECTOR

Read a third time this 24th day of June, A.D. 2021



CHAIR



BOARD DIRECTOR

SCHEDULE "A"

CONTRACTOR'S WORK PLAN ASSESSMENT SERVICES

1. Complete Valuation Update of the Assessment Roll Every Service Year:

In accordance with all legislation and regulations established by the Government of the Province of Alberta governing the assessment of property, the Contractor shall, for the Service Year, update all assessable property values to reflect overall market value shifts and adjustments for the Service Year including completion of any necessary inspections or requests for information, for all Municipalities in the Assessment Area, completed and submitted to each Municipality by the date specified by the Alberta Municipal Government Act and regulations thereto.

2. 20% Selective Assessment Review:

The Contractor will conduct an inspection of 20% of the assessable properties in the Assessment Area in the Service Year with interior or on-foot inspection where required. Values assigned to external and internal changes will be incorporated into the property's assessed figures that appear on the relevant Municipality's Assessment Roll and all assessable properties will receive at least one such inspection every five years. At the commencement of the Service Year the Contractor will apprise each Municipality of the 20% area of the Municipality that is to be inspected that year and shall apprise the respective Municipality when the Contractor will be in the Municipality for the purpose of carrying out this function.

3. Assessment Roll Supplied to Member Municipality:

The Contractor will forward one copy of the completed Assessment Roll to each of the Municipalities in the Assessment Area, on or before the date specified by the Alberta Municipal Government Act or regulations in a format reasonably acceptable to the Municipality.

The Contractor will act as a coordinator for each Municipality to ensure that all aspects of the Municipality's Assessment Roll, including designated industrial property assessments which may be done by the Provincial Assessor and/or a delegated Industrial Assessor, are included in the Municipality's Assessment Roll.

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4. **Assessment Roll Updates for Development Permits and New Subdivisions:**

The Contractor will review all building and renovation permits, demolition permits and other development and construction related information including new subdivision plans. The Contractor will ensure values assigned on the Municipality's Assessment Roll accurately reflect the valuation standards legislated by the Province of Alberta, as well as physical changes to properties.

5. **Assessment Complaints:**

The Contractor will represent all Municipalities before hearings of an Assessment Review Board regarding assessment complaints, including complaints that are heard after the Term with respect to an assessment prepared by the Contractor during the Term. The Contractor will provide comprehensive investigation of all assessment aspects relating to each registered assessment complaint. The Contractor will also assist the Municipality in any appeal or judicial review of a decision by an Assessment Review Board regarding an assessment prepared by the Contractor.

For each complaint, the first eight (8) hours of the Contractor's preparation, travel time and attendance at a hearing or before the court is provided at no additional cost to the Commission, following which the Contractor will be compensated at a rate specified in Schedule "B" hereto.

6. **Assessment Audit, ASSET and Equalization Reports:**

For all Municipalities in the Assessment Area the Contractor will complete and submit all required Assessment Audit, ASSET and Equalization files, reports and declarations to the Assessment Services Branch of Alberta Municipal Affairs by the dates legislated in the Alberta Municipal Government Act and Regulation. Furthermore, the Contractor will maintain required ASSET coding on all properties (including liability and actual use codes).

7. **Municipality's Parcel Count:**

At any time upon request by the Commission, the Contractor will provide the Commission with the parcel counts for each Municipality.

8. Computerized Assessment Software Database:

The Contractor will ensure that each Municipality's assessment database is fully set up, maintained and updated on an ASSET compliant, computer assisted mass appraisal (Cama) system.

The Contractor will supply the Cama system licensing, at the July 1, 2021 rates levied by the "Cama provider" up to a maximum of \$1.00 per parcel per year. Any rate revisions or additional costs that are implemented by the "Cama provider" during the Term of this Agreement will be charged out to the Commission on a cost basis.

On or before the date specified by the Alberta Municipal Government Act or Regulations, the Contractor will provide each Municipality with a back-up copy of their respective databases in a format acceptable to the Municipality. A Municipality may choose to receive this copy on a computer printout or in electronic form as agreed between the Contractor and the Municipality.

9. Progress Reports:

The Contractor will keep the Municipality apprised of the progress being made on all assessment related functions on a continuous basis.

10. Open House Services/Council Meetings:

Upon request by any Municipality, the Contractor will be required to be available for up to 8.0 person-hours during the Service Year to attend council meetings. If more than 8.0 person-hours are required, any person-hours in excess of a total of 8.0 will be paid to the Contractor as specified in Schedule B hereto.

Upon request by any Municipality, the Contractor will be required to be available for up to 8.0 person-hours during the Service Year to attend open houses for taxpayers to explain property assessments. If more than 8.0 person-hours are required, any person-hours in excess of a total of 8.0 will be paid to the Contractor as specified in Schedule B hereto.

11. Supplementary Assessments During the Year:

Upon request by any Municipality, the Contractor will provide one (1) supplementary assessment cycle per year to update the assessment roll for partial year taxation. This supplementary assessment cycle will be provided at no additional cost. Any subsequent or

additional supplementary assessment cycles within the same assessment year will be charged out by the Contractor at the rates specified in Schedule "B" hereto.

12. Business Revitalization Zone Assessments:

Upon request by any Municipality, the Contractor, at its sole discretion, may provide assessment services beyond the Services described herein. If the Contractor elects to provide such services, the Contractor will provide the Municipality with a cost proposal for the Services requested based on the rates as specified in Schedule "B" hereto and receive approval in writing from the Municipality to proceed prior to forwarding an invoice to the Commission.

13. Extraordinary Service Requests:

Upon request by any Municipality, the Contractor, at its sole discretion, may provide assessment services beyond the Services described herein. If the Contractor elects to provide such services, the Contractor will provide the Municipality with a cost proposal for the Services requested based on the rates as specified in Schedule "B" hereto and receive approval in writing from the Municipality to proceed prior to forwarding an invoice to the Commission.

14. Municipal Provision of Information and Documentation:

The Contractor may request from each Municipality in the Assessment Area any information or documents, necessary to complete the assessment services, that are in the possession of the Municipality, including but not limited to, land-use bylaws and changes, subdivision plans including parcel sizes, compiled plan maps, zoning maps, property titles changes, land transfer documents, consolidation changes, building permits, blueprints of new construction, municipal address mapping, roll numbers, mapping and aerial mapping as well as access to GIS mapping where such exists and any other documents the Assessor may require.

Notice that a Municipality has failed or refused to provide the Contractor with the requested information and documents shall be provided by the Contractor to the Commission as soon as the Contractor becomes aware of the Municipality's failure or refusal.

Failure or refusal by a Municipality to provide the Contractor with the requested information and documents will result in the Contractor charging the Municipality - through the Commission - fees for non provision at the rates specified in Schedule "B"

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hereto.

15. Legislative Changes

Any legislative amendments which inherently affect assessment practices and procedures in Alberta are not covered under this Agreement. The payment for such would be as specified in Schedule "B" hereto.

16. Requests for Information to Assessor

Upon receipt by a Municipality of a request for access to the assessment record pursuant to Section 299 or a request for access to the summary of an assessment pursuant to Section 300 of the *Municipal Government Act*, the Contractor shall respond to such a request on behalf of the Municipality and in accordance with the provisions of the *Municipal Government Act*.

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: October 13, 2026

Re: Barrhead Healthcare Attraction and Retention Committee Funding Request

1.0 PURPOSE:

To present Council with a request from the Barrhead Healthcare Attraction and Retention Committee (BHARC) for \$1,200 to support its healthcare attraction and retention initiatives and to obtain Council direction regarding funding the request from existing 2026 budget allocations.

2.0 BACKGROUND AND DISCUSSION:

The Town's approved 2026 operating budget includes funding related to physician appreciation, recruitment and retention through the following budget allocations:

- \$1,200 – Physician Appreciation, included under Tourism – Appreciation Events; and
- \$500 – Doctor Recruitment/Retention.

The budget does not specifically identify the Barrhead Healthcare Attraction and Retention Committee as the recipient of either allocation.

BHARC submitted an application through the August 31, 2026 intake of the Town's Community Grant Program. The application was not recommended for funding by the Community Grant Committee based on the understanding that funding to support the Committee's activities was already included in the Town's operating budget.

BHARC subsequently submitted a letter dated September 15, 2026 requesting \$1,200 in budgeted funds. The Committee indicated that the funding would assist with its ongoing efforts to support healthcare attraction and retention initiatives within the Barrhead community and that the Town's sponsorship would be acknowledged at its events.

Although funding related to physician appreciation and doctor recruitment/retention is included in the approved budget, neither budget allocation specifically designates BHARC as the recipient. Administration is therefore bringing the request forward to Council for consideration and direction.

BHARC's mandate and proposed use of the funds are consistent with the general purpose of the existing Physician Appreciation and Doctor Recruitment/Retention budget allocations.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1** Decline funding from the existing budget allocations and refer BHARC's August 2026 Community Grant application back to the Community Grant Committee for reconsideration.
- 3.2** Provide Administration with alternate direction.

4.0 FINANCIAL IMPLICATIONS:

The approved 2026 operating budget includes \$1,200 for Physician Appreciation and \$500 for Doctor Recruitment/Retention. Approval of the \$1,200 request utilizing the existing Physician Appreciation allocation, the Doctor Recruitment/Retention allocation, or a combination of the two would result in no additional impact to the overall 2026 operating budget.

If Council chooses not to fund the request through these existing allocations and the original Community Grant Program application is subsequently reconsidered, subject to available Community Grant funds and Council approval.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Corporate Services would process the funding in accordance with Council's direction.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Healthcare attraction and retention continues to be an important community issue. Providing funding to BHARC would support local initiatives intended to recognize healthcare professionals and assist with physician attraction and retention efforts. Clearly identifying the recipient and intended use of the existing budget allocations also provides transparency regarding the use of municipal funds.

8.0 ATTACHMENTS:

8.1 Letter from Barrhead Healthcare Attraction and Retention Committee

1.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council consider \$1,200 in funding to the Barrhead Healthcare Attraction and Retention Committee, to be allocated from the 2026 Physician Appreciation budget.

2.0 PROPOSED MOTION:

That Council approve funding in the amount of \$1,200 to the Barrhead Healthcare Attraction and Retention Committee, to be funded from the 2026 Physician Appreciation budget allocation.

(original signed by the CAO)
Collin Steffes
CAO



RECEIVED SEP 16 2026

September 15, 2026

Town of Barrhead
5014 – 50 Avenue
Barrhead, AB T7N 1A4

Re: Request for Budgeted Funds – Barrhead Healthcare Attraction and Retention Committee

Dear Town of Barrhead Council,

On behalf of the Barrhead Healthcare Attraction and Retention Committee, I am writing to request access to the budgeted funds in the amount of \$1,200 that have been allocated to support the committee's work.

These funds will assist the committee in continuing its efforts to support healthcare attraction and retention initiatives for the Barrhead community. The committee appreciates your support and are happy to acknowledge your sponsorship of our events and report back on the successes.

Payment may be made by cheque payable to the “**Barrhead Attraction and Retention Committee.**” Once notified, a committee member will arrange to pick it up.

Thank you for your continued support of this important work. Please feel free to contact me if any additional information is required.

Sincerely,

Lorianne Edwards, Vice Chair
Barrhead Healthcare Attraction and Retention Committee

Ljedwards7977@gmail.com

780.686.7977

REQUEST FOR DECISION

To: Town Council

From: Jennifer Pederson, Communications Manager

Date: October 13, 2026

Re: What We Heard: Talk of the Town Open House

1.0 PURPOSE:

To present Council with the expected “What We Heard” report for the Talk of the Town open house held September 9, 2026, and to request Council approve publication of the report for the public.

2.0 BACKGROUND AND DISCUSSION:

Council approved the Talk of the Town open house scope and framework and a budget envelope, directing Administration to compile resident input into a “What We Heard” report to publish within six (6) weeks of the event. The event date was set as Wednesday, September 9, 2026.

This event was held from 4:30 p.m. to 8:00 p.m. in the Charles Godberson Multi-Purpose Room as a drop-in open house format with a station for each department. There were approximately 100 attendees.

Attendees were provided the opportunity to share input through a five-question survey and comment cards. Administration received 31 completed or partially completed surveys and 16 comment cards. There was a total of 36 prize draw entries. Survey responses were anonymous and came from people who chose to attend and respond. The results are not representative of all residents and should be read as a record of what was said.

Of 31 surveys, 20 respondents answered, “Yes, definitely” and 10 answered, “Somewhat” when asked if Council and Town staff are accessible and responsive; 1 answered “No.” The most frequent written concerns was the condition of roads, alleys and sidewalks, followed by recreation, parks and community facilities; traffic and pedestrian safety; and Council accessibility, transparency and meeting document improvements. Residents most often

selected BARCC Connect, the utility bill newsletter and the Town website as their preferred ways to receive information.

The report summarizes what respondents shared and is not a commitment to any action.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to accept the “What We Heard” report as information and direct administration to publish as presented.
- 3.2 Council may choose to accept the report and request amendments or additional information from Administration prior to publication.
- 3.3 Council may choose to defer the report to a future meeting, noting the six-week publication timeline (approximately October 21, 2026) would not be met.

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Departments hosted stations at the event and will respond to questions from comment cards that relate to their service areas. Communications will publish the report on the Town website and through its regular channels once Council has accepted. No additional resources are required.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

After the event the Town has reported on resident feedback within the committed six (6) weeks post-event, supporting the aim of showing accessibility and responsiveness.

Of note, this is a relatively small sample size. Those who chose to respond are encompassed within this report.

Respondents who submitted comment cards may expect individual responses or action.

8.0 ATTACHMENTS:

8.1 What We Heard: Talk of the Town report

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accept the “What We Heard: Talk of the Town” report as information, with publication to follow as previously directed.

10.0 PROPOSED MOTION(S):

That Council accept the What We Heard: Talk of the Town report as information and direct Administration to publish the report.

(original signed by the CAO)
Collin Steffes
CAO



Severed Item.

Council Agenda Item 7(c) Attach: i

RE: Talk of the Town Report

Jennifer Pederson, Communications Manager

Severed in line with Section 34, Access to Information Act.

Information that is or will be available to the Public

BRFS Sept 2026

Incidents	Totals	Incident Hrs	Staff Hrs
Fire	3	7 h 23 m	96 h 44m
Vehicle accidents	9	9 h 44 m	77 h 58 m
Public hazard, fuel spill	2	2 h 29 m	13 h 28 m
Ambulance assist	26	22 h 39 m	111 h 13 m
Alarm No fire miscellaneous	3	1 h 10 m	4 h 22 m
Totals	43	43 h 25 m	303 h 45 m

Date	Call type	Before EMS	Location
Sept 4	28C00 Stroke	No	Town
Sept 8	06D00 Breathing problem	No	County
Sept 9	19D00 Heart problem	No	Town
Sept 11	14E00 Drowning	Yes	County
Sept 11	09B00 Cardiac arrest/death	Yes	County
Sept 11	32D00 Unknown problem/man down	No	Town
Sept 14	17D00 Falls	Yes	County
Sept 14	31D00 Unconscious fainting	Yes	County
Sept 14	30D00 Traumatic injury	Yes	County
Sept 15	10D00 Chest pain	No	County
Sept 15	10D00 Chest pain	Yes	Town
Sept 16	10D00 Chest pain	Yes	Town
Sept 18	06D00 Breathing problem, Lift assist	No	Town
Sept 18	17A00 Fall, Lift assist	No	Town
Sept 19	38C00 Advanced send, Lift assist	No	Town
Sept 19	29B00 Traffic accident	Yes	County
Sept 20	12C00 Convulsions seizure	Yes	County
Sept 24	19C00 Heart problem	Yes	Town
Sept 25	06D00 Breathing problem	No	County
Sept 25	28C00 Stroke	Yes	County
Sept 26	17A00 Fall, lift assist	No	Town
Sept 27	12C00 Convulsions seizure	No	County
Sept 28	17D00 Fall	Yes	Town
Sept 29	32B00 Unknown problem man down	No	Town
Sept 30	06D00 Breathing problem	No	Town
Sept 30	23C00m Overdose poison	Yes	Town

Training

- NFPA 1001 level 1 firefighter completed
- Nutrien NH3 emergency simulation
- Confine Space tripod set up and rigging
- Interior structural search and rescue

Other

- Home school hall tours
- Beavers, Boy Scouts, Cubs fire extinguisher training, Hose rolls, CPR and taking basic vitals
- BBQ for make the connection event
- BBQ for Talk of the Town event

Membership 53, (51 responding, 1 junior with 1 new junior).

3 members leave due to secondary school.

1 member on leave of absence



Council Agenda Item 14(a)

RE: Land Development

Jenny Bruns, Director of Planning, Economic Development & Legislative Services

Severed in line with Section 29, Access to Information Act.

Advice from officials



In-Camera

Council Agenda Item 14(b)

RE: TSI Update

Collin Steffes, CAO

Severed in line with Section 29, Access to Information Act.

Advice from officials