



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JUNE 23, 2026 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – June 9, 2026
4. Public Hearings
 - (a) 06-2026 Amendment to Land Use Bylaw (5:30 PM)
 - (b) 07-2026 Amendment to Land Use Bylaw (6:00 PM)
5. Delegations
 - (a) Community Futures Yellowhead East – Michelle Jones
6. Old Business
 - (a) None
7. New Business
 - (a) Animal Shelter Agreement
 - (b) Community Grant Program Policy
 - (c) Talk of the Town – Town Hall Initiative

8. Reports
 - (a) Council Reports
9. Minutes
10. Bylaw
 - (a) 06-2026 Amendment to Land Use Bylaw
 - (b) 07-2026 Amendment to Land Use Bylaw
11. Correspondence Items
 - (a) None
12. For the Good of Council
13. Tabled Items
 - (a) None
14. Closed Session
 - (a) None
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JUNE 9, 2026,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

ABSENT

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

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.

189-26 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 May 26, 2026, were reviewed.

190-26 Moved by Cr. Botros that the Minutes of the Regular Town Council Meeting of May 26, 2026, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

COMMUNITY PEACE OFFICER UPDATE

Mayor Assaf welcomed Brandon Johnson, Community Peace Officer, to the meeting at 5:31 p.m.

CPO Johnson presented information and gave an update on the enforcement services within the Town.

EXITED Mayor Assaf and Council thanked Brandon Johnson, Community Peace Officer; he exited the meeting at 6:03 p.m.

191-26 Moved by Cr. Sawatzky that Council accept the Enforcement Services Information and Updates as information presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

SPRING CLEAN-UP

Kelly Kelly, Administrative Assistant from Public Works, presented to Council the results and key findings of the Spring Clean Up Program and seek direction regarding the continuation of the service in future years, including potential program improvements.

192-26 Moved by Cr. Kluin to accept the Spring Clean Up report as information.

CARRIED UNANIMOUSLY

**CURLING RINK
ACCESSIBILITY LIFT**

Shallon Touet, Director of Parks and Recreation, provided Council with a business case supporting the decommissioning and removal of the existing accessibility lift located within the curling rink facility. Administration is recommending removal due to ongoing operational failures, confirmed safety deficiencies, increasing liability concerns, limited practical use, and uncertainty surrounding the long-term viability of continued repairs.

193-26 Moved by Cr. Smith that Council approve the decommissioning and removal of the existing accessibility lift system in the curling rink facility.

CARRIED UNANIMOUSLY

194-26 Moved by Cr. Oswald that Council direct Administration to bring forward a business case for Council consideration for the replacement of the existing accessibility system in the curling rink facility.

CARRIED UNANIMOUSLY

**RICK HANSON GRANT -
PARK IMPROVEMENTS**

Shallon Touet, Director of Parks and Recreation, requested Council's direction with the installation of the sensory playground features, included within the Rick Hansen Foundation Grant project at Cecile Martin Park.

195-26 Moved by Cr. Sawatzky that Council table the Rick Hansen Park Improvements discussion until Administration can return and provide more information.

CARRIED UNANIMOUSLY

RECESSED

196-26 Moved by Cr. Smith that the Council Meeting be recessed at 7:12 p.m.

CARRIED UNANIMOUSLY

RECONVENE

197-26 Moved by Cr. Sawatzky that the Regular Council Meeting reconvene at 7:34 p.m.

CARRIED UNANIMOUSLY

**COUNCIL PROCEDURAL
REVIEW**

Jodie Lyons, Municipal Coordinator, presented the findings and recommendations arising from the independent Governance Documents Review completed by Todd Brand Consulting and seek Council's direction regarding amendments to the Town's Procedural Bylaw and related governance documents.

198-26 Moved by Cr. Fylyshtan that Council receive the Governance Documents Review prepared by Todd Brand Consulting for information.

CARRIED UNANIMOUSLY

199-26 Moved by Cr. Oswald that Council direct Administration to prepare amendments to the Procedural Bylaw and related governance documents based on the review findings and return with proposed revisions for Council consideration.

CARRIED UNANIMOUSLY

COUNCIL MEMBER MOTION

AISH ADVOCACY – REQUEST FOR ADVOCACY

Cr. Kluin presented to Council for consideration to advocate for the Disability community by sending a letter to the Province of Alberta requesting them to pause the changes to the AISH program.

200-26 Moved by Cr. Kluin that Council direct administration to prepare a letter on behalf of Council to the Province of Alberta to advocate a pause to the changes to the AISH program to allow more consultation with the AISH community.

CARRIED UNANIMOUSLY

PRIVACY MANAGEMENT PROGRAM – PROVINCIAL COMPLIANCE

Jodie Lyons, Municipal Coordinator, provided an update to Council on the progress to date on The Town of Barrhead's Privacy Management Program Framework and for Council to consider approving Policy # 12-032, the Privacy Management Policy.

201-26 Moved by Cr. Botros that Council approve Policy # 12-032, the Privacy Management Policy with amendments.

CARRIED UNANIMOUSLY

BARRHEAD & REGIONAL FCSS FUTURE

Collin Steffes, CAO, requested to seek Council authorization to retain Transitional Solutions Inc. to assist participating municipalities and the FCSS Board with planning and implementation of the transition of Barrhead & District FCSS from an independent society model to a municipally administered model.

202-26 Moved by Cr. Oswald that Council authorize Administration to enter into an agreement with Transitional Solutions Inc. for the FCSS Transition Review and Integration Support project for the fixed fee amount of \$28,500 plus applicable GST and approved travel expenses, and further authorize Administration to finalize and execute associated cost-sharing arrangements with participating municipalities and Barrhead & District FCSS.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

The following Reports to Council as of June 9, 2026, were reviewed:

- (a) Cr. Smith reported on Barrhead & District Social Housing activities.
- (b) Cr. Botros reported on attendance at a Bill 28 session relating to Libraries, Twinning Committee, and FCM attendance.
- (c) Cr. Kluin reported on the Accessibility Coalition and the Street Festival.

- (d) Cr. Fylyshtan reported on the Historical Society AGM and activities.
- (e) Cr. Oswald reported on the Ag Society summer events and derby.

203-26 Moved by Cr. Fylyshtan that the following Reports to Council as of June 9, 2026 be accepted as information:

- (a) Cr. Smith reported on Barrhead & District Social Housing activities.
- (b) Cr. Botros reported on attendance at a Bill 28 session relating to Libraries, Twinning Committee, and FCM attendance.
- (c) Cr. Kluin reported on the Accessibility Coalition and the Street Festival.
- (d) Cr. Fylyshtan reported on the Historical Society AGM and activities.
- (e) Cr. Oswald reported on the Ag Society summer events and derby.

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Community Futures Yellowhead East Board Meeting – March 19, 2026

204-26 Moved by Cr. Botros that the Minutes to Council be accepted as information and as presented.

- Community Futures Yellowhead East Board Meeting – March 19, 2026

CARRIED UNANIMOUSLY

BYLAW

ACCESS TO INFORMATION BYLAW 06-2026

Jodie Lyons, Municipal Coordinator, presented Council with Bylaw No. 06-2026, Access to Information, and to seek Council's approval through all three readings.

205-26 Moved by Cr. Sawatzky that Bylaw 06-2026, Access to Information, be given first reading.

CARRIED UNANIMOUSLY

206-26 Moved by Cr. Oswald that Bylaw 06-2026, Access to Information, be given second reading.

CARRIED UNANIMOUSLY

207-26 Moved by Cr. Fylyshtan that Bylaw 06-2026, Access to Information, be presented for third reading.

CARRIED UNANIMOUSLY

208-26 Moved by Cr. Botros that Bylaw 06-2026, Access to Information, be given third reading.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

- Cr. Sawatzky commented on a very successful and worthwhile FCM Conference.
- Mayor Assaf provided positive comments on the 90+ Birthday Celebrations at Barrhead & District Social Housing.
- Cr. Botros gave a thank you to Jodie and Gail for organizing accommodations for the FCM Conference.
- Cr. Kluin gave a shout out to the Car Show – an improvement on previous years, and the Hillcrest 90+ Birthday Celebrations at Barrhead & District Social Housing.

ADJOURN

209-26

Moved by Cr. Oswald that the Council Meeting be adjourned at 8:23 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

COUNCIL DELEGATION REQUEST

| |
|------------------------------------|
| CONTACT INFO |
| Michelle Jones, Executive Director |
| (NAME) |
| 780-791-0966 |
| (TELEPHONENUMBER) |
| mjones@albertacf.com |
| (EMAIL ADDRESS) |
| MAILING ADDRESS |
| Box 2185 |
| (STREET OR BOX ADDRESS) |
| Whitecourt, AB T7N 1P8 |
| (CITY, ALBERTA, POSTAL CODE) |

| |
|------------------------------|
| CONTACT INFO |
| (NAME) |
| (TELEPHONENUMBER) |
| (EMAIL ADDRESS) |
| MAILING ADDRESS |
| (STREET OR BOX ADDRESS) |
| (CITY, ALBERTA, POSTAL CODE) |

| |
|--|
| REPRESENTING |
| (BUSINESS, COMMITTEE, GROUP, OR BOARD) |
| COMMUNITY FUTURES YELLOWHEAD EAST |
| PLEASE INDICATE THE DATE YOU WISHTO PRESENT TO THE TOWN OF BARRHEAD COUNCIL |
| <i>Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting</i> |
| 23 June OR |
| 2026 (MONTH) (YEAR) (DAY) (MONTH) (YEAR) |
| PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION) |
| To provide scheduled update to Council on the Annual Review & Investment Readiness Survey Review and Action Plan. |
| <input checked="" type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS) |
| HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input type="checkbox"/> NO <input type="checkbox"/> DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| IF YES, PLEASE INDICATE WHAT IS REQUIRED: |
| <i>Please note: Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Town of Barrhead reserves the right not to hear such delegations.</i> |
| I/WE ACKNOWLEDGE THAT ON ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION. |
| Scheduled Update |
| SIGNED _____ DATE (MM/DD/YY) _____ SIGNED _____ DATE (MM/DD/YY) _____ |
| <i>The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 - 62A Avenue, Barrhead, AB. T7N 1A2</i> |

| | | |
|---|--|------------------|
| FOR OFFICE USE ONLY | | |
| <input checked="" type="checkbox"/> ADDED TO AGENDA | IN CAMERA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | REFERRED TO: |
| OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE? | | |
| APPROVED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | CAO'S APPROVAL As per delegation schedule | MAYOR'S APPROVAL |
| ADDITIONAL COMMENTS/NOTES: | | |

APPEARING BEFORE COUNCIL AS A DELEGATION

1. Persons or organizations wishing to appear before Council as a delegation must submit this completed form at least 5 business days prior to the date of the requested Council meeting.
2. Include all pertinent background and related documents. This information will be included in the Council agenda package for consideration. The information provided should clarify the purpose of the delegation for Council.
 - a. Delegation Request Form and related documents become part of the public record, however, only your name will be made available, and the other contact information (sensitive information will be excluded).
3. Delegations are limited to fifteen (15) minutes.
4. Delegations are to present information to Council. Council will not debate with the delegations; however, Council may have questions regarding the presentation.
5. Following your presentation, Council may choose to:
 - a. Respond directly to you if they believe they have enough information, or
 - b. Schedule Council discussion later in the same meeting or a future meeting, or
 - c. Refer the topic to a committee or to administration for additional information.

PROTOCOL WHILE AT COUNCIL

1. When asked to come forward, sit at the table provided, facing Council.
2. State your name, who you are representing and your position (i.e. manager, resident).
3. Address all remarks to the Mayor using the following phrase(s):
 - a. Your Worship
 - b. Your Worship through to Councillor (last name)
 - c. Mayor (last name)
4. You only answer to the Mayor and take questions at the permission of the Mayor.

MAKE IT A POSITIVE EXPERIENCE

1. Be consistent in your message.
2. Be patient with the process and be respectful of the formality of the process and the time allotted.
3. Be prepared for a non-answer. Council may request more information if you have not been thorough.
4. Indicate the date and time you require support, and any pertinent deadlines in relation to your request.
5. Ask about next steps.
6. Once a decision has been made, you will be contacted by the Town.

SUBMISSION INFORMATION

Completed applications may be submitted electronically to info@barrhead.ca, in person or by mail to Box 4189, 5014 50 Ave, Barrhead AB T7N 1A2. Please direct any questions to the Municipal Coordinator's office @780-674-3301 or to jlyons@barrhead.ca



Community Futures  **Annual Review 2026**

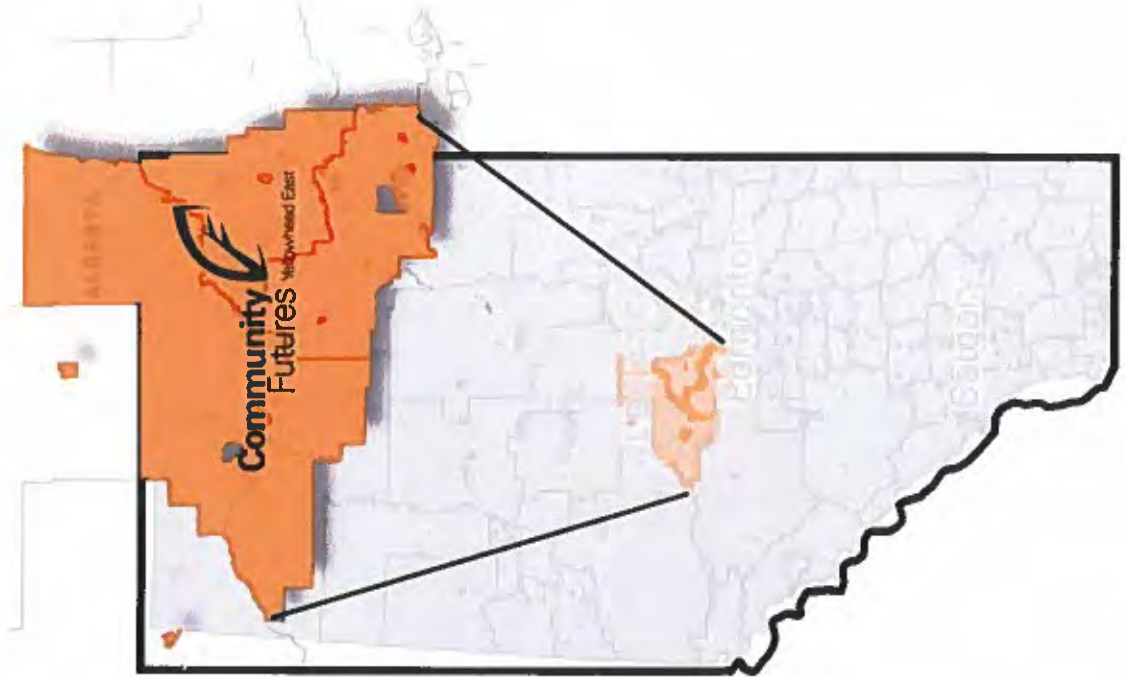
Yellowhead East

Item: 5(a) - i

**SUPPORTING BUSINESS GROWTH &
ECONOMIC DEVELOPMENT IN THE REGION**

46 Communities Served

Within 10 Municipalities

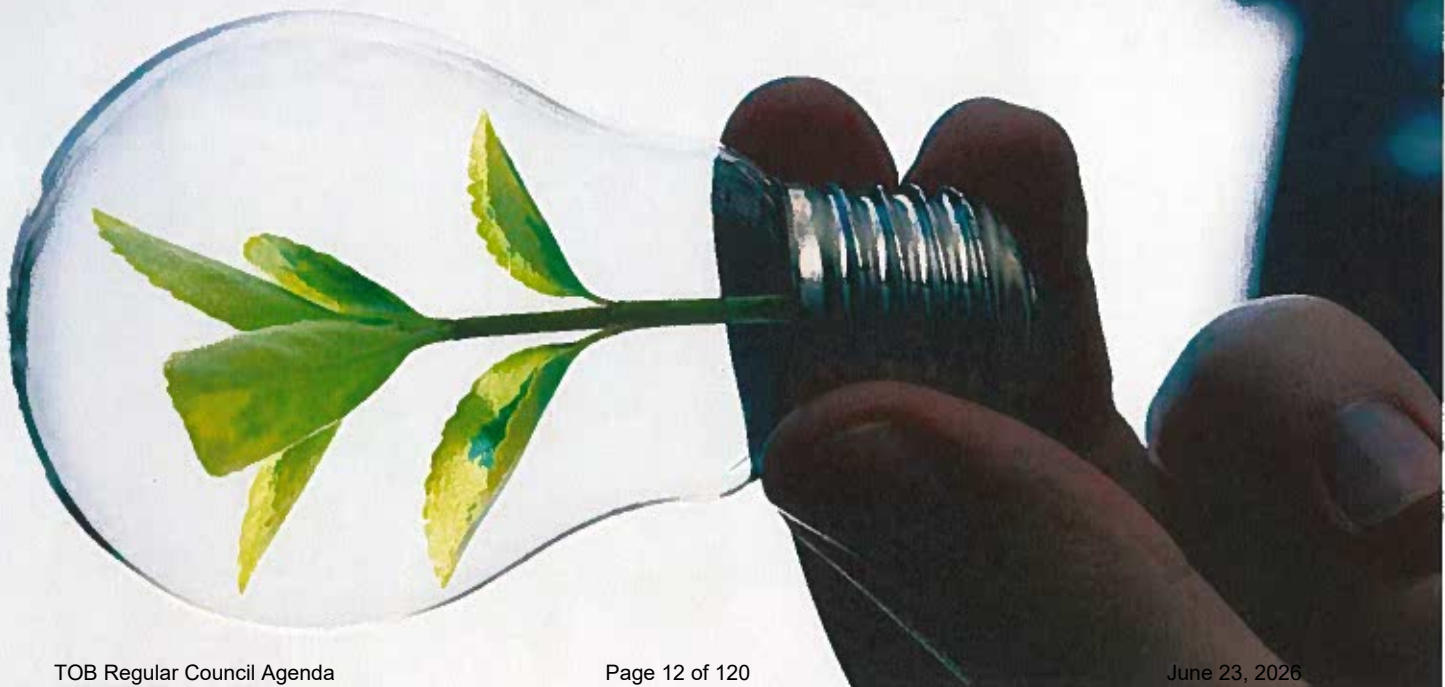


- Alberta Beach - Barrhead - Benbow - Birch Cove -
- Bloomsbury - Blue Ridge - Camp Creek - Castle Island
- Cherhill - Darwell - Fallis - Fort Assiniboine - Fox
- Creek - Glenevis - Greencourt - Gunn - Hurdy - Kaybob
- Knight - Lake Isle - Lisburn - Lombell - Lone Pine -
- Manola - Mayerthorpe - Neerlandia - Onoway - Pass
- Creek - Rich Valley - Rochfort Bridge - Ross Haven -
- Sandy Beach - Sangudo - Silver Creek - Silver Sands -
- Southview - Sunrise Beach - Sunset Point - Swan Hills
- Tiger Lily - Val Quentin - Vega - West Cove -
- Whitecourt - Windfall Junction - Yellowstone

CFYE is Part of Canada's Largest Rural Economic Development Network

We support:

- small business growth
- entrepreneurs
- community economic development
- regional collaboration
- access to capital
- training and advisory services



WHAT WE DO:

CFYE provides:

- business loans
- business coaching and advisory support
- training and workshops
- economic development projects
- regional initiatives
- support for non-profits and community groups
- facilitate strategic planning

HOW WE DO IT:

- local decision-making
- regional partnerships
- practical supports for small communities
- leveraging provincial and federal funding
- collaboration across municipalities



CFYE Board of Directors

- **Serena Lapointe**, Chairperson (*Whitecourt*)
- **Patricia MacNeil**, Vice Chair (*Woodlands County*)
- **Esther Sonnenberg**, Treasurer (*Mayerthorpe*)
- **Charmaine Botros**, - Secretary (*Barrhead*)
- **DecolynneJo Burns** (*Barteski*), IRC Chair (*Alberta Beach*)
- **Terry Kuyek**, IRC Vice Chair (*Swan Hills*)
- **Grant Johnson**, Director (*Onoway*)
- **Tyson Bergsma**, Director (*Barrhead County*)
- **Edward Gifford**, Director (*Lac Ste. Anne County*)
- **Kerri Hudson**, Director (*Fox Creek*)

CFYE Staff

- **Michelle Jones, Executive Director**
- **Matthew Hartney, Business Analyst**
- **Ian Butler, Digital Tech Service Advisor**
- **Kyrin Doyohim, Small Business Administrator & Commissioner for Oaths**
- **Tara Zeller, Regional Investment & Attraction Marketing Strategist**
- **CED, Project Coordinator (Currently Vacant)**

CFYE Regional Economic Development

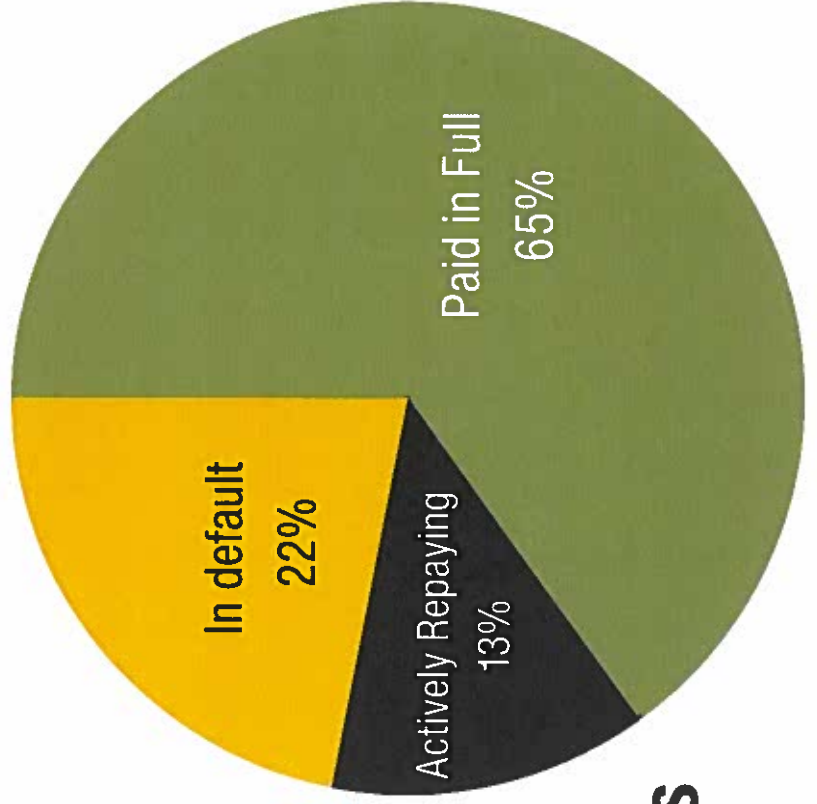
Investment Outcomes:

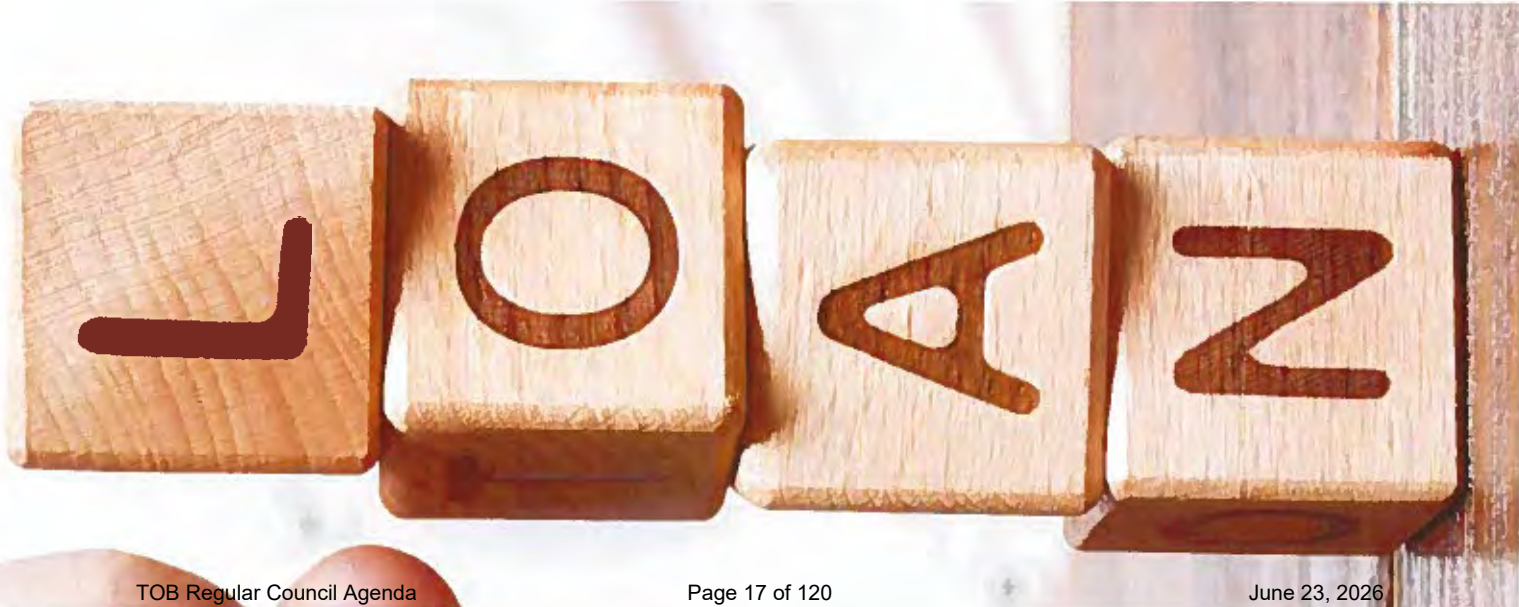
Regional Relief & Recovery Fund (RRRF)

78 Loans Approved

\$2,560,278

Invested into Regional Businesses





Other Loan Programs

CFYE provides multiple lending programs supporting entrepreneurs.

1 X Women's Loan Program

4 X Youth Loans

2 X Lines of Credit

9 X Regular Term Loans



CFYE Annual Lending Results:



Goal

MPS target

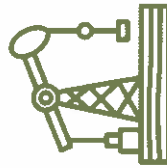
Actual results

Annual Economic Diversification Results

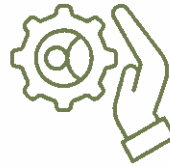
Loan distribution across sectors:



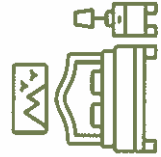
Arts, Entertainment, Recreation & Tourism (4)



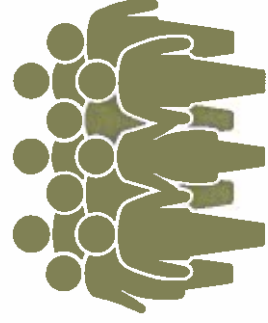
Other Services (Oil & Gas Service Businesses) (3)



Professional, Scientific, and Technical Services (4)



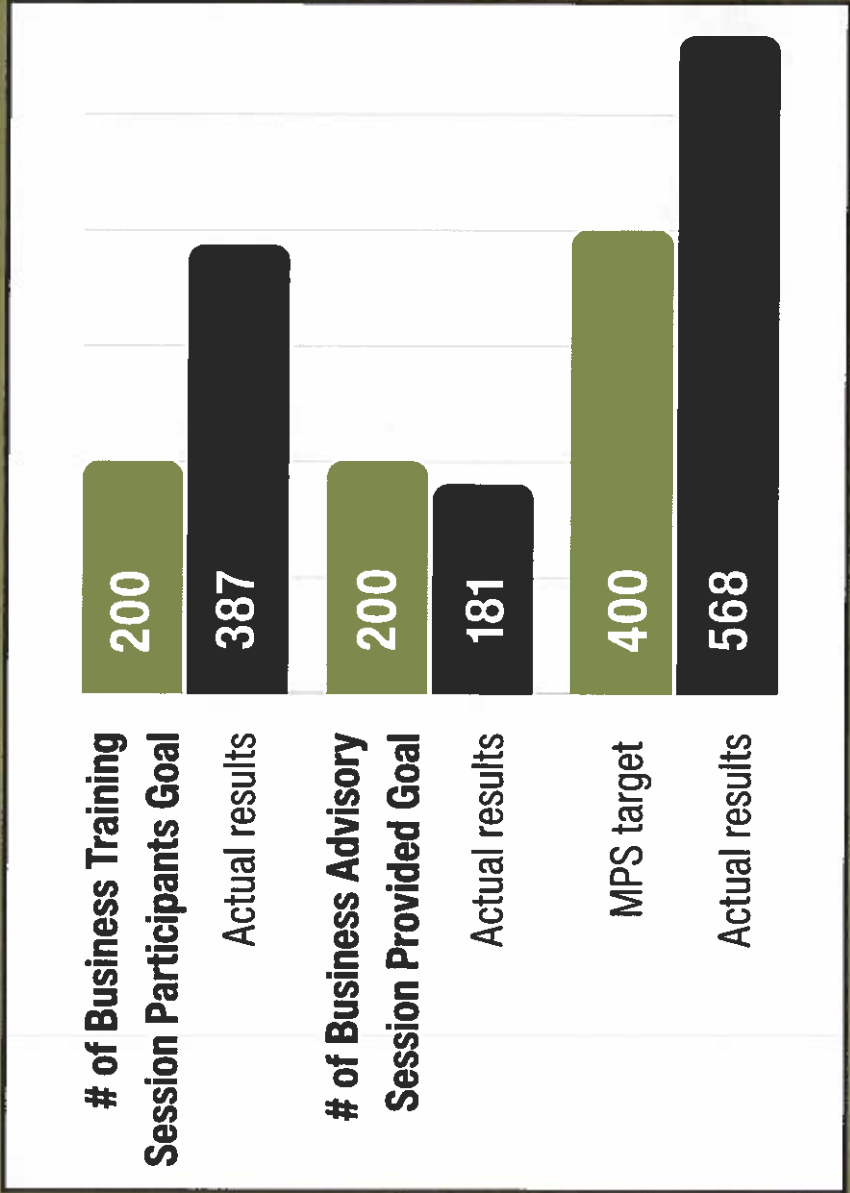
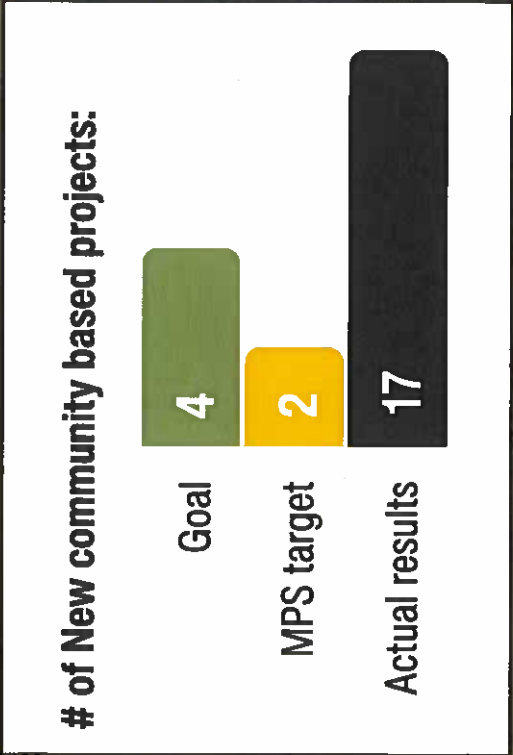
Accommodation & Food Services (5)



127 jobs created

Community Based Projects

MPS Performance Indicators:



Recent Projects Supported

- **LIFT Small Business Conference (Barrhead) - 12**
small business support & resources booths + 80 participants
- **Aspire Women in Business Conference - 40**
participants
- **Systems Business Coach Certification - 3 x CFYE**
staff trained & licensed. 150 Licenses purchased for new business training / Part of RIAMS
- **Small Business Lunch & Learns – 4 sessions**
completed in Barrhead / Barrhead County
- **Strategic Planning** facilitation for 2 organizations
- **Lemonade Day Youth Entrepreneurship Program (40**
registered to date in 10 host communities)
- **Sangudo Entrepreneur Bootcamp (upcoming)**





REGIONAL INVESTMENT AND ATTRACTION
MARKETING STRATEGY

Strengthening the Region's Local Economy

Building the foundation communities need to attract and support investment

Small Communities Are Facing New Pressures



Rising costs



Small staff teams



Seasonal economy

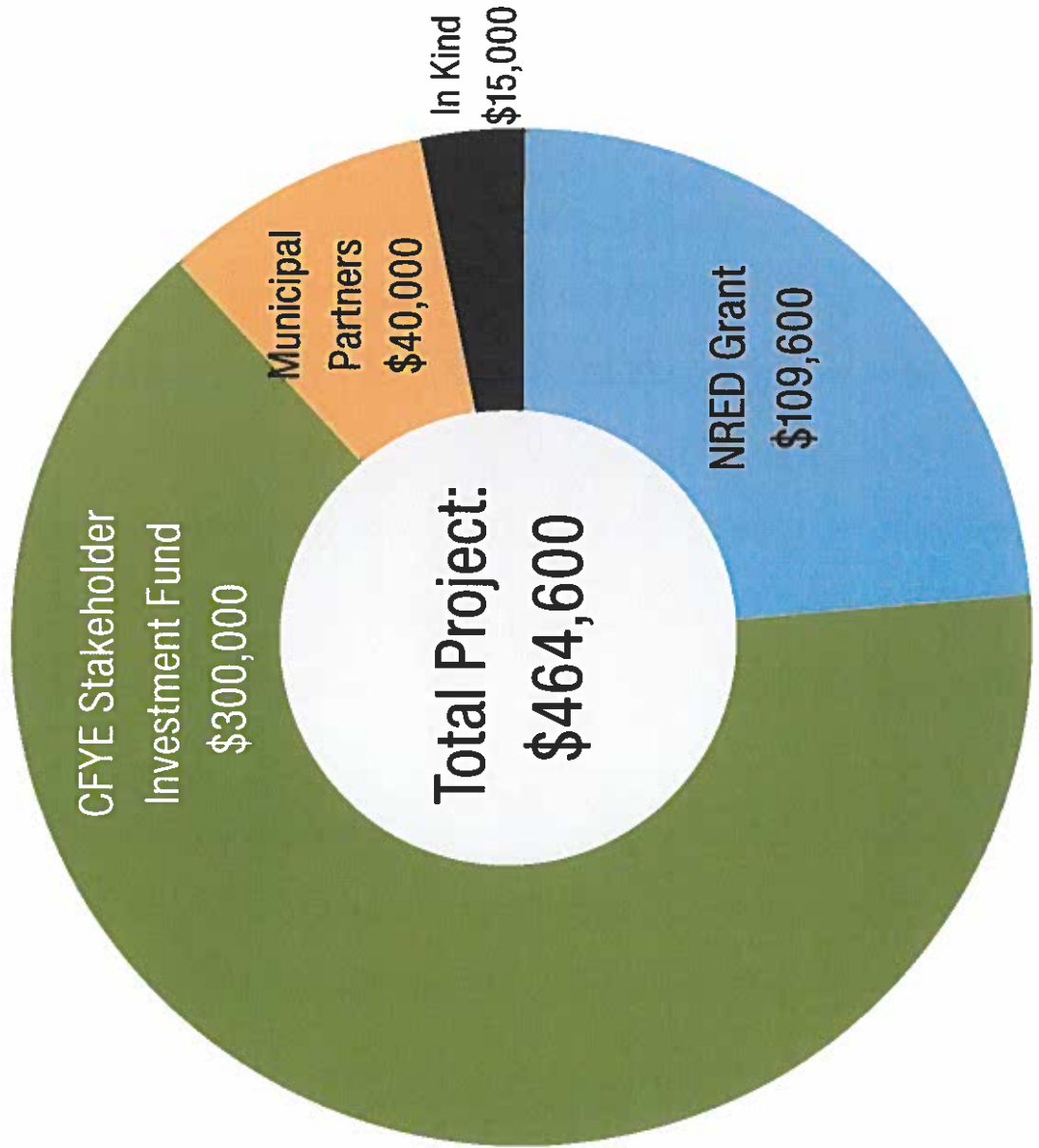


Business challenges



Limited tax base

RIAMS Financial Investment



9

Municipal Partners



Where we are at Today:

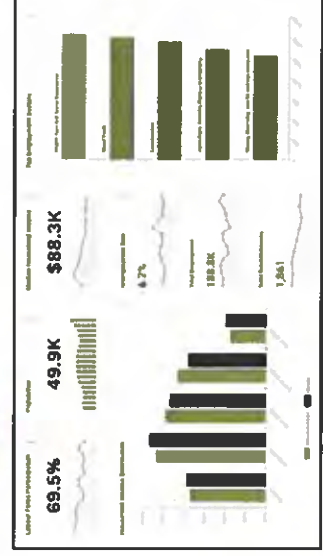
Completed:

- 9 Community Investment Readiness (CIR) assessments
- Local Intel data tools secured (regional & municipal)
- Regional collaboration established
- Monthly newsletters and communications
- Business Retention & Expansion (BR&E) project initiated



In progress:

- Regional website
- Municipal investment readiness workbooks
- Business training & engagement activities



Regional Support System



CFYE supports rural communities by:

- helping small businesses
- providing tools and programs
- strengthening local economies



RIAMS is a partnership of 9 municipalities working together for:

- business support
- investment readiness
- regional marketing
- economic intelligence
- collaboration between communities

By Utilizing our Supports, Municipalities can access:

Business support

Access to shared resources

Expertise

**Better understanding of
your local economy**

Tourism support

Investment readiness

Research + Data Tools

Marketing support



Why Support your Local Businesses?

The first priority of economic development is not attraction - it is supporting existing businesses.

Why?

Because:

- 80% of job growth comes from existing businesses
- local businesses keep money in the community
- strong businesses support the tax base



1

Protect your Tax Base

Healthy businesses = stable revenue

2

Reduce Budget Pressure

A stronger economy reduces strain on your municipality

3

Support Local Businesses

They are the backbone of your community

The Opportunity

You've already invested. Now it's about using it.

- stronger relationships with local businesses
- better understanding of the local economy
- improved investment readiness
- attracting new small businesses
- supporting the tourism economy
- protecting and strengthening your tax base
- support the growth of your community



What's Next:

Upcoming:

- continued business engagement
- implementation of CIR priorities
- regional website launch
- training and tools for municipalities
- continued collaboration across region

Future regional initiatives:

- Aspire Conference 2027 (hosted by CFYE)
- CFNA Conference Whitecourt 2027
- Continued project development



TRAINING





TOWN OF BARRHEAD INVESTMENT READINESS SURVEY REVIEW & INTERNAL ACTION PLAN

Step 1: Internal Assessment – November 2025



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Appendix A: Copy of Barrhead Community Survey

Appendix B: Copy of Barrhead CIR Assessment

PURPOSE

This internal review represents the first step on the Town of Barrhead's road to investment readiness. It combines findings from the RIAMS Community Investment Readiness (CIR) Assessment (completed in October 2025) and the Barrhead Community Survey to provide a clear internal snapshot of the Town's current capacity, opportunities, and challenges.

The purpose of this report is to identify realistic, actionable next steps that build a practical foundation for investment attraction - focusing on local opportunities that align with Barrhead's existing assets, infrastructure, and regional partnerships. This internal assessment sets the stage for the more comprehensive Investment Readiness Report & Action Plan, with future phases incorporating external validation, business engagement, and BR&E findings in 2026.

Road to Investment Readiness Steps:

- 01** **Community Summary Reports:** Each municipality will receive a summary that combines the results of their Community Survey and CIR Assessment - providing a clear snapshot of local strengths, challenges, and opportunities from an internal perspective.
- 02** **Business Retention & Expansion Review:** Next, we'll implement options for an external review through BR&E assessments to better understand local business needs and identify opportunities for growth and collaboration.
- 03** **Site Selector Comparison:** Using provincial and national investment attraction criteria, we'll compare each community's results with site selector requirements, ensuring alignment with what investors are actively seeking.
- 04** **Investment Readiness Report & Action Plan:** Finally, each municipality will receive a formal Investment Readiness Report with tailored recommendations and a clear action plan to guide future investment and development priorities.

As part of the Regional Investment Attraction & Marketing Strategy, this review also highlights how Community Futures Yellowhead East (CFYE) can support Barrhead through strategic guidance, small business attraction and retention initiatives, and regional collaboration efforts. These supports will be particularly valuable as Barrhead works to strengthen its economic base, enhance its competitiveness, and position itself for new commercial, industrial, and tourism-related investment.

This internal summary provides Barrhead with a tangible deliverable resulting from its investment in the RIAMS project - an evidence-based, municipality-driven foundation that will help guide future planning and ensure alignment with regional priorities. It reflects Barrhead's commitment to economic resilience, business friendliness, and long-term sustainable growth.

COMMUNITY HIGHLIGHTS

The Town of Barrhead is a well-established regional service hub with a diverse business base, strong agricultural roots, and a strategic location along Highway 33 and within close proximity to major transportation corridors. As a community of approximately 4,500 residents, Barrhead serves a much larger trading area, drawing workers, shoppers, and visitors from the surrounding County of Barrhead and neighbouring municipalities. This regional function supports a broad range of retail, professional, industrial, healthcare, and public-sector services that contribute to a stable and resilient local economy.

Barrhead's identity is strongly shaped by its tight-knit, safe, and community-minded culture. In a recent community survey respondents described the Town as a place of innovation and opportunity, driven by a robust agricultural economy and a growing manufacturing and ag-processing sector. Residents value that Barrhead is far enough from Edmonton to maintain its own identity, with full services, recreation, and natural amenities, yet close enough to access urban offerings when needed. A stable and open-minded Council further strengthens the Town's ability to embrace new opportunities and invest in long-term community livability.

Barrhead benefits from a strong foundation of community amenities, including K–12 schools, post-secondary connections through Northern Lakes College, health services such as the Barrhead Healthcare Centre, and a variety of recreation facilities. Residents identify Barrhead as a safe, friendly, and family-oriented community with a balanced quality of life, supported by parks, trails, sports facilities, and easy access to nearby natural amenities. The Town's agricultural heritage continues to play a significant role in community identity and supports opportunities in ag-innovation and value-added processing.

Barrhead's economy is anchored by a blend of agriculture, ag-processing, advanced manufacturing, and strong public-sector employers. The Town is home to established processors in oats and hemp, innovative manufacturers such as Neeralta Manufacturing and Barrhead Machine & Welding, and two major regional employers: Pollard Banknote's lottery production facility and Northplex, the largest modular home manufacturer in Western Canada. Healthcare and government services also play a significant role in employment and service delivery, giving Barrhead a balanced economic base that supports long-term resilience and investment attraction.

Collaboration between the Town of Barrhead and the County of Barrhead provides an opportunity to strengthen regional competitiveness, reduce duplication, and align efforts in business support, land development, and investment attraction. While inter-municipal relationships have experienced challenges in past years, both administrations maintain a positive and professional working relationship, and there is renewed opportunity (through RIAMS and beyond) to build stronger alignment and shared priorities moving forward.

As Barrhead looks to the future, the community continues to focus on supporting local businesses, diversifying its commercial and industrial base, and preparing for long-term growth in sectors such as ag-value-added processing, light manufacturing, regional tourism, hospitality, and service-based development. This internal review provides a foundation to help guide these next steps.

CURRENT READINESS OVERVIEW

The CIR Assessment indicates that the Town of Barrhead demonstrates a moderate level of investment readiness, with solid strengths in administrative capacity, community services, and regional role, but notable gaps in investment marketing, land readiness, and coordinated economic development functions. Barrhead scored 50% overall on the CIR Scorecard, with higher performance in areas such as community services and quality of life, and lower performance in marketing, BR&E practices, and investment attraction systems.

The Town benefits from strong administrative leadership, a stable business base, and a diverse set of community amenities that support both residents and regional visitors. However, similar to many smaller municipalities, Barrhead continues to face challenges related to land availability, strategic marketing, workforce shortages, and the capacity required to attract and retain new investment. These gaps, while significant, are highly addressable through improved data, targeted marketing tools, stronger BR&E engagement, and enhanced regional collaboration.

A key factor influencing Barrhead's readiness is the availability and suitability of land and buildings for new industrial, commercial, and residential development. The CIR results indicate that while utilities and servicing capacity exist, Barrhead has limited inventory of turn-key, development-ready land. Identifying attainable and marketable land options will be essential to strengthening Barrhead's position for future investors, particularly in manufacturing, hospitality, value-added agriculture, and light industrial sectors.

The Town also identified workforce shortages across multiple sectors, including skilled trades, health care, and service-based roles. Better understanding the specific workforce gaps - and coordinating with training institutions, employers, and regional partners - will be a key priority moving forward.

Feedback indicates population growth driven partly by new immigrants moving into the community, noticeable demographic shifts, and increasing demands on the housing market. Workforce shortages are particularly significant in low-wage sectors such as retail, hospitality, and restaurants, with employers reporting difficulty filling entry-level roles. Agricultural trends also show consolidation into larger farms and reduced small-family operations, contributing to shifting labour needs across the region.

The CIR assessment also highlighted opportunities to strengthen economic development systems, including updating marketing materials, developing investor-focused content, and formalizing processes such as business attraction, BR&E, and investment response protocols. Increased visibility and clear, investor-friendly information will help Barrhead compete more effectively within the northwest region.

Intermunicipal collaboration represents another area of opportunity. While historic challenges have influenced the relationship between the Town and County of Barrhead, both administrations maintain positive working connections, and there is meaningful potential to build stronger alignment around shared goals such as business support, land development, tourism, and agricultural innovation. Through RIAMS, there is an opportunity to rebuild confidence and establish neutral, practical spaces for joint planning and coordinated efforts.

Overall, Barrhead's moderate readiness level reflects a solid foundation, paired with clear opportunities to enhance investment tools, improve land readiness, strengthen stakeholder engagement, and align

regional collaboration efforts. With targeted support through CFYE and RIAMS, Barrhead is well positioned to advance toward greater investment readiness.

Town of Barrhead's Overall Readiness Level: Moderate

Key Strengths:

- ✓ **Regional Service Centre with Diverse Amenities:** Barrhead functions as a major service hub for the region, offering retail, health services, education, recreation, and administrative facilities that support both local residents and the wider trading area. The presence of the Barrhead Healthcare Centre, Northern Lakes College partnerships, K–12 schools, sports facilities, and cultural amenities adds to the Town's attractiveness for families and businesses.
- ✓ **Strong Administrative Capacity and Stable Leadership:** The Town benefits from experienced leadership and administrative capacity across core municipal functions. The CIR indicates that staff demonstrate strong responsiveness, collaborative attitudes, and a commitment to improving internal systems. Administrative processes are well organized, and the Town is viewed as approachable and supportive for business inquiries.
- ✓ **Economic Diversity and Established Employers:** Barrhead has a stable economic base with existing employers in manufacturing, agriculture, energy, healthcare, and public administration. This includes small-scale manufacturing firms, agricultural-processing businesses, and established retail and service providers. The diversity of local employers contributes to economic resilience and positions the Town for opportunities in ag-value-added processing and light-industrial expansion.

Identified Gaps:

- **Limited Dedicated Economic Development Capacity:** economic development responsibilities are currently managed "off the side of the desk," with funding for a full-time position planned for 2026.
- **Limited Development-Ready Land & Building Inventory:** Barrhead currently faces a shortage of market-ready commercial and industrial land, as well as a limited supply of available buildings for new or expanding businesses. While utilities and servicing capacity are strong, the Town needs clearer identification of price-appropriate, development-ready, and realistically marketable parcels to effectively respond to investors and site selectors.
- **Gaps in Investment Marketing & Online Presence:** Existing economic development content (particularly online) is limited and not investor-focused. Key information such as available land, local success stories, industry profiles, and workforce data is not easily accessible. This reduces Barrhead's competitiveness when external investors or site selectors conduct their initial research.
- **Need for Updated Investment Profile & Community Data Tools:** The Town currently lacks a consolidated, up-to-date Community Investment Profile or investor-ready package. This makes it challenging to provide consistent information to prospective businesses and funding partners and to participate effectively in regional marketing

- ✓ **High Quality of Life and Community Identity:** A recent survey indicates that residents value Barrhead's small-town feel, friendliness, safety, affordability, and amenities. Parks, trails, recreation facilities, and community programs contribute to a welcoming atmosphere that supports population stability. These community attributes are important factors in workforce attraction and business retention.
 - ✓ **Collaboration at the Administrative Level:** While there are long-standing challenges in political alignment between the Town and County, administrative staff maintain a positive working relationship and collaborate effectively on operational matters. This provides a practical starting point for future collaboration, regional marketing initiatives, and coordinated economic development efforts.
 - ✓ **Strong Servicing Infrastructure and Growth Capacity:** Utilities, water, sewer, and road networks are well maintained and capable of supporting additional development. This servicing readiness is an advantage for future investment, particularly when matched with improved land identification and marketing efforts.
- campaigns.
 - **Workforce Shortages Across Multiple Sectors:** CIR results and survey feedback indicate workforce gaps particularly in trades, health care, and service-based roles. Clarification is needed on where shortages are most acute and what supports - training, attraction, housing - are required to improve labour force stability.
 - **Housing Availability and Diversity:** Feedback highlights growing pressure on the housing market due to population change and workforce movement. Limited rental and entry-level ownership options may constrain labour attraction and future investment interest.
 - **Limited Coordination of Business Retention & Expansion (BR&E) Practices:** While Barrhead maintains strong relationships with local businesses, there is an opportunity to develop a more structured approach to BR&E. Formalizing business visits, succession planning supports, and follow-up protocols would help identify expansion opportunities and ensure consistent engagement.
 - **Opportunity to Strengthen Town/County Alignment:** The CIR assessment notes long-standing challenges in political alignment between the Town and County of Barrhead. While administrative relationships are positive, strengthened collaboration, particularly in land development, tourism, business support, and workforce planning, would significantly improve regional competitiveness. Neutral, structured collaboration through RIAMS provides an opportunity to re-establish shared priorities.

Opportunities:

Based on recent community survey input, CIR findings, and Barrhead's existing economic base, several opportunities have been identified to strengthen the Town's overall investment readiness and support long-term economic growth. These opportunities reflect both Barrhead's internal capacity and its role as a regional service centre.

- **Light Industrial and Manufacturing Growth:** Barrhead's existing manufacturing base, servicing capacity, and highway access create strong potential for additional light industrial development. Opportunities exist in modular construction, fabrication, repair services, agricultural-related manufacturing, and value-added processing. Expanding this sector would diversify the tax base and support local employment. The survey also identified new opportunities tied to the Town's modular construction supply chain (Northplex) and growth in agricultural plastics, hemp, oats, and natural pharma processing (Balchem/GFR Ingredients).
- **Value-Added Agriculture & Ag-Innovation:** Given Barrhead's agricultural roots and proximity to producers, there is potential to attract or expand businesses involved in food processing, ag-innovation technologies, feed production, controlled-environment agriculture, and related supply-chain services. There is also growing interest in expanding hemp, oats, and other ag-value-added niches. Partnerships with producers, ag-tech companies, and regional champions could further accelerate ag-innovation and food processing opportunities.
- **Retail, Service, and Hospitality Expansion:** Barrhead serves a large regional trading area and continues to attract visitors for health services, events, recreation, and agriculture-related travel. Opportunities exist for new restaurants, specialty retail, automotive and equipment services, and accommodation or hotel development—particularly as the Town completes its hotel feasibility study. These findings will play an important role in guiding hospitality investment and supporting tourism and event-related visitation.
- **Potential Business Incubator or Small-Scale Innovation Hub:** CIR discussions and survey input highlighted interest in supporting entrepreneurship, micro-enterprise development, and small-scale manufacturing. There is potential to explore an incubator or innovation hub—potentially in the former Alberta Distance Learning Centre (ADLC) building—to support early-stage businesses, small manufacturers, and home-based entrepreneurs ready to scale. This aligns well with CFYE supports in training, financing, and coaching.
- **Downtown Revitalization & Community Aesthetics:** Enhancing the downtown through façade improvements, streetscape upgrades, coordinated branding, and event activation would strengthen Barrhead's investment image. A more vibrant downtown supports resident attraction, tourism, and small business growth while reinforcing the Better in Barrhead placemaking campaign.

- **Tourism & Visitor Economy Development:** Barrhead's recreation amenities, agricultural heritage, and proximity to lakes, trails, and regional attractions provide opportunities to strengthen tourism-related investment. New regional tourism associations—such as the North of 16 initiative—are creating momentum for collaborative marketing, experience development, and event elevation. Opportunities also exist to expand fairs, festivals, and community events into larger regional attractions, supporting hospitality, retail, and local businesses.
- **Regional Collaboration through Town/County Alignment:** Despite historical challenges, both municipalities share economic goals related to business support, workforce attraction, and land development. RIAMS provides a neutral platform to rebuild shared priorities and explore coordinated marketing, business engagement, and regional opportunity identification.
- **Leveraging CFYE and Regional Partners for Business Support:** Barrhead can benefit from enhanced engagement with CFYE programs (loans, training, coaching, and succession planning) to strengthen the local business ecosystem. Increased visibility of these supports can help retain existing businesses, promote expansion, and support new entrepreneurs entering the market.



Photo: wikipedia

Priority Sectors for Attraction:

Based on Barrhead's existing economic strengths, infrastructure capacity, regional role, and emerging market potential, the following sectors represent key areas where the Town is best positioned to attract new investment and support sustainable economic growth.

1. **Light Industrial & Manufacturing** - Barrhead's strong manufacturing presence, servicing capacity, and transportation access make it a natural fit for additional industrial investment. Priority subsectors include:
 - a. fabrication and metalwork,
 - b. modular and prefabricated construction (building on Northplex's supply chain)
 - c. component manufacturing
 - d. ag-related equipment production, and
 - e. repair and industrial service operations

2. **Value-Added Agriculture & Ag-Food Processing** - As a regional agricultural hub, Barrhead is well positioned for growth in ag-processing and ag-innovation. Priority areas include:
 - a. oats and hemp processing
 - b. feed and grain-related production
 - c. ag-tech and controlled-environment agriculture
 - d. agricultural plastics (e.g., film, wrap, or molded components), and
 - e. supply-chain services supporting primary producers

3. **Retail, Service, and Hospitality** - With a large regional trading area and consistent visitation related to healthcare, sports, recreation, and agriculture, Barrhead has strong potential for expanded retail and service offerings. A hotel or hospitality development remains a high-potential opportunity - supported by the Town's hotel feasibility study - and could align with:
 - a. sports tourism
 - b. agricultural events
 - c. regional travel patterns, and
 - d. enhanced community festivals and events

Additional opportunities exist for restaurants, specialty retail, and automotive/equipment services.

4. **Health, Wellness, and Community Services** - Barrhead's healthcare facilities, seniors' services, and recreation amenities create opportunities for expanded personal services and community-focused enterprises, including:
 - a. allied health providers
 - b. wellness and therapeutic services
 - c. early childhood programs, and
 - d. recreation and lifestyle offerings

These sectors support community well-being and reinforce Barrhead's attractiveness for families and workforce talent.

5. **Tourism, Recreation, and Visitor Experiences** - The Town's natural assets, trail networks, sports facilities, events, and agricultural character all create opportunities for tourism growth. Potential areas include:
 - a. outdoor recreation services
 - b. guided and seasonal tourism experiences
 - c. sports tourism enhancements
 - d. agritourism, and
 - e. hospitality-linked tourism offerings tied to regional attractions

This aligns with work underway through regional tourism organizations such as the North of 16 initiative.

6. **Entrepreneurship & Small-Scale Innovation** - Interest highlighted through the CIR assessment indicates potential for:
 - a. a business incubator or innovation hub (e.g. repurposing the former ADLC building)
 - b. micro-manufacturing
 - c. home-based business expansion, and
 - d. maker or fabrication spaces

ECONOMIC DEVELOPMENT SUPPORT

Community Futures Yellowhead East is a long-standing partner in regional and community economic development, providing hands-on support to municipalities, organizations, and small businesses across the region. Barrhead's participation in the RIAMS initiative builds on this relationship and opens new opportunities to strengthen investment readiness, enhance business engagement, and support strategic growth projects.

Through its broad economic development mandate, CFYE helps communities build stronger local business environments, improve investment attraction capacity, and foster regional collaboration. Based on Barrhead's strengths, priorities, and CIR findings, CFYE can support the Town in the following key areas:

Key areas of support for Barrhead include:

1. **Regional Collaboration & Strategic Economic Development Support** - CFYE can work with both the Town and County of Barrhead to identify shared opportunities, facilitate neutral discussions, and rebuild regional alignment. This includes supporting strategic planning processes, hosting stakeholder roundtables, and helping define joint priorities in manufacturing, tourism, land development, and value-added agriculture.

2. **SME Attraction, Retention & Succession Planning** - Barrhead's strong entrepreneurial base and growing number of new business licences create opportunities for business development and succession planning. CFYE can provide:
 - a. small business loans
 - b. 1:1 coaching and training workshops
 - c. business planning and feasibility guidance
 - d. succession planning tools to retain local ownership

3. **Business Resilience, Emergency Preparedness & Economic Recovery** - CFYE offers continuity planning tools, emergency preparedness templates, and disaster recovery support to help local businesses prepare for unexpected disruptions. This is particularly relevant for ag-processing, manufacturing, and home-based businesses that rely on stable operations. Strengthening business resilience aligns with Barrhead's goal of building a stable and competitive business environment.

4. **Entrepreneurship & Innovation Support (Incubator Potential)** - CIR discussions highlighted interest in exploring a business incubator or micro-enterprise hub - potentially within the former Alberta Distance Learning Centre (ADLC) building. CFYE can support Barrhead by assessing feasibility; identifying operating models; aligning incubator programming with CFYE training and loans; supporting early-stage entrepreneurs and home-based businesses seeking to scale.

5. **Industrial, Manufacturing & Ag-Value-Added Expansion Support** - Given Barrhead's strong economic base in modular construction, ag-processing fabrication, and plastics/industrial services, CFYE can support targeted sector outreach; investor-ready materials; supply-chain mapping; and business development workshops tailored to value-added and manufacturing sectors.

6. **Hotel Study Follow-Through & Hospitality Investment Readiness** - As the Town completes its hotel feasibility study, CFYE can help with investor outreach and pitch materials, packaging data and value propositions for prospective developers, identifying funding programs that support hospitality and tourism development.

7. **Event Strategy & Tourism Experience Development** - CFYE can support the Town's goal of elevating community events by helping design event enhancement strategies, explore funding or partnership opportunities, align with broader tourism initiatives such as North of 16, and build stronger linkages between events, local businesses, and visitor spending.

INVESTMENT READINESS PRIORITIES

Barrhead aims to strengthen its capacity for attracting light industrial, value-added agriculture, commercial services, and hospitality investment to diversify its tax base, support job creation, and reinforce its position as a regional service hub. Addressing key challenges such as development-ready land, workforce shortages, and coordinated marketing will be essential to supporting this growth. Many of these priorities can be advanced through stakeholder roundtables, strategic planning sessions, and collaborative efforts with regional partners and economic development organizations.

To continue building on the momentum established through this RIAMS internal assessment, the following recommended priorities have been identified. These initiatives reflect opportunities to enhance internal readiness, strengthen local business engagement, and support Barrhead's participation in coordinated regional investment attraction efforts.

Key Priorities:

- **Participate in the RIAMS external review** through a detailed Business Retention & Expansion assessment to get new details on business needs, identify succession and expansion opportunities, and validate internal findings
- **Ensure active stakeholder engagement in upcoming RIAMS regional marketing initiatives** to increase visibility, promote Barrhead's development opportunities, and benefit from shared regional campaigns and materials
- **Promote CFYE programs and supports to local SMEs** through newsletters, social media, and direct outreach - encouraging participation in small business loans, training, coaching, and succession planning opportunities that address commercial gaps
- **Develop and maintain a community investment profile and property inventory** to support investor inquiries and improve visibility of development-ready opportunities for manufacturers, value-added ag businesses, service providers, and hospitality investors
- **Facilitate strategic roundtable discussions** with regional training institutions, employers, developers, and agricultural partners to address ongoing workforce shortages and identify opportunities for aligned training and housing initiatives
- **Enhance investment-focused content on the Town's website** using RIAMS-provided templates, tools, and data resources to improve Barrhead's online presence and investor-readiness
- **Continue exploring opportunities for downtown revitalization, façade improvements, and community aesthetics** that strengthen Barrhead's appeal for businesses, residents, and visitors

ACTION PLAN

| Focus Area | Action | Lead / Partners | Timeline | Expected Outcome |
|--|--|---------------------------------------|----------|---|
| Land & Property Inventory | Compile a detailed list of development-ready and potential future parcels (commercial, industrial, residential), including size, servicing, zoning, ownership, and price range. Convene a stakeholder roundtable with realtors, landowners, CFYE, and regional partners to explore strategies for improving marketability and promoting available land. Make the final inventory available internally (Administration, Council, CFYE, RIAMS) and publicly through the Town's website and investor materials. | Administration, Realtors, CFYE, RIAMS | Q1 2026 | A clear, accessible property inventory to support investor inquiries and align with regional marketing efforts. |
| Community Investment Profile | Develop an investment-focused community profile summarizing demographics, workforce data, land availability, key sectors, and community amenities. Utilize RIAMS templates, regional data, and CFYE assistance for design and formatting to ensure consistency across the region. | CAO, CFYE, RIAMS | Q1 2026 | A professional, investor-ready profile to support lead generation and regional marketing campaigns. |
| SME Engagement & Retention | Conduct a Business Walk and/or strategic stakeholder roundtable to connect with local SMEs, identify retention and succession needs, understand supply-chain gaps, and gather data to support BR&E planning. Use findings to refine business support priorities. | CFYE, Chamber, CAO | Q1 2026 | Stronger relationships with SMEs, clearer insight into expansion opportunities, and improved succession planning. |
| Tourism & Hospitality Development | Use the hotel feasibility study results to support investor outreach, identify market gaps, and integrate tourism assets into regional marketing initiatives. | CAO, RIAMS, Tourism Partners | 2026 | Improved hospitality investment readiness |
| Business Licensing Data Integration | Leverage the business licensing program to formalize a business database to support BR&E, succession, and sector gap analysis. | Administration | Q1 2026 | Greater business supports |

| | | | | |
|--|--|---|---------|---|
| Marketing & Visibility | Ensure active stakeholder engagement in RIAMS regional marketing initiatives to elevate Barrhead's visibility, promote economic opportunities, and leverage shared regional campaigns. Refresh the Town's investment-related web content and develop a "Why Barrhead" information sheet using RIAMS templates and tools. | RIAMS, CAO, CFYE | Q1 2026 | Improved online presence and consistent messaging aligned with regional investment attraction efforts. |
| Promote CFYE Programs to Local SMEs | Actively promote CFYE's small business loans, training programs, coaching supports, and succession planning services through newsletters, social media, business visits, and direct outreach. Encourage participation to strengthen local businesses and fill commercial gaps. | CFYE, Town Communications, Chamber | Ongoing | Increased SME engagement, stronger local business resilience, and improved community investing environment. |
| Workforce & Housing Collaboration | Facilitate strategic roundtable discussions with regional training institutions, major employers, the County, and developers to address labour shortages, identify targeted training needs, and explore housing partnership opportunities tied to sector growth. | CFYE, Council, Employers, Developers, Training Partners | Ongoing | Improved alignment on workforce strategies, clearer understanding of housing needs, and support for long-term staff attraction. |
| Policy & Readiness Review | Review land-use bylaws, development processes, business licensing, and communication materials to ensure they are clear, business-friendly, and accessible online. Identify areas where transparency and efficiency can be enhanced. | Administration, Council | Ongoing | Streamlined, investor-friendly policies and processes that support development and improve confidence. |


CONCLUSION & NEXT STEPS

This internal summary provides the Town of Barrhead with a clear and organized picture of its current investment readiness, highlighting strong fundamentals, a highly engaged business environment, and meaningful opportunities for long-term economic growth.

The Town’s established strengths in manufacturing, agriculture, ag-processing, and public-sector services—combined with growing entrepreneurial activity and new industry interest—position Barrhead favorably for future investment attraction. At the same time, key areas such as business data collection, land information, investor-ready materials, workforce challenges, and coordinated marketing require focused attention to move from “moderately strong readiness” to “high readiness” in 2026.

The next phase of RIAMS will shift from internal assessment to external validation, business engagement, and strategy development. This work will help refine investment priorities, prepare investor-facing materials, and support Barrhead’s upcoming strategic plan, hotel feasibility study follow-through, and exploration of new opportunities such as an incubator model for the former ADLC building. Community Futures Yellowhead East will continue to support Barrhead through business engagement, BR&E preparation, strategic planning discussions, and targeted tools for manufacturing, ag-value-added, entrepreneurship, and regional tourism development.

Next Steps will include:

- 
- 01 **Community Summary Reports:** Each municipality will receive a summary that combines the results of their Community Survey and CIR Assessment - providing a clear snapshot of local strengths, challenges, and opportunities from an internal perspective.
 - 02 **Business Retention & Expansion Review:** Next, we’ll implement options for an external review through BR&E assessments to better understand local business needs and identify opportunities for growth and collaboration.
 - 03 **Site Selector Comparison:** Using provincial and national investment attraction criteria, we’ll compare each community’s results with site selector requirements, ensuring alignment with what investors are actively seeking.
 - 04 **Investment Readiness Report & Action Plan:** Finally, each municipality will receive a formal Investment Readiness Report with tailored recommendations and a clear action plan to guide future investment and development priorities.

- **Business Retention & Expansion (BR&E) Review:** Participate in an external BR&E assessment to validate internal findings, identify expansion and succession opportunities across manufacturing, ag-processing, trades, retail, and services, and gather detailed input from local businesses.
- **Site Selector Comparison:** Compare Barrhead’s internal readiness results against provincial and national site selector criteria to determine where updated land information, marketing materials, or sector data are needed to strengthen investor competitiveness.
- **Investment Readiness Report & Action Plan:** Develop a formal report with tailored recommendations, measurable goals, and clear priority actions to guide future investment attraction, land readiness, business support, and regional collaboration efforts.

- **Hotel Feasibility Study Implementation:** Begin preparing investor-ready materials and outreach strategies to support the next phase of hospitality investment, leveraging CFYE as needed.
- **Incubator / ADLC Building Exploration:** Evaluate options for a small business incubator or shared innovation hub aligned with CFYE programming, local entrepreneurship trends, and manufacturing/processing supply-chain opportunities.
- **Strengthen Town/County Alignment:** Use RIAMS as a neutral platform to identify shared priorities, reduce duplication, and strengthen collaborative work in marketing, tourism, business support, and land development.

By moving forward with these next steps, the Town of Barrhead will continue to build on its strengths, elevate its investment readiness, and position itself as a proactive, business-friendly, and collaborative regional centre. With continued support from Community Futures Yellowhead East and strong local leadership, Barrhead is well placed to pursue sustainable growth, strengthen local industries, and attract new opportunities in 2026 and beyond.

INFORMATION & FOLLOW-UP ITEMS

To guide upcoming conversations and ensure the forthcoming **Investment Readiness Report & Action Plan** reflects accurate and up-to-date information, please review and provide updates or feedback on the following items:

- Clarify current workforce challenges** - Identify which sectors are experiencing the most significant workforce shortages (e.g., trades, health care, service-based roles, agriculture, manufacturing) to help align future training and attraction initiatives.
- Confirm available and potential development sites** - Provide any updates on land availability, private landowner interest, price barriers, or potential collaboration with the County or regional partners on future land development.
- Provide updates on recent or upcoming economic development initiatives** - Share any new projects, proposals, or council priorities that have emerged since the CIR assessment (e.g., hotel opportunities, downtown revitalization concepts, ag-value-added interest, industrial development inquiries).
- Identify local business support needs** - Confirm whether Barrhead would benefit from additional support through CFYE programs such as small business loans, training, coaching, succession planning, or business resilience and recovery programs.
- Review marketing and communications alignment** - Identify opportunities to integrate the Town's economic development messaging, land information, or business support content into

upcoming RIAMS regional marketing initiatives.

- Explore Town–County collaboration opportunities** - Identify areas where strengthened coordination with the County may support shared economic goals (e.g., land development, tourism, ag-innovation, workforce attraction). RIAMS can assist by providing a neutral forum for strategic discussions.

APPENDICES:

Appendix A: Copy of Barrhead Community Survey

Appendix B: Copy of Barrhead CIR Assessment

RIAMS COMMUNITY INFORMATION

Please answer the following questions and return to tara@tarazeller.ca by August 15, 2025. If you have any questions, please reach out.

Municipality Name:

Town of Barrhead

COMMUNITY & ECONOMIC PROFILE

1. What do you want people to know or feel when they think about your community?
(What makes it unique or stand out in the region?)

Tight knit safe community with innovation and opportunity. What drives us is Agriculture primarily, with Ag processing and manufacturing starting to take good seed in the community. As well, we are far enough from Edmonton to be our own entity with full services and recreation (and GREAT natural capital) but close enough to enjoy cultural and shopping amenities if needed. Last, we've got a great stable Council that is open and willing to look at unique opportunities and invests in the community to make it more livable.

2. What are your community's core economic drivers right now?
(Sectors, industries, major employers?)

Ag and Manufacturing. Some value added Ag processing including oats and hemp, then secondary with things like Neeralta Manufacturing, etc.. Healthcare/government services is a big second! Manufacturing includes AG and non Ag (Pollard Banknote/Lottery ticket plant, and Modular Home Manufacturing/Northplex/Largest in western Canada!) as well we have many entrepreneurs service manufacturing in their own way (Neeralta Manufacturing, Barrhead Machine and Welding) cabinets, etc.

3. Have you seen any recent shifts in population, business activity, or workforce trends?
(Growth, decline, aging population, new entrepreneurs?)

Growth, though unquantified, seen with immigration coming to community, change in the faces, and housing shortages lead us to believe there are more people in the community. Business temperature also suggests we have labor shortages, hard to place in low wage positions, including retail, restaurant, hotel areas. As well, farms are expanding larger, with

fewer small family farms. A lot of people got out of cattle, too much fluctuation, and now prices are heading up up up.

INVESTMENT READINESS & ECONOMIC DEVELOPMENT

4. What types of businesses or industries would you like to attract to your community? *(Are there gaps you'd love to fill?)*

Good question! Supporting tourism would be one, getting more visitors to the area and into town. Hotel study is in the works, as well as the competing tourism associations, historical society/museum, Nw of 16, etc. More manufacturing, and value added processing! We've talked about hemp, ag, supply chain for modular home place, Ag plastics as some options. Natural pharma also processes in Barrhead and we're advocating for an expansion with the existing company. (Balchem recently took over GFR Ingredients) Incubators have been discussed as a possibility in the Alberta Distance Learning Center building.

5. What economic development initiatives are currently underway or planned? *(Any projects, studies, or strategies we should be aware of?)*

Housing strategy just complete, tourism associations getting up and running, Hotel Study to be complete shortly, we'll be redoing our Strat plan for the Town shortly. MDP and LUB review likely for 2026.

LIFT conference & tradeshow, Nov 6, 2026, Career Fair March 2027, Event elevation is another target– ie: festival status, make things like the fair and Canada Day BIG events, not just small ones. Cultural Center possibility (merging art club, museum, libraries and apartment complex, Better in Barrhead campaign ongoing.

6. Are there challenges or barriers your municipality faces when trying to attract or retain investment?

(Infrastructure, broadband, housing, red tape, perception, etc.)

Housing is something that recently came up, that's a big one. Connectivity is being tackled, recent did some infrastructure investment in broadband, and that's helped, new towers coming also.

Labor is something else, although usually if they build it they will come - as we are fairly close to Edmonton.

PARTNERSHIPS & CAPACITY

7. Who typically leads or supports economic development in your community?

(Dedicated staff, council, regional partners, committees?)

Mix of staff and council. For municipal it's been me for a long time for both county and town.

Council has 'ideas' or things they've heard but its up to admin to carry through. School is great, CFYE and chamber to a degree although our chamber needs some help!!

8. What kind of support or resources would make the biggest difference to your community's economic growth?

(Funding, capacity building, regional marketing, investment tools?)

All of the above! I think we have capacity knowledge wise but need some leadership and dedicated projects to follow through. You know when you sign up, someone leads workshops or tools and gets it rolling? (accountability time! LOL)

VISION & OPPORTUNITIES

9. If everything went right in the next 5–10 years, what would your ideal vision for the community look like?

(What kinds of changes, growth, or accomplishments would you be celebrating?)

Moderate growth, fill up Beaver brook (housing) and add some commercial and light industrial assessment. And keep main street viable.

10. What do you hope to get out of the RIAMS project over the next 3 years? Locally and Regionally?

(any specific projects you hope the Marketing Strategist position can help your municipality with?)

Some leadership, project ideas, keep things rolling and get people connected in best practices for the region. Some solid wins.

Anything else you want to share?

Thanks you for taking this on – hope I am able to support you as much as possible in getting where you need to go!

CIR Questionnaire

| Category | Question | Response | Score |
|---|---|-------------------|-------|
| Organizational Capacity | Does your municipality have a dedicated economic development staff member(s) to deal with economic development matters? | Needs Improvement | 0.5 |
| | Does your municipality support a dedicated community economic development committee or agency? | No | 0 |
| | Does your council provide a separate budget for economic development? | No | 0 |
| | Are economic development staff provided training and do they understand how to deal with economic development and business-related inquiries (e.g., approvals, land/building inventory, prices/contracts, taxes, utilities/capacity, incentives, workforce data)? | Needs Improvement | 0.5 |
| | Are economic development staff knowledgeable about land use planning, permitted/conditional uses, and the planning/development approvals process? | Needs Improvement | 0.5 |
| | Do economic development staff have experience with successfully attracting business investment (start-ups, expansions, attraction) OR has the municipality used private-sector economic development consultants to attract business investments? | No | 0 |
| Liaising with Existing Business Community | Do economic development staff and land use staff work collaboratively on any business-related proposals or applications? | Yes | 1 |
| | Does your economic development staff meet with local business-people and business organizations on a regular basis to talk about business needs and future plans? (e.g., Breakfast meetings, Chamber of Commerce) | Yes | 1 |
| | Does the economic development agency and/or staff actively promote entrepreneurship and provide support to local entrepreneurs? | Yes | 1 |
| | Does your municipality have an economic development strategic plan that includes business investment priorities? Is the plan current and regularly updated? | No | 0 |
| Business Investment Plan | Is your economic development agency/staff aware of existing provincial and federal economic development programs, services and contacts? | No | 0 |
| | Does your municipality partner with neighbouring communities or local/regional groups on business investment initiatives (e.g., regional economic development agency)? | Yes | 1 |
| Community Profile for Investors | Does your community have an investment profile targeted to business investors? | Needs Improvement | 0.5 |
| | Does the profile include: name, address, phone number, email of the local ED contact who handles all investment inquiries? | No | 0 |
| | Does the profile include: demographic profile including age, education, labour force, and education data? | No | 0 |
| | Does the profile include: list of businesses and major employers? | No | 0 |
| | Does the profile include: information and maps on available land and real estate, including costs, tax incentives, shovel-ready advantages? | No | 0 |
| | Does the profile include: summary of utility (sewage, water, waste disposal, gas, electricity) capacity and costs? | No | 0 |
| | Does the profile include: maps and information on local and regional transportation networks (e.g., airports, highways, railways)? | No | 0 |
| | Does the profile include: list of local community organizations, including business groups? | No | 0 |
| | Does the profile include: an overview of economic development strategies? | No | 0 |
| | Does the profile include: testimonials from local business success stories? | No | 0 |
| Does the profile include: overview of quality of life, including cost of living data? | No | 0 | |

| | | | |
|--|---|-------------------|-----|
| | Is the investment profile reviewed and updated regularly (every 3–6 months to ensure current land/building availability)? | No | 0 |
| | Is the profile available and easily found on the municipal website or a community/regional investment website? | No | 0 |
| Industrial and Commercial Land Inventory | Does your municipality maintain an accessible inventory of available industrial and commercial properties? | Yes | 1 |
| | Is the inventory updated regularly in partnership with real estate brokers? | Yes | 1 |
| | Does the land inventory include zoning, price, size, taxes, utilities and owner/contact information? | No | 0 |
| | Does the inventory include property/building details (size, age, condition, features, costs)? | No | 0 |
| Investment Attraction Marketing | Is your community part of a local or regional investment marketing team? | No | 0 |
| | Has your community or regional team prepared an investment marketing plan? | No | 0 |
| | Does your team participate in trade shows, missions, or advertise in trade media? | Needs Improvement | 0.5 |
| | Can economic development (or designated) staff quickly and appropriately answer questions about development (e.g., land use plan, zoning, utilities, infrastructure, available land, incentives, etc.)? | Yes | 1 |
| Site Selectors & Investment Inquiries | Is the ED contact aware of site selection requirements of target industries? | Needs Improvement | 0.5 |
| | Is the ED contact familiar with protocols for site selectors (confidentiality, visits)? | Yes | 1 |
| | Is the community aware of missed opportunities to other regions and the reasons? | Needs Improvement | 0.5 |
| | Does the community monitor inquiries and improve how it works with investors (including follow-ups)? | Yes | 1 |
| | Does your municipality have a user-friendly version of the official land use plan and zoning bylaws that can be sent easily to prospective investors/developers or that is easily downloadable online? | Needs Improvement | 0.5 |
| Business-Friendly Land Use Planning | Is there a flow chart that outlines the steps in the land use planning and development approvals process, with timelines for each step (including approvals)? | No | 0 |
| | Does your municipality track how long each planning and development application/proposal takes to be approved? | Yes | 1 |
| | Does your municipal website list all the application forms and fees for each type of application? | Yes | 1 |
| | If an investor or developer requires approvals from other levels of government, do you know which departments are involved and have their contact information? | Yes | 1 |
| | Does your municipality review completed applications to determine the quality of service to the customer? | Yes | 1 |
| | Are home-based businesses supported (broad uses, signage, parking)? | Yes | 1 |
| | Does your municipality make reasonable efforts to work with business owners to accommodate expansion, permitting, and zoning needs before denying an application? | Yes | 1 |

CIR Scorecard

| Category | Max Score | Target Score (75%) | Your Score | Overall % Ready |
|---|-----------|--------------------|------------|-----------------|
| Organizational Capacity | 1 | 0.75 | 0.5 | 50% |
| Liaising with Existing Business Community | 1 | 0.75 | 1 | |
| Business Investment Plan | 1 | 0.75 | 0 | |
| Community Profile for Investors | 1 | 0.75 | 0 | |
| Industrial and Commercial Land Inventory | 1 | 0.75 | 1 | |
| Investment Attraction Marketing | 1 | 0.75 | 0 | |
| Site Selectors & Investment Inquiries | 1 | 0.75 | 1 | |
| Business-Friendly Land Use Planning | 1 | 0.75 | 0.5 | |

Action Plan

| # | Item Type (Strength/Gap/Quick Win/Regional Action) | Item Description |
|---|--|---|
| Strengths to Leverage (3) | | |
| 1 | | Leadership has ec dev knoweldget and willingness to learn and grow |
| 2 | | Land to grow - available - both services and non-serviced land Business tax incentives available Business license list (active) |
| 3 | | A lot of local business supports available (CF, BSN, chamber, me) - good attitude from council to support local business |
| Gaps to Address (next 6-12 months) (3) | | |
| 4 | | Community Profile - create |
| 5 | | Council Strategic Plan expired - new one in Jan - then can create ec dev plan from there |
| 6 | | Access to land inventory plus resources |
| Quick Wins (2-3) | | |
| 7 | | Community Profile - create |
| 8 | | Access to land inventory plus resources |
| 9 | | |
| Regional Collaboration Actions (1-2) | | |
| 10 | | Community Profile - create |
| 11 | | Access to land inventory plus resources |

REQUEST FOR DECISION

To: Town Council

From: CPO Brandon Johnson

Date: June 23, 2026

Re: Animal Shelter Agreement

1.0 **PURPOSE:**

To present to Council a proposed Municipal Animal Shelter Service agreement to support effective animal control services, ensure public safety, and promote responsible pet ownership.

2.0 **BACKGROUND AND DISCUSSION:**

The Town of Barrhead previously utilized the services of the Barrhead Veterinary Clinic to provide animal shelter services for dogs and cats impounded pursuant to the Town's Animal Control Bylaw. Following the closure of that facility, the Town has not had a designated animal shelter, limiting Administration's ability to fully implement and enforce animal control provisions.

Section 15 of the proposed Animal Control Bylaw requires the CAO to designate an animal shelter for the impoundment and care of animals captured pursuant to the Bylaw.

Administration has worked with Barr-North Veterinary Services Ltd. to develop a Municipal Animal Shelter Services Agreement. The proposed agreement designates Barr-North Veterinary Services Ltd. as the Town's Animal Shelter and establishes responsibilities related to animal intake, care, impoundment, adoption, veterinary treatment, reporting, insurance, and disposition of animals.

The agreement provides the Town with access to local animal shelter services without requiring the Town to establish, staff, equip, or operate a municipally owned shelter facility.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to direct Administration to explore the possibility of establishing a municipally managed animal shelter.
- 3.2 Council may choose to direct Administration to explore a potential partnership with other surrounding Municipalities currently also without a Municipal Animal Shelter in place (recent efforts to do so have not resulted in an option that would provide convenient/local access for enforcement and Town residents).
- 3.3 Council may choose to maintain Animal Control and Enforcement Services at present service level.

4.0 FINANCIAL IMPLICATIONS:

The proposed agreement utilizes a fee-for-service model. Costs are incurred only when animals are impounded and delivered to the designated shelter by the Municipality. The agreement establishes the following fees:

- Daily Impound Fee: \$100.00 per animal per day
- Veterinary Treatment: Actual Cost
- Emergency Treatment: Actual Cost
- Euthanasia: Actual Cost
- Disposal/Cremation: Actual Cost
- Other Approved Services: Actual Cost or as otherwise agreed in writing

Actual annual costs will vary depending on the number of animals impounded and the level of veterinary care required.

The proposed arrangement allows the Town to meet its obligations under the Animal Control Bylaw without incurring the significant capital and operating costs associated with establishing and operating a municipal animal shelter facility.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The proposed agreement primarily impacts Enforcement Services, which will utilize the designated shelter for animals impounded pursuant to the Animal Control Bylaw.

The agreement may also support Emergency Management and Community Services in circumstances where temporary animal housing is required during emergency events or other exceptional situations.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Administration is not aware of any direct senior government approvals required for the proposed agreement.

The agreement has been drafted to align with the Town's proposed Animal Control Bylaw and applicable provincial legislation governing animal welfare and veterinary services.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The availability of local animal shelter services supports effective enforcement of animal control regulations and responds to community expectations regarding public safety and animal welfare.

The proposed agreement provides a local option for impounded animals and establishes clear procedures for animal care, reclaiming, adoption and disposition.

8.0 ATTACHMENTS:

1. Municipal Animal Shelter Services Agreement – Barr-North Veterinary Services Ltd.
2. Town of Barrhead Animal Control Bylaw No. 01-2026

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the Municipal Animal Shelter Services Agreement with Barr-North Veterinary Services Ltd. as presented.

10.0 PROPOSED MOTION(S):

That Council approve the Municipal Animal Shelter Services Agreement between the Town of Barrhead and Barr-North Veterinary Services Ltd., substantially, in the form presented, and authorize the Chief Administrative Officer to execute the Agreement on behalf of the Town.

(original signed by the CAO)
Collin Steffes
CAO

MUNICIPAL ANIMAL SHELTER SERVICES AGREEMENT

THE Municipality of the Town of Barrhead
(herein after referred to as the "Municipality") of the first part,

-AND-

Barr-North Veterinary Services LTD.
(Herein after referred to as the "Contractor") of the second part

WHEREAS the Town's Animal Control Bylaw authorizes the Chief Administrative Officer to designate an Animal Shelter for the impoundment and care of animals captured pursuant to the Bylaw;

AND WHEREAS the Contractor operates a facility capable of providing animal shelter services;

AND WHEREAS the parties wish to establish the terms under which the Contractor will provide such services to the Town;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Definitions

Animal Control Bylaw means the Town of Barrhead Animal Control Bylaw, as amended from time to time. "Impounded Animal" means a dog or cat delivered to the Contractor by an authorized Town representative. "Services" means the animal shelter services described in this Agreement.

2. Appointment

The Town hereby designates the Contractor as its Animal Shelter for dogs and cats impounded pursuant to the Animal Control Bylaw during the Term of this Agreement.

3. Scope of Services

This Agreement applies only to dogs and cats impounded pursuant to the Animal Control Bylaw.

The Contractor shall:

- (a) receive impounded animals from authorized Town representatives;
- (b) provide humane shelter, food, water and basic daily care;

- (c) maintain intake, treatment, release and disposition records;
- (d) provide reasonable efforts to identify owners where possible;
- (e) provide or arrange veterinary care where required;
- (f) make reasonable efforts to place adoptable animals into suitable adoptive homes;
- (g) coordinate adoption, transfer, euthanasia or disposal in accordance with the Animal Control Bylaw and applicable law; and
- (h) provide and maintain, at its own cost, all facilities, equipment, supplies, personnel and resources necessary to perform the Services unless otherwise agreed in writing by the Municipality.

4. Intake and Impound Procedures

The Contractor shall accept animals delivered by authorized Town representatives and maintain records identifying the date, time, condition and circumstances of intake.

The Contractor shall retain impounded animals for the minimum holding periods required by the Animal Control Bylaw and applicable legislation and shall not release, transfer, adopt out, euthanize, or otherwise dispose of any impounded animal prior to the expiry of such holding period except as authorized by the Animal Control Bylaw, applicable legislation, a licensed veterinarian, or the Municipality.

5. Care of Animals

The Contractor shall care for all animals in accordance with applicable legislation, professional veterinary standards and accepted animal welfare practices.

6. Release, Adoption and Disposition

Ownership, reclaiming, adoption, transfer, euthanasia and disposition of animals shall be governed by the Animal Control Bylaw and applicable legislation.

The Contractor shall not release an impounded animal contrary to Town direction or the Bylaw.

The Contractor shall arrange for the lawful disposal or cremation of deceased animals in accordance with applicable legislation and industry standards.

7. Fees and Payment

The Town shall pay fees in accordance with Schedule A for animals impounded at the direction of the Municipality. The Contractor shall submit monthly invoices with supporting records. Payment terms are net 30 days.

8. Records and Reporting

The Contractor shall maintain complete records and provide monthly summaries upon request of the Municipality. The Town may inspect records on reasonable notice.

The Contractor shall promptly notify the Municipality of any significant incident involving an impounded animal, including but not limited to serious injury, death, communicable disease outbreak, animal attack, escape, or any investigation by a regulatory or enforcement authority relating to the Services provided under this Agreement.

9. Insurance

The Contractor shall maintain Commercial General Liability insurance of not less than \$2,000,000 per occurrence, Workers' Compensation coverage where required, and any professional liability insurance reasonably applicable to its operations.

The Contractor shall, upon request of the Municipality, provide proof of insurance coverage satisfactory to the Municipality, including certificates of insurance evidencing the coverage required under this Agreement.

10. Indemnity

The Contractor shall indemnify and hold harmless the Municipality from claims, losses, damages and expenses arising from the Contractor's negligence, misconduct or breach of this Agreement.

11. Compliance with Laws

The Contractor shall comply with all applicable federal, provincial and municipal laws, regulations and bylaws.

12. Term

This Agreement commences September 1, 2026 and expires August 31, 2030 unless earlier terminated. Any renewal must be by mutual written agreement.

13. Termination

Either party may terminate this Agreement upon sixty (60) days written notice. The Town may terminate immediately for material breach, loss of required licenses, loss of insurance, insolvency, or animal welfare violations.

14. Notices

Notices shall be delivered to the addresses designated by each party and shall be deemed received when delivered personally or three business days after mailing.

15. Independent Contractor

The Contractor is an independent contractor and is not an employee, agent, partner or representative of the Municipality. Nothing in this Agreement shall be construed so as to create a partnership, joint venture, employment relationship or agency relationship between the parties.

16. General

This Agreement constitutes the entire agreement between the parties and may only be amended in writing signed by both parties. Alberta law governs this Agreement.

The Contractor shall not assign, transfer or subcontract this Agreement or any portion of the Services without the prior written consent of the Municipality.

CONTACT INFORMATION

Barr-North Veterinary Services LTD.

Shelter Address: 6302 49 St, Barrhead AB, T7N 1A3

Telephone Number: (780) 674-2100

The Municipality of the Town of Barrhead

Address: Box 4189, 5014 50 Ave, Barrhead AB, T7N 1A2

Telephone Number: (780) 674-3301

IN WITNESS WHEREOF the parties hereto have executed this agreement on the date set below.

Dated this day of , 2026.

Barr-North Veterinary Services LTD.

Derk Pierik, President, Barr-North Vet. Services
I have authority to Bind the Corporation

Witness

WITNESS OR SEAL

The Municipality of the Town of Barrhead

Collin Steffes – CAO Town of Barrhead
I have the authority to Bind the Corporation

Witness

Initials

Schedule A - Fee Schedule

Daily Impound Fee: \$100.00 per animal per day

Veterinary Treatment: Actual cost

Emergency Treatment: Actual cost

Euthanasia: Actual cost

Disposal/Cremation: Actual cost

Other approved services: Actual cost or as agreed in writing.

TOWN OF BARRHEAD

BYLAW NO. 01-2026

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, in the province of Alberta, to provide regulations, control and management of animals within the Town.

WHEREAS, the Council of the Town of Barrhead has deemed it desirable, expedient and in the best interest of developing and maintaining a safe and viable community to pass a Bylaw to control and regulate the ownership and activities of animals within the Town,

NOW THEREFORE the Council of the Town of Barrhead, in the Province of Alberta, in an open meeting hereby enacts as follows:

1. TITLE

This Bylaw shall be referred to as the “**Animal Control Bylaw**”.

2. PURPOSE

The purpose of this Bylaw is to:

- a) regulate licensing
- b) protect public safety, health, welfare, and property.

3. DEFINITIONS

In this Bylaw:

- a) “**Animal**” means any animal, feral or domesticated.
- b) “**Animal Shelter**” means the premises designated by the Town of Barrhead for the impoundment and care of dogs and cats, includes but not limited to premises provided by a veterinary clinic or independent contractor under contract to the Town to provide an animal shelter.
- c) “**CAO**” means the Chief Administrative Officer or designate of the Town of Barrhead.
- d) “**Cat**” means a male or female of the feline species.
- e) “**Council**” means the Council of the municipal corporation of the Town of Barrhead.
- f) “**Dangerous Dog**” means any Dog, regardless of age, whether on public or private property, which has:
 - (i) without provocation, chased, injured, or bitten another animal or human, or
 - (ii) without provocation destroyed any public or private property that is not the owners, or
 - (iii) without provocation threatened or created the reasonable apprehension of a threat to a human, another domestic animal, which in the opinion of the Animal Control Office, or Peace Officer, presents a serious threat of serious harm to humans, other domestic animals.
- g) “**Dog**” means a male or female of the canine species and includes all canine hybrids such as a canine species crossed between a wolf or coyote.
- h) “**Former Owner**” means the person who at the time of impoundment was the owner of the animal.
- i) “**Hen**” means a female domestic chicken older than 16 weeks.
- j) “**Housed and Confined**” means to confine a female dog or female cat during the whole period of time that such dog or cat is in heat in such a manner that the dog or cat will not be a source of attraction to the other dogs or cats.
- k) “**License Tag**” means an identification tag issued by the Town in accordance with the provision of this bylaw.
- l) “**Livestock**” means those animals which have been domesticated for and are associated with agriculture or ranching including but not limited to horses, ponies, cattle, chickens, birds, sheep, swine, goats and mules, but excluding cats and dogs.

- m) **“Municipal Tag”** means a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town.
- n) **“Off-Leash Area”** means, an area designated and signed by Town Administration where Owners may legally have their Dog At Large and unleashed or leashed.
- o) **“Owner”** means
 - (i) a person who has care, charge, custody, possession or control of an animal;
 - (ii) a person to whom a license was issued for the animal;
 - (iii) a person who harbours, shelters, permits or allows an animal to remain in or about a person’s land or premises.
- p) **“Peace Officer”** has the same meaning as the Provincial Offence Procedures Act, as amended.
- q) **“Permit Holder”** means a person over the age of 18 who holds a valid Urban Hen Permit.
- r) **“Permitted Leash”** means a humane and reasonably employed restraint adequate to control the dog or cat it is used on, and which shall not exceed three (3) meters in length.
- s) **“Person”** includes a corporation, an individual, and the heirs, executors, administrators or other legal representatives of an individual.
- t) **“PID Number”** means a Premises Identification Number issued under Alberta’s *Premise Identification Regulation*.
- u) **“Rooster”** means a mature male domestic chicken.
- v) **“Run”** means an outdoor fenced area attached to a coop where hens may roam.
- w) **“Running At Large”** means a dog or cat found on any public land within the Town of Barrhead or on private property without the consent of the landowner or occupant thereof and is not controlled by any person by means of a leash or other similar device for that purpose.
- x) **“Service Dog”** has the same meaning as defined in the Service Dogs Act, as amended.
- y) **“Urban Hen”** means hens kept for personal use under this bylaw.
- z) **“Violation Ticket”** means a ticket issued pursuant to the Provincial Offences Procedure Act as amended.

4. QUANTITY OF ANIMALS

- a) No person residing within the Town shall keep or harbour more than two (2) dogs and /or three (3) cats for a total of five (5) animals of whatever sex, aged six (6) months or more at the same time in any house, shelter, room or place within the Town.
- b) An Urban Hen permit holder may keep a minimum of 2 hens (for welfare) and a maximum of 6 hens. No roosters are permitted. No hens under the age of 16 weeks can be kept.
- c) This Section shall not apply to premises lawfully used for the care and treatment of dogs or cats or other animals operated by and in charge of a licensed veterinarian, nor to premises for which permission has been granted by the Town for temporary use for the purpose of a dog or cat show, nor to any person who has been granted a permit to operate a kennel within the Town.

5. REQUIREMENT FOR LICENSING

- a) All dogs or cats within the Town aged six (6) months or more must be licensed.
- b) The owner of a dog or cat shall obtain an annual license for each dog or cat that he/she owns and pay the required fee as set out in Schedule “B”, attached to this Bylaw.
- c) The owner is required to obtain the license tag on the first business day of January each year, or on the first business day after which he/she becomes the owner of the dog or cat.

- d) The owner shall ensure that the license is secured to the dog or cat, by means of a collar or harness, when the dog or cat is off the premises of the owner.
- e) The license is issued for the calendar year and no refunds shall be issued for reason of the death of the dog or cat, change of ownership, or moving.
- f) The provision of section (a) shall not apply to the following:
 - (i) dogs or cats accompanying a person temporarily in Town on business or vacation for a period not exceeding 14 days;
 - 1. holders of a valid development permit issued under the Land Use Bylaw for a kennel;
 - 2. service dogs as defined in the Service Dogs Act;
 - 3. police dogs.
- g) Urban Hens require a permit. Applicants must:
 - (i) be at least 18 years old;
 - (ii) be the property owner or provide written permission from the landowner;
 - (iii) notify adjacent property owners;
 - (iv) complete an approved hen keeping course (Chickens 101 or equivalent); and
 - (v) obtain a valid Premise Identification Number (PID) from the Government of Alberta before acquiring any hens.

6. URBAN HEN REQUIREMENTS

- a) Site plan must be submitted showing coop and run locations.
- b) Minimum setbacks:
 - (i) 0.9 m (3 ft) from property line for coop and run;
 - (ii) 3.0 m (9.8 ft) from dwellings on adjacent lots;
- c) Hens must remain confined to coop and run, and can not be free-roaming;
- d) Permit holders must maintain clean housing and safe winter conditions;
- e) Use reputable sources for hens to prevent disease mixing;
- f) Use veterinary services to treat poultry diseases;
- g) Dead hens must be disposed of in accordance with the Disposal of Dead Animals Regulation;
- h) No slaughtering of hens on property;
- i) Euthanasia may only be performed by a veterinarian, licensed facility or trained professional;
- j) No selling of eggs, manure, meat or hen products;
- k) Coop and run requirements:

| Feature | Requirement |
|-------------------|---|
| Coop size | Min. 0.37 m ² per hen; not exceeding 10 m ² total |
| Run size | Min. 1.3 m ² per hen, fully enclosed |
| Ventilation | Venting on 2 sides |
| Heat | Safe heat source (no heat lamps unless certified safe) |
| Nesting boxes | 1 per 3–4 hens |
| Roosts | 15 cm per hen, minimum 40 cm off floor |
| Predation control | Fenced yard and galvanized mesh enclosure |

7. AT LARGE

- a) The owner of a dog or cat shall not permit or otherwise allow the dog or cat to run at large within the jurisdiction of the Town.

- b) Any dog or cat left in a vehicle off the premises of the owner shall be deemed to be at large unless the animal is contained within an enclosed portion of the vehicle or is securely fastened within and unable to exit that vehicle to any area surrounding the said vehicle.
- c) Hens must be kept within coop or run only, no hens can be free roaming.

8. RESPONSIBILITY OF THE OWNER

- a) The owner of a dog shall not permit the animal to be or become a public nuisance by:
 - (i) threatening, biting, and chasing any person;
 - (ii) biting, threatening, barking at and worrying or chasing livestock, bicycles, automobiles, or other vehicles;
 - (iii) barking, howling, or otherwise disturbing any person;
 - (iv) causing damage or injury to property or other animals.
- b) The owner of a dog or cat who permits their animal to defecate on property other than their own shall immediately remove any matter deposited.
- c) The owner of a female dog or cat, which is in heat shall keep the animal housed and confined.
- d) The owner of a dog or cat who allows such dog or cat to upset waste receptacles or scatter the contents in and about a lane, street or other public or private property or in and about premises belonging to the owner of the animal is guilty of an offence.

9. DANGEROUS DOG

- a) If a Peace Officer determines on reasonable grounds, that a dog is dangerous, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he/she may:
 - (i) give the owner of a dog written notice that the dog has been determined to be a dangerous dog and keep a record of notice on file at the Town office, with the name and address of the owner as well as a description of the dangerous dog for future reference;
 - (ii) require the owner to keep such a dog at all times while on the owner's property confined and secure by way of fence, enclosure or securely tethered in a manner that will not allow the dog to bite or harm any person or animal and not allow the dog outside the owner's property unless such a dog is on a leash held and under the control of the owner or another responsible person with the owner's consent;
 - (iii) inform the owner that if the dog is not confined in accordance with this bylaw the owner will be fined or subject to enforcement action pursuant to this bylaw;
 - (iv) require the dog to be muzzled when off the owner's property, with exceptions for bona fide dog shows or while on duty in an enclosed area for which it is responsible to protect livestock, humans or property.
- b) An owner of a dangerous dog is guilty of an offence if such a dog:
 - (i) is on any public property or other private property unless the dog is on a leash and under the control of the owner or another responsible person with the owner's consent;
 - (ii) threatens or attacks any person;
 - (iii) chases any person on a bicycle, or while walking or running; or
 - (iv) attacks, harasses, injures or kills another animal.

10. DOGS IN OFF-LEASH AREAS

- a) An owner of a dog is not required to have the dog on a leash in any area which has been designated as an "off-leash area" by the Town.
- b) The owner of a dog in an "off-leash area" shall ensure that such dog is under control at all times.
- c) A Peace Officer may order that a dog be put on a leash, and/or the dog be removed from an off-leash area;
 - (i) if the dog has done any act that injures a person or another animal,
 - (ii) chases or otherwise threatened a person, and
 - (iii) causes damage to property

- d) An owner who fails to restrain a dog on a leash and/or remove a dog from the off-leash area upon being directed to do so by the Peace Officer is guilty of an offence; and nothing in this section relieves a person from complying with any other provisions of this Bylaw.
- e) No owner of a dangerous animal shall permit the animal to be in an off-leash area at any time.

11. PROHIBITED AREAS

- a) The owner of a dog, cat or other animal shall not place or allow such dog, cat or other animal to enter or remain in any swimming, bathing or wading pool within the Town which is open to the public.

12. OBSTRUCTION

- a) No person, whether or not they are the owner of a dog or cat which is being or has been pursued or captured, shall:
 - (i) Interfere with or attempt to obstruct an Peace Officer who is attempting to capture or has captured an animal which is subject to being impounded pursuant to the provisions of this Bylaw.
 - (ii) Induce an animal to enter a house or other place where it may be safe from capture or otherwise assist the animal to escape capture.
 - (iii) Falsely represent themselves as being in charge or control of an animal so as to establish that the animal is not running at large.
 - (iv) Unlock or unlatch or otherwise open a vehicle in which animals seized for impoundment have been placed.
 - (v) Remove or attempt to remove an animal from the possession or control of the Peace Officer.

13. OTHER CONTRAVENTIONS

- a) No person shall:
 - (i) Untie, loosen or otherwise free an animal which has been tied or otherwise restrained.
 - (ii) Negligently or wilfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large within the Town.
 - (iii) Cause unnecessary suffering to an animal by neglect or deprivation nor punish or abuse an animal in a manner or to an extent that is cruel or unnecessary
- b) No Person shall:
 - (i) Keep livestock within the Town limits except the following:
 - 1. in a veterinary clinic or hospital or as part of a cultural, recreational or agricultural event (such as a. rodeo, fair, 4-H or similar event.); and
 - 2. at the discretion of the CAO or Peace Officer, in the Urban Reserve District of the Land Use Bylaw, provided the lot size is 5 acres or greater.
 - 3. excluding **permitted** Urban Hens under this bylaw.

14. AUTHORITY TO IMPOUND

- a) A Peace Officer may capture and impound any animal in respect of which they believe or have reasonable grounds to believe an offence under this Bylaw is being or has been committed.
- b) A Peace Officer authorized by this Bylaw to enforce the provisions contained herein may enter onto the land surrounding any building in pursuit of any animal which has been running at large and should the animal attain the safety of its home, the owner, possessor or harboured may be charged for allowing the animal to run at large whether the animal is captured by the Peace Officer or not.
- c) Any person may seize a dog or cat found at large and deliver such dog or cat to a Peace Officer who, upon being satisfied that such dog or cat was at large, may deliver such dog or cat to the animal shelter for impoundment.

15. ESTABLISHMENT OF AN ANIMAL SHELTER

- a) It shall be the duty of the CAO to designate an animal shelter for the impounding and care of animals captured pursuant to this Bylaw, and the CAO is further authorized to make any such rules and regulations consistent with the provisions of this Bylaw as it considers necessary for the conduct in regulating such an animal shelter.

16. RECLAIMING

- a) The owner of any impounded animal may reclaim the animal within seventy-two (72) consecutive hours, excluding Saturdays, Sundays and Holidays from time of impoundment by paying to the Town, all penalties and fees as authorized by Council under Schedules “A” and/or “B” contained within this Bylaw.

17. SALE OR DESTRUCTION

- a) The animal shelter or peace officer may authorize the sale or destruction of an animal in a humane manner after the dog or cat is retained for no less than seventy two (72) consecutive hours from the time of the impoundment, excluding Saturdays, Sundays and Holidays, unless the CAO or his representative orders the further retention or the destruction of the animal, or the owner of the animal makes arrangements with the animal shelter or peace officer for further retention of the animal at the owners expense.
- b) Notwithstanding subsection (a), if in the opinion of the animal shelter or peace officer the animal appears to be a purebred animal or if it bears an obvious identification tattoo, brand, mark, tag or license, the applicable time limit under subsection (a) is 10 days after the date on which the animal was delivered.
- c) An owner who voluntarily relinquishes ownership of his animals to the animal shelter shall be responsible for any and all costs of retention or destruction of the animals while in the care of the shelter. The Town shall not be responsible for any costs associated with the above.
- d) The purchaser of the impounded animal from the animal shelter pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the former owner of the animal shall cease.
- e) The animal shelter shall report any apparent illness, communicable disease, injury or unhealthy condition of any animal to a veterinarian and act upon their recommendation. The owner, if known, shall be held responsible for all charges resulting.

18. ENFORCEMENT

- a) Where a Peace Officer believes that any person has contravened any provision of this Bylaw, they may serve upon such person a Municipal Tag as provided by this section by:
 - (i) either personally or by leaving a copy for them at their last or most usual place of abode with some person present who is apparently at least 16 years of age, or
 - (ii) by mailing a copy to the owner by registered or certified mail to their last known post office address.
- b) A person who is guilty of an offence is liable to a fine in an amount not less than that established in this bylaw, and not exceeding \$10,000.00.
- c) A Peace Officer who is duly authorized may choose to serve a Violation Ticket pursuant to the Provincial Offences Procedures Act RSA 2000 as amended upon any person the Peace Officer believes to be in contravention of any provision of this bylaw. A Violation Ticket may require a person to appear in court on a date specified, without the option of making a voluntary payment.
- d) Notwithstanding the provisions of this Section, a person to whom a Municipal Tag or a Violation Ticket has been issued” pursuant to this Section may exercise his right to defend any charge of committing a contravention of any of the provisions to this Bylaw.
- e) The CAO, or designate may, at their discretion, revoke the penalties and/or fees as provided in Schedule "A" and release any animal in contravention of any provision of this Bylaw to the owner.

19. SUMMARY CONVICTION

The levying and payment of any fine in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw

- a) If a court of competent jurisdiction determines that an offence is sufficiently serious, that the court may direct or order the person that owns, keeps, maintains or harbours an animal to prevent such

animal from doing mischief or causing the disturbance or a nuisance complained of, or to have the animal removed from the Town, or to have the animal destroyed.

20. SEVERABILITY PROVISION

- a) It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

21. REPEAL AND COMING INTO FORCE

- a) Bylaw 04-2021 is hereby repealed.
- b) That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this 13 day of January, 2026

Read a second time this 24 day of February, 2026

Read a third time this 24 day of February, 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

SCHEDULE B

RATES FOR THE PURCHASE OF AN ANNUAL LICENSE

| | |
|--|----------|
| 1. Each spayed/neutered dog or cat (documentation required) | \$ 8.00 |
| 2. Each unspayed/unneutered dog or cat | \$20.00 |
| 3. Service Dog | \$ NIL |
| 4. Replacement of lost or destroyed dog tag | \$ 8.00 |
| 5. Urban Hen Permit | \$ 50.00 |

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: June 23, 2026

Re: Community Grants Program

1.0 PURPOSE:

To obtain Council's approval to establish a formal Community Grants Program and adopt Community Grants Program Policy #012-033, Procedure #012-033, and the associated administrative documents, including the application form, eligibility review form, and final reporting form.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead currently allocates community funding through the Miscellaneous Grants to Organizations budget; however, no formalized intake, evaluation, or reporting framework exists to ensure transparency, consistency, and accountability in the distribution of grant funding.

Administration has developed a Community Grants Program that provides financial assistance to eligible non-profit organizations and community groups delivering projects, programs, services, or events that benefit Town of Barrhead residents. The program establishes eligibility criteria, intake periods, evaluation processes, reporting requirements, and Council approval procedures. The program supports initiatives that enhance quality of life, promotes community engagement, and aligns with municipal priorities.

The proposed program includes:

- Four annual intake periods: February 28, May 31, August 31, and October 31.
- Standardized application requirements outlining project details, community benefits, target participants, and financial information.
- An evaluation process utilizing a scoring matrix based on community benefit, alignment with community priorities, financial need, and project feasibility.
- Review of applications by a Community Grant Committee consisting of two members of Administration and two members of Council, with recommendations forwarded to Council for final approval.

- A final reporting requirement to ensure accountability for the use of public funds and measurement of community outcomes.

The program will provide a transparent and equitable process for allocating municipal grant funding while ensuring funded projects demonstrate measurable community benefit.

Administration is presenting the proposed Policy, Procedure, and associated administrative documents (Application Form, Eligibility Review Form, and Final Report Form) for Council approval. Council approval of these documents is recommended as they establish the framework, evaluation criteria, reporting requirements, and administrative processes governing the distribution and accountability of municipal grant funding. Any future amendments to the Procedure or associated administrative documents will also require Council approval.

3.0 ALTERNATIVES:

- 3.1 Council may approve the Community Grants Program subject to amendments to the policy, procedure, funding model, intake periods, eligibility criteria or evaluation process.
- 3.2 Council declines to establish the program at this time and continues considering grant requests on an ad hoc basis.

4.0 FINANCIAL IMPLICATIONS:

The Community Grants Program will be funded through the annual Miscellaneous Grants to Organizations operating budget. The 2026 budget is \$12,500, and to date \$2,000 has been contributed to a community group from this budget. The procedure proposes that the annual budget allocation be divided equally among the four intake periods to ensure funding opportunities remain available throughout the year. Because only two remaining intake periods are remaining in 2026, Administration is recommending that the remaining budget be split between those two intake periods.

Approval of this program does not create a new budget requirement. Funding awarded under the program will be subject to Council approval and available budget capacity.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration will be responsible for receiving applications, facilitating Committee reviews, preparing recommendations for Council, issuing funding decisions, maintaining records, and collecting final reports. Departments may be consulted as required to assess project eligibility or alignment with municipal priorities.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The Community Grants Program demonstrates Council's commitment to support community organizations and enhancing quality of life for residents. The program provides a transparent and equitable process for funding decisions and increases accountability through standardized evaluation and reporting requirements.

The establishment and advertising of a formal grant program may increase awareness of municipal funding opportunities and encourage greater community participation in local initiatives.

8.0 ATTACHMENTS:

- 8.1 Community Grants Program Information Summary
- 8.2 Policy 012-033, Community Grants Program
- 8.3 Procedure 012-033, Community Grants Program
- 8.4 Schedule A – Community Grants Program Application
- 8.5 Schedule B – Community Grants Program Eligibility Review
- 8.6 Schedule C – Community Grants Program Final Report

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve Policy #012-033 – Community Grants Program, Procedure #012-033, and the associated administrative documents, including Schedule A – Community Grant Application, Schedule B – Community Grant Eligibility Review, and Schedule C – Community Grant Final Report. Administration further recommends that any future amendments to the Procedure or associated administrative documents be subject to Council approval.

Administration also recommends that since only \$2,000 of funds have been contributed out of the Miscellaneous Grants budget in 2026, that the remaining budget amount of \$10,500 be divided into the two remaining intake periods, being \$5,250 for each remaining intake.

10.0 PROPOSED MOTION(S):

- 1) That Council approve Policy #012-033 Community Grants Program, as presented.
- 2) That Council approve Community Grants Program Procedure Statement #012-033, as presented.
- 3) That Council approve the Community Grants Program Application, Eligibility Review, and Final Report as presented, and that any future amendments to these documents be brought forward to Council for approval.
- 4) That Council authorize the remaining Miscellaneous Grants Budget of \$10,500 to be split equally between the two remaining intake periods in 2026.

(original signed by the CAO)
Collin Steffes
CAO

Town of Barrhead Community Grants Program

Supporting Community Projects that Enhance Quality of Life

The Town of Barrhead Community Grants Program provides financial support to local non-profit organizations and community groups delivering programs, services, or events that benefit residents and strengthen the community.

Who Can Apply

- Non-profit organizations
- Community groups and associations
- Organizations delivering projects within the Town of Barrhead

Applications must demonstrate a clear benefit to Barrhead residents.

What Is Eligible

- Community programs and events
- Recreation, culture, and social initiatives
- Projects benefiting children, youth, seniors, families, or the general public
- Equipment, materials, facility costs, and promotion

What Is Not Eligible

- Projects or programs that have already received Town funding through the Community Grant Program or any other source.
- Administrative costs such as personnel expenses, non-program related fundraising expenses and/or legal fees;
- Individuals, unless they have the written support of an organization or group they are involved with and will be the 'sponsor' of the grant;
- Religious or political activities;
- Debt retirement, depreciation, retroactive or deficit funding;
- Purchases of tobacco, alcohol or cannabis products;
- Expenditures for a program, event, training or travel that has already occurred.

Intake Periods & Deadlines

- February 28
- May 31
- August 31
- October 31

Applications must be complete and submitted by the deadline to be considered.

How Applications Are Evaluated

Applications are reviewed for eligibility and scored based on:

- Community Benefit
- Alignment with Community Priorities
- Financial Need & Leverage
- Project Feasibility

Application Requirements

- Project description and timeline
- Explanation of funding usage and community benefit
- Target participants and estimated reach
- Project budget
- Funding request

Important Conditions

- Funds must be used as approved
- Changes require prior Town approval
- A final report is required within 30 days of project/program completion
- Council may request full or partial repayment of any unused grant funding

Contact Information

Jennifer Mantay, Director of Corporate Services

Email: jmantay@barrhead.ca

Phone: 780-674-3301



POLICY # 012-033

Community Grants Program

| | |
|--------------------------------|---------------|
| Resolution Number: | TBA |
| Original Approval Date: | June 23, 2026 |
| Review Due Date: | June 2029 |
| Revised Policy Date: | |

POLICY STATEMENT:

The Town of Barrhead supports initiatives that enhance quality of life, promotes community engagement and aligns with municipal priorities. Funding allocation is based on merit, community impact and available budget.

PURPOSE:

This policy establishes the framework for the Town Community Grants Program, which provides financial support to eligible organizations delivering projects or programs that benefit the community.

COUNCIL APPROVAL OF PROCEDURE AND FORMS:

The Procedure and all associated schedules, forms, evaluation tools, and administrative documents developed to implement this Policy shall be approved by Council. Any amendments to the Procedure or associated documents shall also require Council approval.

SCOPE:

This policy applies to all Community Grant funding administered by the Town of Barrhead Final Approval Authority will be Town Council.



COMMUNITY GRANTS PROGRAM PROCEDURE STATEMENT:

Policy Number: 012-033

Original Approval Date: June 23, 2026

Review Due Date: June 2029

Revised Procedure Date:

PURPOSE:

The objective of this procedure is to provide the framework for the Town Community Grants Program, which provides financial support to eligible organizations delivering projects that benefit the community.

AUTHORITY:

This Procedure, including all associated schedules, forms, evaluation tools, and administrative documents, is approved by Council pursuant to Community Grants Program Policy 012-033. Any amendments to this Procedure or its associated schedules and forms require Council approval prior to implementation.

DEFINITIONS:

Applicant: An eligible non-profit organization, community group, or entity applying for funding under this program.

Community Grant: Financial or in-kind support provided by the Town of Barrhead to eligible applicants for approved projects or programs.

Community Grant Committee: The group established by the Town of Barrhead, comprised of two members of Administration and two members of Council, responsible for receiving and reviewing Community Grant applications, evaluating submissions based on established criteria, and making funding recommendations to Council.

Council: The elected governing body of the Town of Barrhead responsible for final approval of funding, unless otherwise delegated.

Eligible Project: A project or program that demonstrates benefit to Barrhead residents and aligns with Town priorities.

Final Report: A required submission by grant recipients outlining how funds were used and the outcomes achieved.

RESPONSIBILITIES:

Community Grant Committee:

- Committee will receive and review grant applications, evaluate submissions and make funding recommendations to Council.

Council:

- Council will be the final approving authority for the grant applications.

PROCEDURE STEPS:

1. Application Intake
 - Applicants must submit a completed application form (Schedule A).
 - Applications will be accepted four times per year, being February 28, May 31, August 31, and October 31.
2. Funding Formula
 - Funding will be based on the Miscellaneous Grants to Organizations annual budget, divided by the number of intake periods per year.
3. Evaluation Process
 - Within one week of the application intake deadline, the Community Grant Committee will meet to review all applications received.
 - The Community Grant Committee will review applications for completeness and eligibility.
 - The Committee will score all eligible applications by using the Community Grant Application Eligibility Review document (Schedule B).
4. Funding Recommendation
 - The Community Grant Committee will make funding recommendations to Council during the first Council meeting of the month following the intake closing date.
5. Funding Approval
 - Final funding decisions shall be approved by Town Council.
 - Approvals and Denials shall be issued, in writing, to the Applicant within one week of Council decision.
6. Funding Disbursement
 - Approved funds shall be issued to the Applicant within one week of Council approval.
7. Final Reporting
 - Funding recipients must submit a final report (Schedule C) within 30 days of project/program completion.
8. Record Keeping
 - The Town shall maintain records of all applications, evaluations and funding decision.



Town of Barrhead Community Grant Application

Date: _____

1. Applicant Information

Organization Name: _____

Mailing Address: _____ Town: _____

Province: _____ Postal Code: _____

2. Contact Information

Primary Contact Person: _____ Title: _____

Daytime Phone: _____ E-Mail: _____

3. Project / Program Information

Project or Program Name: _____

Project Location: _____

Project Description: _____

Have you applied for or already received funding for this project? Yes No

Est. Project Start Date: _____

Est. Project End Date: _____

4. Request Details

Explain in detail how you would use this grant funding: _____

Explain how this project or program will benefit residents of the Town of Barrhead.

5. Target Participants

Who will benefit from this project/program? (check all that apply)

- Children
- Youth
- People With Disabilities
- Seniors
- Families
- General Public
- Other: _____

Estimated number of participants: _____

6. Financial Request and Summary

Please provide an estimated summary of project revenues and expenses.

| Revenues: | | Expenses: | |
|---|-----------|------------------------|-----------|
| Amount Requested Through Town's Community Grant | \$ | Materials/Supplies | \$ |
| Other Grants/Funding | \$ | Equipment | \$ |
| Fundraising | \$ | Facility/Venue | \$ |
| Your Organization's Cash Contribution | \$ | Promotion/Marketing | \$ |
| | \$ | Other (please specify) | \$ |
| Total Revenues | \$ | Total Expenses | \$ |

7. Prior Year Funding

Did your organization receive funding for this project, or a similar project, in a previous year? Yes No

If yes, please provide the following information about the previously funded project/event:

Event Name (if different): _____

Year of Funding: _____

Estimated Attendance: _____

How would you assess the overall success of the event? Please describe the outcomes achieved and explain how success was measured (ie: attendance, participant feedback, community engagement, volunteer involvement, partnerships, fundraising results, media coverage, or other relevant indicators).

Were the objectives of the event met? If yes, please explain.

Declaration

Name of Organization: _____

The Organization declares that:

The information contained in its application is true, accurate, and endorsed by the Organization.

The Organization understands and agrees that should this Application be approved, any funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

1. The Organization will use all grant funding awarded for the stated purposes within its Application. If the Organization wishes to vary the Purpose, it agrees to seek prior approval from the Town.
2. The Organization agrees to acknowledge the Town of Barrhead funding during any promotional advertising for the project/program.
3. Following receipt of the grant, the Organization agrees to complete a final report and submit it to the Town within 30 days of project/program completion.
4. Council may request full or partial repayment of any unused grant funding, or upon termination of this Agreement, to be returned to the Town of Barrhead. The Grant may be terminated upon:
 - a) mutual consent,
 - b) 30 days written notice by either party,
 - c) demand by the Town for immediate repayment in the event of project/program cancellation
5. The Organization acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party that has spent the funds.
6. The Organization agrees to give the Town of Barrhead access to examine the Organization’s operation and/or premises to verify the Grant has been used for the Purpose in this Agreement.
7. The information you provide is collected under the authority of the Access to Information Act and Part 1, Section 4, or the Protection of Privacy Act. If you have any questions about the collection, use, and disclosure of information, please contact the Access to Information and Protection of Privacy Coordinator of the Town of Barrhead.
8. The Organization agrees to indemnify and hold harmless the Town of Barrhead, including all Councillors, employees and agents from any and all claims demands, actions and costs (including legal costs) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this Agreement.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

| | |
|--|------|
| Signature of Authorized Representative | Date |
|--|------|

| | |
|-----------------------------------|-------|
| Name of Authorized Representative | Title |
|-----------------------------------|-------|

Your personal information is collected for the purpose of processing and verifying your application and is collected under the authority of Section 4(c) of the Protection of Privacy Act.

For questions or to make an access request, contact: Access to Information and Privacy (ATIP) Coordinator, Town of Barrhead. Box 4189, 5014 – 50 Avenue, Barrhead, Alberta T7N 1A2. town@barrhead.ca



**Town of Barrhead Community Grant Application
Eligibility Review**

‘Schedule B’

1. Application Details

Applicant Name: _____

Application Received Date: _____

Intake Period: February May August October

2. Application Review

Application Complete Yes No

Eligible Organization Yes No

Financial Funding Amount Requested: _____

3. Application Scoring

| SCORING GUIDE | Score | Meaning |
|----------------------|--------------|---------------------------------------|
| | 0 | Does not meet criteria |
| | 1-2 | Limited impact or unclear |
| | 3-4 | Good alignment, reasonable impact |
| | 5 | Strong Impact, clearly meets criteria |

| CRITERIA | DESCRIPTION | SCORE (0-5) |
|-------------------------------------|--|--------------------|
| Community Benefit | This project provides clear benefit to the residents of Barrhead and enhances community well-being. | |
| Alignment With Community Priorities | Project aligns with Town priorities such as recreation, culture, community engagement, youth, seniors, or quality of life. | |
| Financial Need/ Leverage | The organization demonstrates financial need and/or is leveraging other funding sources or volunteer contributions. | |
| Project Feasibility | The project plan is clear, realistic and achievable within the proposed timeline and budget. | |

Total Score: _____/20

| SCORE | SUGGESTED FUNDING |
|--------------|--|
| 16-20 | High Priority – strong consideration for funding |
| 11-15 | Moderate Priority – may receive partial funding |
| 0-10 | Low Priority – funding not recommended |

4. Committee Recommendation

Full Funding Partial Funding of _____ No Funding

Committee Representative Signature

Date of Decision



Town of Barrhead Community Grant Final Report

1. Grant Recipient Information

Organization Name: _____
Mailing Address: _____ Town: _____
Province: _____ Postal Code: _____

2. Project Activities Contact Information

Primary Contact Person: _____ Title: _____
Daytime Phone: _____ E-Mail: _____

3. Project / Program Activities Report

Date Project or Program was completed: _____
Project or Program Name: _____
Project Location: _____

Please provide a brief synopsis of your complete project/program. Include attendance, participation numbers and any other relevant information and statistics: _____

What was the purpose of your project/program and the goals that you hoped to achieve? Please provide an evaluation of the extent to which your goals were met: _____

Please explain any community partnerships involved with your project/program (if applicable): _____

Did you include the Town of Barrhead funding details in all promotional advertising? Please explain: _____

If your actual revenues and expenses resulted in a surplus of greater than \$100, please provide a statement indicating how you plan to use it (Council may request full or partial repayment of grant funding): _____

4. Financial Information

Please provide a summary of project revenues and expenses.

| Revenues: | | Expenses: | |
|---|-----------|------------------------|-----------|
| Amount Received From Town's Community Grant Funding | \$ | Materials/Supplies | \$ |
| Other Grants/Funding | \$ | Equipment | \$ |
| Fundraising | \$ | Facility/Venue | \$ |
| Your Organization's Cash Contribution | \$ | Promotion/Marketing | \$ |
| | | Other (please specify) | \$ |
| Total Revenues | \$ | Total Expenses | \$ |

Would your project/program have been able to proceed without funding from the Town? Yes No Unsure

5. Declaration

I declare that, to the best of my knowledge, all information contained in and attached to this report is complete and true.

Name: _____ Title: _____

Signature: _____ Date: _____

Your personal information is collected for the purpose of confirming adherence to grant program requirements and is collected under the authority of Section 4(c) of the Protection of Privacy Act.

For questions or to make an access request, contact: Access to Information and Privacy (ATIP) Coordinator, Town of Barrhead. Box 4189, 5014 – 50 Avenue, Barrhead, Alberta T7N 1A2. town@barrhead.ca

REQUEST FOR DECISION

To: Town Council

From: Jennifer Pederson, Communications Manager

Date: June 23, 2026

Re: Talk of the Town - Town of Barrhead Open House & BBQ: Event Scope, Framework, and Budget Approval

1.0 **PURPOSE:**

To present the scope and framework for the Town’s inaugural community open house with proposed name: **Talk of the Town**, scheduled for the evening of Wednesday, September 2, 2026, in the Charles Godberson Multi-Purpose Room, and to seek approval of the event scope, budget envelope, Council participation protocol, and direction to Administration to publish a “What We Heard” report following the event.

2.0 **BACKGROUND AND DISCUSSION:**

The Town has not previously hosted a community open house of this format. This request responds to a recognized need to create accessible, informal opportunities for residents to engage with Council and administration outside of the formal council chamber environment.

The event is designed to address a broader perception that municipal administration and elected officials are not accessible nor responsive to resident concerns.

The proposed format is a trade-show-style open house. Each department hosts an information station with foam-core boards covering who they are, what they do, current and upcoming projects, and “did you know” facts. Council members circulate and engage residents one-on-one rather than presiding from a podium or staged panel. An outdoor barbecue and supervised bouncy castles make the event accessible and appealing to families with children. The event runs as a drop-in from 4:30–8:00 p.m. to capture seniors and families early and working adults after 5:00 p.m.

The event also serves as a formal public engagement function. At the conclusion of the station tour, residents complete a five-question input survey (paper or QR-linked online form). Responses will be compiled and published in a “What We Heard” report presented to Council and posted publicly within six weeks of the event. This report closes the loop with

participants and provides Council and administration with documented, resident-sourced input.

Event Design: The room layout follows a one-way intuitive flow from a greeting table at the entrance (welcome, “passport” card, and door tally) through department stations arranged around the perimeter, ending at a survey station at the natural exit. A passport card stamped at each station, exchangeable for a draw entry, is recommended to increase full-loop completion and survey response rates. Comment cards at each station capture site-specific concerns for staff follow-up separate from the five-question survey.

Scope Boundaries: The event is not a formal Council meeting. No delegations, motions, or Council business may be conducted or decided at the event. Individual resident complaints are logged via comment cards for follow-up and are not adjudicated at the event. Council members and staff are not to make commitments of budget, policy, or approvals during resident conversations. A Council participation protocol (detailed in the attached framework, Section 4.1) governs conduct during the event and is recommended for adoption alongside this framework.

Date Consideration: September 2 falls in the last week of summer, within five days of the Labour Day long weekend, and during early harvest season in the region. Administration flags this as a moderate attendance risk. The “free supper” promotional angle partly offsets this, and promotion will be weighted to our normal marketing channels (newspaper, newsletter, BARCC, signage and social media). Council may wish to confirm or amend this date (see Decision Items).

3.0 **ALTERNATIVES:**

Council may consider the following alternatives:

- 3.1 Council may choose to approve the scope and framework as presented and direct administration to proceed with planning for a September 2, 2026, event date.
- 3.2 Council may choose to approve the scope and framework with an amended event date (e.g., mid-September 2026) to reduce the attendance risk associated with the first week of school, the Labour Day long weekend, and early harvest season, keeping in mind that the first weeks back to school present their own issues of scheduling conflicts.
- 3.3 Council may choose to direct administration to return with a revised scope, modified format, or alternative engagement approach.
- 3.4 Council may choose to defer this request to a future meeting pending additional information.

4.0 **FINANCIAL IMPLICATIONS:**

Signage and marketing/promotion costs are absorbed within the Communications Department annual operating budget and require no new appropriation. The incremental ask to Council is limited to: barbecue supplies and contingency.

Barbecue Budget Estimate (300 servings): Recommended barbecue envelope: \$1,678. Per-attendee food cost at 300 attendees is approximately \$5.60. A service-club partnership could reduce both costs and staff load.

Council is asked to approve a total budget envelope of \$1,678 from Tourism materials (02-7401-251000), representing the incremental costs above the Communications operating budget.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

All departments are directly involved. Each department head is responsible for developing their station's content (display boards covering what the department does, who the team is, did-you-know facts, and current/upcoming projects), obtaining internal approval of that content, and ensuring their station is staffed for the full event. A firm department copy deadline in early August is required; administration will communicate this expectation before staff summer vacations begin, with CAO backing. Facilities will be responsible for room setup, outdoor power, waste management, barricades, and teardown. An assigned safety officer from within the organization will serve as the single point of contact for incidents, first-aid response, and weather/inflatable go/no-go decisions on the event day. Human Resources implications include confirming time in lieu provisions for staff working a weeknight event.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

There are no direct senior government implications. Administration notes that the collection of personal information via the survey and comment cards is governed by Alberta's access and privacy legislation for public bodies (ATIA and POPA). All collection points must carry a collection notice stating the purpose, legal authority, and a contact for questions. Wording is to be confirmed with the Town's Municipal Coordinator prior to the event. Alberta Health Services notification or permit requirements for the barbecue (public food service) must also be confirmed in advance.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Positive implications: Hosting this event signals that Council and administration are accessible, transparent, and willing to listen, directly countering a known public perception. A well-attended, well-organized event with a published "What We Heard" report will generate goodwill across all demographics and demonstrate responsible community engagement.

The informal format removes barriers that formal meetings impose, increasing the likelihood that quieter or less civically active residents participate. This is a low-cost, high-visibility initiative that reflects positively on Council's commitment to accountability. Local media coverage is likely and should be expected to be positive if the event is managed well.

Negative implications / risks: Low attendance due to the September 2 date days before the Labour Day long weekend would undermine the event’s credibility. Residents or organized groups may attempt to dominate the evening with a specific grievance; the drop-in format and comment-card intake process mitigate but do not eliminate this risk.

If the “What We Heard” report is not published within the committed timeframe, the event will actively deepen the perception of non-responsiveness it was intended to address. An individual Councillor or staff member making an on-the-spot commitment could create political or legal exposure; the Council Participation Protocol mitigates this.

Hosting an inaugural event sets an expectation of recurrence; if Council does not intend to repeat the format annually, that should be communicated before promotion launches.

8.0 ATTACHMENTS:

8.1 Talk of the Town — Town of Barrhead Open House & BBQ: Event Scope & Framework

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the scope and framework for the Talk of the Town — Town of Barrhead Open House & BBQ as presented, approve a budget envelope to be confirmed by Administration, adopt the Council Participation Protocol (Framework Section 4.1), and direct Administration to host the event on September 2, 2026 and to publish a “What We Heard” report within six weeks of the event.

10.0 PROPOSED MOTION(S):

Motion 1: That Council approve the Talk of the Town — Town of Barrhead Open House & BBQ Event Scope and Framework as presented, and direct Administration to proceed with planning for the event on Wednesday, September 2, 2026.

Motion 2: That Council approve a budget envelope of \$1,678 from Tourism Materials and Supplies (02-7401-251000) to cover barbecue supplies and contingency, with signage and marketing/promotion costs to be absorbed within the Communications Department annual operating budget.

Motion 3: That Council adopt the Council Participation Protocol as set out in Section 4.1 of the attached Event Scope and Framework, to govern the conduct of Council members during the event.

Motion 4: That Administration be directed to compile resident input collected at the event into a What We Heard report, to present the report to Council at a regular Council meeting, and to publish the report publicly, no later than six weeks following the event.

(original signed by the CAO)

Collin Steffes
CAO



TALK OF THE TOWN

Town of Barrhead Open House & BBQ

Event Scope & Framework — For Council Approval

Charles Godberson Multi-Purpose Room | Wednesday, September 2, 2026 (4:30 – 8 PM)

1. PURPOSE & BACKGROUND

The Town will host its first open-house-style Town Hall: an informal, drop-in evening event with a trade-show layout. Each department hosts an information station; Council members circulate and engage residents one-on-one; an outdoor barbecue and children's activities make the event family-accessible.

The event responds to a perception challenge: that Town administration and Council are distant from, or unresponsive to, resident concerns. The format is deliberately designed to lower the barrier to participation. Residents who would never speak at a microphone in a formal council meeting will ask a question over a hamburger.

The event also serves a formal engagement function: residents complete a five-question input survey (paper or QR-linked online form), and responses are compiled into a public "What We Heard" report that informs Council and administrative priorities.

2. OBJECTIVES & SUCCESS CRITERIA

Objectives are written to be **measurable** so Council can evaluate whether a repeat event is warranted.

| Objective | Measure of Success | Target |
|--|--|--|
| Increase resident access to Council and administration | Attendance count (door tally) | Set target as % of town population; recommend 5% for a first event |
| Gather actionable public input | Completed surveys (paper + online) | Target response count set by Council; recommend 50% of attendees |
| Improve perception of openness | Exit pulse question ("Do you feel the Town listened tonight?") | 75%+ positive |
| Reach all demographics | Optional age-bracket question on survey | Responses from every bracket |
| Educate residents on services | "Did you learn something new?" exit question | 75%+ yes |

| Objective | Measure of Success | Target |
|----------------|--------------------------------|-------------------------|
| Close the loop | What We Heard report published | Within 6 weeks of event |

3. SCOPE

3.1 In Scope

- One evening open house (recommend 4:30–8:00 p.m. to capture commuters, families, and seniors; see Section 6) in the Charles Godberson Multi-Purpose Room.
- Department information stations: tables, easels, foam-core display boards covering (a) what the department does, (b) who the team is, (c) “did you know” facts, and (d) current and upcoming projects.
- Unstructured Council–resident interaction; Council members circulate rather than preside.
- Outdoor barbecue (free or by donation as decided by Council) and supervised bouncy castles for children.
- Five-question public input survey, paper and online (QR code), feeding a What We Heard report.
- Promotion campaign, signage, accessibility accommodations, and post-event evaluation.

3.2 Out of Scope

- Formal delegations, motions, votes, or quorum business. No Council business may be conducted or decided at the event.
- Resolution of individual service complaints on the spot. Staff log complaints and concerns via a comment-card intake process for follow-up; they are not adjudicated at the event.
- Political campaigning, third-party booths, or commercial vendors (except contracted food suppliers).
- Commitments of budget, policy, or approvals by individual Council members or staff during conversations with residents.

4. GOVERNANCE, ROLES & RESPONSIBILITIES

| Role | Who | Responsibility |
|--------------------------|----------------|--|
| Approving authority | Council | Approves scope, budget envelope, barbecue donations, the five survey questions, and Council participation protocol |
| Event sponsor | CAO | Overall accountability; approves operational decisions; staff direction |
| Event lead / coordinator | Communications | Planning, promotion, run-of-show, display design, survey design and administration, What We Heard report |

| Role | Who | Responsibility |
|---------------------------------|----------------------|---|
| Department leads | Each department head | Station content, board copy approval, staffing their table for the full event |
| Facilities / Parks & Recreation | Assigned staff | Room setup, outdoor power, waste, barricades, teardown |
| Safety officer (event night) | Assigned staff | Single point of contact for incidents, first aid, weather calls on inflatables |
| Staff | TBD | Greeting, station manning & public engagement, door tally, kids' zone supervision, survey station |

4.1 Council Participation Protocol (recommended for adoption with this framework)

- Council members circulate; they do not staff a single station or sit at a head table.
- Listen-and-log: members may explain context and process but do not commit the Town to actions, spending, or outcomes. Standard phrasing: “That’s exactly the kind of input the survey is meant to capture.”
- A pre-event briefing (30 minutes, week of the event) covers key messages, anticipated hot topics, the comment-intake process, and code-of-conduct reminders.
- Media inquiries are directed to the Mayor or delegated spokesperson.

5. TARGET AUDIENCE & ACCESSIBILITY

The event targets all residents, with format choices mapped to each priority demographic:

| Demographic | Barrier to formal meetings | Design response |
|-----------------------------|--|---|
| Parents with young children | Evening childcare; kids can’t sit through meetings | Bouncy castles + supervised kids’ zone; free food; drop-in format; stroller-friendly layout |
| Working adults | Daytime/early-evening conflicts; intimidating format | Extended evening window; come-when-you-can drop-in; 20-minute “full loop” design |
| Seniors / retirees | Evening driving, mobility, hearing | Earlier start time; seating clusters; large-print boards; accessible parking & entrance; |
| Youth / teens | No obvious role | QR-first survey; a “your town, your ideas” prompt; consider a youth-focused board |

5.1 Accessibility Checklist

- Step-free route from accessible parking to the room and to outdoor amenities; aisles minimum 1.5 m between tables for mobility devices.
- Seating distributed through the room, not only at the perimeter.

- Paper survey in large print; a staffed survey table for anyone needing help (low digital literacy, vision, language).
- Board copy written at plain-language standard (target Grade 8 reading level); minimal jargon and acronyms.
- Washroom access clearly signed; allergen labelling at the barbecue with at least one common-allergen-friendly and one vegetarian option.

6. EVENT DESIGN & PROGRAM

6.1 Recommended Schedule (subject to Council preference)

| Time | Activity |
|----------------|--|
| 1:00–4:00 p.m. | Setup: room layout, boards, AV (if required), outdoor zone, inflatable installation and inspection |
| 4:30 p.m. | Doors open; barbecue and kids' zone open (captures seniors and after-school families early) |
| 5:00 p.m. | Brief welcome from Mayor (5 minutes max; no speeches program); Council begins circulating |
| 4:30–7:30 p.m. | Open house: stations, barbecue, kids' zone, survey collection |
| 7:30 p.m. | Kids' zone and barbecue close; last call for surveys |
| 8:00 p.m. | Event ends; teardown |

6.2 Room Layout Principles

- One-way intuitive flow: greeting table at entrance (welcome, map/passport card, door tally) → department stations around perimeter → survey station positioned at the natural exit so the loop ends at the input ask.
- Each station: table, easel, foam-core boards using a consistent template (department name, “what we do,” team photos, “did you know,” current/upcoming projects). Consistent visual identity signals one organization, not silos.
- A “passport” card stamped at each station and exchanged for a draw entry materially increases full-loop completion and survey response. Recommended.
- Comment cards at every station for site-specific issues (potholes, drainage, programs), separate from the five-question survey, with a name/contact field marked optional.

6.3 Outdoor Zone

- Barbecue operated by volunteers with food-safe certification, or contracted out, adjacent to the entrance.
- Inflatables placed on grass with rated anchoring; generator/power cords flagged and matted; fencing or pylons to define the kids' zone; minimum two supervisors at all times; parents must remain on site (signage).
- Daylight is adequate for the full event window in early September; no event lighting required outdoors.

7. PUBLIC INPUT COMPONENT (THE FIVE QUESTIONS)

The survey is the event’s formal deliverable; everything else is the delivery mechanism. Promotion can say specifically what input is being sought.

7.1 Design Principles

- Ask only what the Town is genuinely willing to act on.
- Maximum five questions; completable in under three minutes; mix of one ranking/multiple-choice and open-text.
- Identical wording on paper and online versions; one QR code printed on boards, table tents, and the passport card.
- Optional demographic question (age bracket, and resident/non-resident) to verify demographic reach.

7.2 Privacy & Records

- Collection of personal information by the municipality is governed by Alberta’s POPA and ATIA legislation for public bodies. Every collection point (paper form, online form, comment cards) must carry a collection notice stating purpose, legal authority, and a contact for questions. Confirm current wording with the Town’s Municipal Coordinator.
- Keep the survey anonymous by default; collect contact information only on the optional comment cards where follow-up is requested.
- Survey records are transitory once aggregated into the What We Heard report, subject to the Town’s retention schedule.

7.3 What We Heard Report

- Published within six weeks of the event: methodology, participation numbers, aggregated results, themes from open text, and a “what happens next” section.
- Presented to Council at a regular meeting and posted publicly.

8. COMMUNICATIONS & PROMOTION PLAN

| Window | Tactics |
|---------------|---|
| 6–8 weeks out | Save-the-date: website event page, social media announcement, Council highlights mention, Utility Bill newsletter insert |
| 4 weeks out | Full campaign launch: poster distribution (library, seniors’ facilities, grocery, arena), newspaper ad/notice, social content series introducing each department station. |
| 2 weeks out | Targeted social posts per demographic (kids’ zone for parents; early start and seating for seniors). Dissemination of messaging on BARCC. |
| Event week | Daily countdown posts; request Co-op electric sign; reminder via BARCC. |
| Post-event | Thank-you post with photos and attendance number within 48 hours; What We Heard publication and promotion within 6 weeks |

Key message: “Meet the people who run your town. Ask anything. Tell us what matters — and we’ll show you what we heard.” The promise to report back should be in the promotion itself; it pre-commits the Town to the loop-closing step.

9. BUDGET FRAMEWORK

| Line item | Notes |
|---|--|
| Foam-core boards & printing | Largest controllable cost. Covered by existing Communications Budget. |
| Barbecue (food, supplies, propane) | Scale to attendance target; consider volunteer partnership to offload labour and food-handling. \$1,678 |
| Promotion (print ads, posters, radio, boosted social) | Funded by existing Communications Budget. |
| Survey platform / printing | Existing tools used |
| Casual staffing / volunteer recognition | Includes time in lieu implications for staff working an evening event. |
| Signage, decor, draw prizes, contingency (10–15%) | Signage, and draw prizes funded by existing Communications Budget. Décor and easels funded by existing Communications Advertising Budget. |

9.1 Funding Note

Signage and marketing/promotion costs are absorbed within the Communications annual operating budget and require no new appropriation. The incremental ask to Council is therefore limited to: barbecue supplies, staffing, décor, easels, and contingency.

9.2 Barbecue Budget Estimate (300 servings)

Planning basis: attendance target of 220–350 (5% of population); food for ~300 servings.

| Item | Qty | Est. unit | Est. total |
|--|-----|-----------|------------|
| Beef burger patties | 200 | \$1.70 | \$340 |
| Hot dogs (kid-friendly default) | 200 | \$0.95 | \$190 |
| Veggie burgers (dietary option) | 24 | \$2.69 | \$65 |
| Buns (burger + hot dog) | 300 | \$0.45 | \$135 |
| Condiments, onions, pickles, cheese slices | — | — | \$140 |
| Snack-size chips | 300 | \$30/box | \$180 |

| Item | Qty | Est. unit | Est. total |
|--------------------------------------|---------|-----------|------------|
| Drinks (water, pop) | 300 | \$0.73 | \$219 |
| Plates, napkins, foil, gloves, wipes | — | — | \$130 |
| Propane | 2 tanks | \$30 | \$60 |
| Subtotal | | | \$1,459 |
| Contingency (15%) | | | \$219 |
| Recommended barbecue envelope | | | \$1,678 |

Per-attendee food cost at 300 attendees: roughly \$5.60. If Council prefers undermining the “free supper” draw, a food bank by-donation requirement will stave the crowd; a fixed price point suppresses family attendance and is not recommended.

10. RISK REGISTER

Likelihood/impact rated High, Medium, Low.

| Risk | L | I | Mitigation | Owner |
|---|---|---|--|----------------------|
| Low attendance as date falls in the last week of school, days before the Labour Day long weekend. | M | H | Council to confirm date is intentional or consider mid-September; if Sept 2 stands emphasize free supper. | Comms / Council |
| Inflatable injury or wind incident | L | H | Town employee attendants. Manufacturer wind limits enforced; anchoring inspected; safety officer empowered to close zone; confirm coverage with Town’s insurer (e.g., reciprocal/municipal insurer) in advance | Safety officer / CAO |
| Foodborne illness at barbecue | L | H | AHS notification/permit requirements for public food service confirmed in advance; certified food handler on grill; temperature logs; allergen labelling | Event lead |
| Weather (rain, wind, smoke) | M | M | Indoor event is weather-proof; outdoor plan B is BBQ under canopy at door and kids’ activity table indoors; pre-agreed go/no-go decision time for inflatables (e.g., noon event day); monitor air quality advisories | Safety officer |
| Event dominated by one grievance or organized group | M | M | Drop-in format disperses crowds; comment-card intake gives an outlet; Council briefing includes de-escalation phrasing; staff floaters watch for bottlenecks | Event lead |

| Risk | L | I | Mitigation | Owner |
|--|---|---|--|-------------|
| Councillor or staff makes an on-the-spot commitment | M | M | Council participation protocol (Section 4.1) adopted with this framework; pre-event briefing | CAO / Mayor |
| Quorum/procedural concern (perception Council is meeting improperly) | L | M | Event publicly advertised; no Council business conducted; noted in scope exclusions | CAO |
| Survey responses too few to be credible | M | M | Passport incentive ends at survey station; staffed survey table; QR code everywhere; online survey stays open 1–2 weeks post-event | Comms |
| Privacy complaint over data collection | L | M | Collection notices on all forms; anonymous-by-default survey; Municipal Coordinator sign-off | Comms |
| What We Heard never lands — input gathered, nothing published | M | H | Publication date committed in promotion and in this framework; report scheduled on a Council agenda before the event occurs | Comms / CAO |
| Single point of failure (one-person comms shop) | H | M | Department leads own their stations end-to-end; employee roster confirmed 3 weeks out; CAO designates a deputy event lead | CAO |

11. SAFETY, INSURANCE & APPROVALS CHECKLIST

1. Confirm event coverage and inflatable activity with the Town's insurer.
2. Confirm Alberta Health Services requirements for the barbecue (special event food service notification/permit) and assign a certified food handler.
3. Confirm fire code occupancy load for the Charles Godberson Multi-Purpose Room with the layout in place; keep exits and aisles clear; brief staff on evacuation muster point.
4. First aid kit and at least one first-aid-certified staff member on site (at the pool); incident report forms available.
5. Electrical: outdoor power runs matted/flagged; inflatables on dedicated circuits or generator per vendor spec.
6. Privacy collection notices approved; photography notice posted at entrance (photos taken at the event used in Town communications; opt-out available).
7. Internal sign-offs: CAO operational approval; Council approval of scope and budget envelope.

12. CRITICAL PATH (WORKING BACK FROM SEPTEMBER 2)

| Deadline | Milestone |
|----------------|---|
| June 23 | Council approves framework, and budget envelope; date confirmed or amended |
| Early July | Vendors booked (food supply); insurance confirmation requested; room booked. |
| Mid-July | Board template designed; departments receive content request with firm copy deadline |
| Early August | Department copy due; boards in design; survey built (paper + online); promotion campaign launches (4 weeks out) |
| Mid-August | Boards to print; volunteer roster confirmed; AHS and insurance confirmations in hand |
| Week of Aug 24 | Council briefing scheduled; run-of-show finalized; supplies purchased |
| Sept 1–2 | Final walkthrough; setup; event |
| Sept 3–4 | Thank-you communications; debrief scheduled; survey remains open online |
| By mid-October | What We Heard report to Council and published |

The compressed item is department board content: with summer vacations, the copy deadline must be communicated before July holidays begin, with the CAO’s backing.

13. EVALUATION & DECISION ON REPEAT

- Quantitative: door tally, survey count, passport completion rate, demographic spread, cost per attendee.
- Qualitative: exit pulse questions, staff/Council debrief (within two weeks), themes from comment cards.
- A one-page evaluation summary accompanies the What We Heard report so Council can decide on frequency (annual is typical for this format) with evidence rather than impressions.

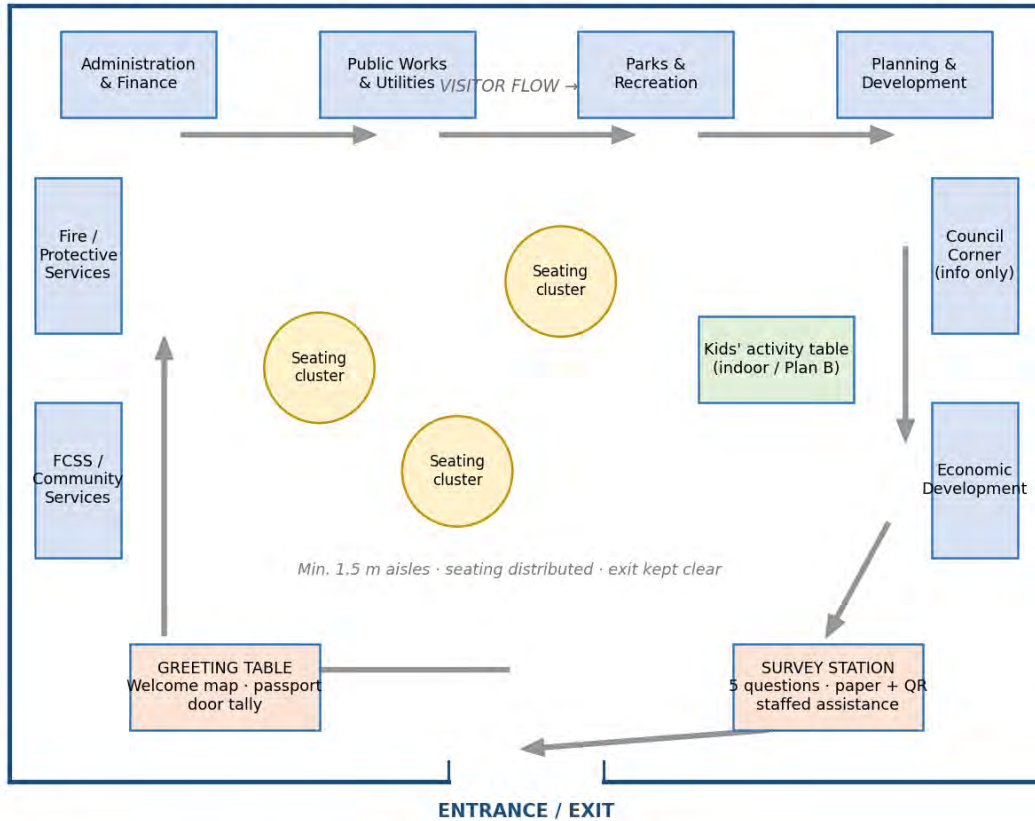
14. DECISION ITEMS FOR COUNCIL

1. Approve the event scope and framework as presented (or as amended).
2. Confirm or amend the event date of September 2, 2026, noting the attendance risk identified in Section 10.
3. Approve the budget envelope of \$1,678 from Tourism materials 02-7401-251000.
4. Adopt the Council Participation Protocol (Section 4.1).
5. Direct administration to publish a **What We Heard** report within six weeks of the event.

APPENDIX A — PROPOSED FLOOR PLAN (SCHEMATIC)

Schematic only; not to scale. Room dimensions, exit locations, and occupancy load to be confirmed with Parks & Recreation and the fire authority before final layout. The Charles Godberson room has a listed seated capacity of 175; drop-in flow keeps instantaneous occupancy well below this, but the door tally doubles as occupancy monitoring.

CHARLES GODBERSON MULTI-PURPOSE ROOM (schematic – not to scale; confirm dimensions with Parks & Rec)



REQUEST FOR DECISION

To: Town Council

From: Jenny Bruns

Date: June 23, 2026

Re: Land Use Bylaw Amendment Application 06-2026

1.0 PURPOSE:

For Council to consider an application to amend the Land Use Bylaw 04-2015 to redistrict Lot 3A Block 24 Plan 9323481 from R1 to R2 district.

2.0 BACKGROUND AND DISCUSSION:

The landowner wishes to develop a duplex on the property and increase density. The existing zoning only allows for single family dwellings and duplexes are not a permitted or discretionary use and therefore can not be considered for development approval.

Site conditions: Site has no alley rear access so servicing and parking must be achieved from the front street. There are multi-unit buildings in the area, however they would not impact this development.



This process included first reading of Council (May 12), a Public Hearing (today) be held prior to second and third reading, and subsequent successful passing of second and third reading if Council chooses.

Council must determine if this is an appropriate use within the neighborhood.

- **Land Use Bylaw 04-2015:**

R2 Districts have been interspersed throughout the R1 districts throughout the community with the exception of Beaver Brook and Barr Manor. Duplexes are a permitted use in the R2 District.

- **Municipal Development Plan 04-2010 Section 5.0 Residential Land Use states:**

- 1) To provide for orderly and staged residential growth, the Town shall:
 - a) continue to encourage in-fill residential development in mature neighbourhoods; and
 - b) encourage the development of new residential areas, when demand requires, in locations which are adjacent to existing residential subdivisions.
- 2) To foster the provision of affordable and inclusive housing, the Town:
 - a) shall encourage a variety of housing options within the community as a means to increase choice and pricing options for residents;
 - b) shall support affordable housing initiatives which are financially sustainable and effective, subject to consistency with other policies of this MDP;

- **Municipal Development Plan 04-2010 Section 5.2**

- 1) To maintain the attractiveness of existing residential areas, the Town shall:
 - a) require that site designs for in-fill development focus on compatibility of the development with the character of the receiving neighbourhood;
 - b) require on-site parking for all residential development (development permit condition);

The proposed amendment appears compatible with the Municipal Development Plan policies and goals are achievable with permitting conditions.

An amendment is required to renumber the bylaw to 08-2026 as bylaw number 06-2026 was used in the interim.

3.0 ALTERNATIVES:

- 3.1 Council may deny the amendment application with reasons.
- 3.2 Council may pass second and/or third reading, with or without amendments, and approve the bylaw.
- 3.3 Council may choose to table the item to gather further information.

4.0 FINANCIAL IMPLICATIONS:

Increased tax revenue may be realized with increased density.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Duplexes tend to provide a more cost effective and affordable housing option for community members.

8.0 ATTACHMENTS:

R1 and R2 Zoning.

9.0 RECOMMENDATION:

That Council approve second and third reading of the bylaw amendment.

RECOMMENDED MOTION (Public):

- 1) That Council approve second reading of Bylaw 06-2026 to amend the Land Use Bylaw to redistrict Lot 3A Block 24 Plan 9323481 from R1 to R2 district, with the amendment of renumbering the Bylaw to 08-2026.
- 2) That Council approve third and final reading of Bylaw 06-2026 to amend the Land Use Bylaw 04-2015 to redistrict Lot 3A Block 24 Plan 9323481 from R1 to R2 district, as amended.

(original signed by the CAO)
Collin Steffes, CAO

TOWN OF BARRHEAD

BYLAW NO. 06-2026

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 04-2015.

WHEREAS pursuant to Section 640(1) of the *Municipal Government Act*, RSA 2000, c. M-26, Council approved land use bylaw; and

WHEREAS Council wishes to redistrict Lot 3A, Block 24, Plan 9323481 from R1 to R2;

NOW THEREFORE, the Council of the Town of Barrhead, duly assembled, and under the authority of the *Municipal Government Act*, enacts as follows:

- 1.0 That Bylaw 04-2015 be amended to redistrict Lot 3A, Block 24, Plan 9323481 from R1 to R2.
- 2.0 That this Bylaw, once passed and signed, shall form part of Bylaw 04-2015, the Land Use Bylaw.
- 3.0 That this Bylaw shall take effect on the day of the final passing thereof.

Read a first time this 12 day of May, 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

Read a second time this ____ day of _____, 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

Read a third time this ____ day of _____, 2025

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO



Barrhead...A Quality Community...With A Quality Lifestyle

SECTION 1 R1 - RESIDENTIAL

GENERAL PURPOSE



The general purpose of this District is to provide a neighbourhood that is intended to be exclusively for single detached homes. Secondary uses are limited to those that will not detract from the primary purpose of this District.

| USES | CLASS* | USE SPECIFIC REGULATION** |
|----------------------------|--------|-----------------------------------|
| ACCESSORY BUILDING | P | |
| ACCESSORY USE | P | |
| BED AND BREAKFAST | D | SECTION 5: BED AND BREAKFAST |
| CHILD CARE SERVICE | D | SECTION 8: CHILD CARE SERVICES |
| DWELLING (SINGLE DETACHED) | P | SECTION 23: RESIDENTIAL |
| HOME BASED BUSINESS | D | SECTION 13: HOME BASED BUSINESS |
| PLACE OF WORSHIP | D | SECTION 20: PLACES OF WORSHIP |
| PUBLIC USE | D | |
| PUBLIC UTILITY | P | |
| QUASI-PUBLIC USE | D | |
| SHOW HOME & SALES OFFICE | D | |
| SWIM POOLS OR HOT TUBS | P | SECTION 21: SWIM POOLS & HOT TUBS |

*"P" denotes a Permitted Use while "D" denotes a Discretionary Use

**Special Regulations are provided in Part VIII of this Bylaw.

| YARD REGULATIONS | MINIMUM REQUIREMENTS |
|------------------|-----------------------|
| Yard (Minimum) | |
| Front | 6.0 metres (19.7 ft.) |
| Side | 1.5 metres (4.9 ft.) |
| Rear | 7.5 metres (24.6 ft.) |
| Flanking | 3.0 metres (9.8 ft.) |



| PARCEL REGULATIONS | | MINIMUM REQUIREMENTS |
|-----------------------------------|--------------------------|--|
| Parcel Size (Minimum) | | 534 m ² (5,748 ft ²) |
| Depth | | 35.58 m (120 ft) |
| Width | | |
| | Laned (Internal) | 16.76 m (55 ft) |
| | Laned (Corner) | 18.29 m (60 ft) |
| | Laneless (Internal) | 16.76 m (55 ft) |
| | Laneless (Corner) | 18.29 m (60 ft) |
| | Pie/Irregular Shape | Measured minimum front yard setback |
| Building Height (Maximum) | | 9.14 m (30 ft) |
| Minimum Floor Area ^{***} | | |
| | single storey | 120.77 m ² (1,300 ft ²) |
| | 1.5-storey | 139.35 m ² (1,500 ft ²) |
| | 1.5 storey - lower floor | 97.55 m ² (1,050 ft ²) |
| | 2.0-storey | 139.35 m ² (1,500 ft ²) |
| | 2.0 storey - lower floor | 92.9 m ² (1,000 ft ²) |
| Parcel Coverage (Maximum) | | 40% |

*** Minimum floor areas does not include attached garages, decks or other outdoor amenity spaces.

| COMMON APPLICABLE REGULATIONS (PART VII) | |
|---|--|
| SECTION 1: ACCESSORY BUILDINGS | SECTION 18: LANEWAY ACCESS |
| SECTION 2: AMENITY AREAS | SECTION 22: OUTSIDE STORAGE / DISPLAY |
| SECTION 4: BUILDING HEIGHT | SECTION 24: PRINCIPAL BUILDINGS OR USE |
| SECTION 10: DWELLING UNITS ON A PARCEL | SECTION 25: PROJECTIONS INTO YARDS |
| SECTION 14: FENCING AND SCREENING | SECTION 27: RELOCATION OF BUILDINGS |
| SECTION 17: LANDSCAPING | |

OTHER REQUIREMENTS

All land uses approved under this Land Use District must comply with all other applicable provisions of this Bylaw, including, but not limited to: Part VII: General Regulations, Part VIII: Use Specific Regulations, Part IX: Parking Requirements and Part X: Signage Requirements.



Barrhead...A Quality Community...With A Quality Lifestyle

SECTION 3 R2 - RESIDENTIAL

GENERAL PURPOSE



The general purpose of this District is to provide a neighbourhood that is intended to be for both single detached and duplex housing with a broad range of lot and housing sizes.

| USES | CLASS* | USE SPECIFIC REGULATION** |
|-------------------------------|--------|-------------------------------------|
| ACCESSORY BUILDING | P | |
| ACCESSORY USE | P | |
| BED AND BREAKFAST | D | SECTION 5: BED AND BREAKFAST |
| CHILD CARE SERVICE | D | SECTION 8: CHILD CARE SERVICES |
| DWELLING (SINGLE DETACHED) | P | SECTION 23: RESIDENTIAL |
| DWELLING (DUPLEX) | P | SECTION 18: MULTI-UNIT RESIDENTIAL |
| GARAGE SUITE | D | SECTION 25: SECONDARY/GARAGE SUITES |
| GROUP HOME | D | SECTION 12: GROUP HOME FACILITIES |
| HOME BASED BUSINESS | D | SECTION 13: HOME BASED BUSINESS |
| IN-FILL RESIDENTIAL - CLASS A | P | SECTION 16: RESIDENTIAL IN-FILL |
| IN-FILL RESIDENTIAL - CLASS B | D | SECTION 16: RESIDENTIAL IN-FILL |
| PLACE OF WORSHIP | D | SECTION 20: PLACES OF WORSHIP |
| PUBLIC USE | D | |
| PUBLIC UTILITY | P | |
| QUASI-PUBLIC USE | D | |
| SECONDARY SUITE | D | SECTION 25: SECONDARY/GARAGE SUITES |
| SHOW HOME & SALES OFFICE | D | |
| SWIM POOLS OR HOT TUBS | P | SECTION 21: SWIM POOLS & HOT TUBS |

*"P" denotes a Permitted Use while "D" denotes a Discretionary Use

**Special Regulations are provided in Part VIII of this Bylaw.



| YARD REGULATIONS | REQUIREMENTS |
|---|--|
| Yard (Minimum) | |
| Front | 6.1 metres (20.0 ft.) |
| Side | 1.5 metres (4.9 ft.) |
| Rear | 7.5 metres (24.6 ft.) |
| Flanking | 3.0 metres (9.8 ft.) |
| PARCEL REGULATIONS | REQUIREMENTS |
| Parcel Area (Minimum) | |
| Laned: Internal | 510.95 m ² (5,500 ft ²) |
| Laned: Corner | 562.05 m ² (6,050 ft ²) |
| Laneless: Internal | 562.05 m ² (6,050 ft ²) |
| Laneless: Corner | 613.14 m ² (6,600 ft ²) |
| Parcel Dimensions: (Minimum) | |
| Depth | 33.53 m (110 ft) |
| Width | |
| Laneless (Internal) | 16.76 m (55 ft) |
| Laneless (Corner) | 19.81 m (65 ft) |
| Laned (Internal) | 15.24 m (50 ft) |
| Laned (Corner) | 16.76 m (55 ft) |
| Pie/Irregular Shape | Measured minimum front yard setback |
| Building Height (Maximum) | 9.14 m (30 ft) |
| Minimum Floor Area (Minimum)^{***} | |
| single storey | 102.19 m ² (1,100 ft ²) |
| 1.5-storey | 116.13m ² (1,250 ft ²) |
| 1.5 storey - lower floor | 97.55 m ² (1,050 ft ²) |
| 2.0 Storey | 130.06 m ² (1,400 ft ²) |
| 2.0 storey - lower floor | 69.68 m ² (750 ft ²) |
| Parcel Coverage (Maximum) | 40% |

^{***} Minimum floor areas does not include attached garages, decks or other outdoor amenity spaces.



Barrhead...A Quality Community...With A Quality Lifestyle

COMMON APPLICABLE REGULATIONS (PART VII)

| | |
|--|--|
| SECTION 1: ACCESSORY BUILDINGS | SECTION 18: LANEWAY ACCESS |
| SECTION 2: AMENITY AREAS | SECTION 22: OUTSIDE STORAGE / DISPLAY |
| SECTION 4: BUILDING HEIGHT | SECTION 24: PRINCIPAL BUILDINGS OR USE |
| SECTION 10: DWELLING UNITS ON A PARCEL | SECTION 25: PROJECTIONS INTO YARDS |
| SECTION 14: FENCING AND SCREENING | SECTION 27: RELOCATION OF BUILDINGS |
| SECTION 17: LANDSCAPING | |

REQUIREMENTS

All land uses approved under this Land Use District must comply with all other applicable provisions of this Bylaw, including, but not limited to: Part VII: General Regulations, Part VIII: Use Specific Regulations.

REQUEST FOR DECISION

To: Town Council

From: Jenny Bruns

Date: June 23, 2026

Re: Land Use Bylaw Amendment Application 07-2026

1.0 **PURPOSE:**

For Council to consider an application to amend the Land Use Bylaw 04-2015 to redistrict Lot 22, Block 19, Plan 1839HW from R2 to DC (Direct control) district.

2.0 **BACKGROUND AND DISCUSSION:**

The landowner wishes to develop on the property and increase density, via subdivision. The existing R2 zoning has existing minimum parcel widths and square footage requirements that can't be met as there are inconsistencies in the Land Use Bylaw. Splitting the lot would allow the developer to continue with creative single detached units with a higher density than normally allowed.

Inconsistencies within the Land Use Bylaw will be addressed with the upcoming review.

Site conditions: Site has alley side and rear access so servicing and parking can easily be met. Other higher density single detached buildings in the area, and as they are lower density and would not impact this development.



This process included first reading of Council (May 12), a Public Hearing (today) be held prior to second and third reading, and subsequent successful passing of second and third reading if Council chooses.

Council must determine if this is an appropriate use within the neighborhood.

- **Land Use Bylaw 04-2015:**

DC Districts have been used in this neighborhood for other creative housing options. DC District allows for Council to make the decision as the development authority and has no minimum or maximum size which allows for greater flexibility. Decisions made under Direct Control are not appealable except under matters of interpretation. Used for the purpose of facilitating subdivision and development that, due to their unique characteristics, innovations or unusual site and environmental constraints, require specific Land Use Bylaw regulation that is not provided in other land use districts.

The proposed development requires a narrower lot width to increase the density.

- **Municipal Development Plan 04-2010 Section 5.0 Residential Land Use states:**

1) To provide for orderly and staged residential growth, the Town shall:
a) continue to encourage in-fill residential development in mature neighbourhoods; and
b) encourage the development of new residential areas, when demand requires, in locations which are adjacent to existing residential subdivisions.

2) To foster the provision of affordable and inclusive housing, the Town:
a) shall encourage a variety of housing options within the community as a means to increase choice and pricing options for residents;
b) shall support affordable housing initiatives which are financially sustainable and effective, subject to consistency with other policies of this MDP;

- **Municipal Development Plan 04-2010 Section 5.2**

1) To maintain the attractiveness of existing residential areas, the Town shall:
a) require that site designs for in-fill development focus on compatibility of the development with the character of the receiving neighbourhood;
b) require on-site parking for all residential development (development permit condition);

The proposed amendment appears compatible with the Municipal Development Plan policies and goals are achievable with permitting conditions.

3.0 ALTERNATIVES:

3.1 Council may deny the amendment application with reasons.

3.2 Council may pass second and/or third reading, with or without amendments, and approve the bylaw.

3.3 Council may choose to table the item to gather further information.

4.0 FINANCIAL IMPLICATIONS:

Increased tax revenue may be realized with increased density.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Increased densities tend to provide a more cost effective and affordable housing option for community members. With proper development controls such as onsite parking, higher densities can fit into the neighborhoods quite nicely. As Council would be the decision body, this can easily be achieved.

8.0 ATTACHMENTS:

R2 and DC Zoning.

9.0 RECOMMENDATION:

That Council approve second and third reading of the bylaw amendment.

RECOMMENDED MOTION (Public):

- 1) That Council approve second reading of Bylaw 06-2026 to amend the Land Use Bylaw to redistrict Lot 22, Block 19, Plan 1839HW from R2 to DC (Direct Control) district.
- 2) That Council approve third and final reading of Bylaw 06-2026 to amend the Land Use Bylaw 04-2015 to redistrict Lot 22, Block 19, Plan 1839HW from R2 to DC (Direct Control) district.

(original signed by the CAO)
Collin Steffes, CAO

TOWN OF BARRHEAD

BYLAW NO. 07-2026

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 04-2015.

WHEREAS pursuant to Section 640(1) of the *Municipal Government Act*, RSA 2000, c. M-26, Council approved land use bylaw; and

WHEREAS Council wishes to redistrict Lot 22, Block 19, Plan 1839HW from R2 to DC;

NOW THEREFORE, the Council of the Town of Barrhead, duly assembled, and under the authority of the *Municipal Government Act*, enacts as follows:

- 1.0 That Bylaw 04-2015 be amended to redistrict Lot 22, Block 19, Plan 1839HW from R2 to DC.
- 2.0 That this Bylaw, once passed and signed, shall form part of Bylaw 04-2015, the Land Use Bylaw.
- 3.0 That this Bylaw shall take effect on the day of the final passing thereof.

Read a first time this 12th day of May, 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

Read a second time this ____ day of _____, 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

Read a third time this ____ day of _____, 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO



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SECTION 3 R2 - RESIDENTIAL

GENERAL PURPOSE



The general purpose of this District is to provide a neighbourhood that is intended to be for both single detached and duplex housing with a broad range of lot and housing sizes.

| USES | CLASS* | USE SPECIFIC REGULATION** |
|-------------------------------|--------|-------------------------------------|
| ACCESSORY BUILDING | P | |
| ACCESSORY USE | P | |
| BED AND BREAKFAST | D | SECTION 5: BED AND BREAKFAST |
| CHILD CARE SERVICE | D | SECTION 8: CHILD CARE SERVICES |
| DWELLING (SINGLE DETACHED) | P | SECTION 23: RESIDENTIAL |
| DWELLING (DUPLEX) | P | SECTION 18: MULTI-UNIT RESIDENTIAL |
| GARAGE SUITE | D | SECTION 25: SECONDARY/GARAGE SUITES |
| GROUP HOME | D | SECTION 12: GROUP HOME FACILITIES |
| HOME BASED BUSINESS | D | SECTION 13: HOME BASED BUSINESS |
| IN-FILL RESIDENTIAL - CLASS A | P | SECTION 16: RESIDENTIAL IN-FILL |
| IN-FILL RESIDENTIAL - CLASS B | D | SECTION 16: RESIDENTIAL IN-FILL |
| PLACE OF WORSHIP | D | SECTION 20: PLACES OF WORSHIP |
| PUBLIC USE | D | |
| PUBLIC UTILITY | P | |
| QUASI-PUBLIC USE | D | |
| SECONDARY SUITE | D | SECTION 25: SECONDARY/GARAGE SUITES |
| SHOW HOME & SALES OFFICE | D | |
| SWIM POOLS OR HOT TUBS | P | SECTION 21: SWIM POOLS & HOT TUBS |

*"P" denotes a Permitted Use while "D" denotes a Discretionary Use

**Special Regulations are provided in Part VIII of this Bylaw.



| YARD REGULATIONS | REQUIREMENTS |
|-------------------------|-----------------------|
| Yard (Minimum) | |
| Front | 6.1 metres (20.0 ft.) |
| Side | 1.5 metres (4.9 ft.) |
| Rear | 7.5 metres (24.6 ft.) |
| Flanking | 3.0 metres (9.8 ft.) |

| PARCEL REGULATIONS | REQUIREMENTS |
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Barrhead...A Quality Community...With A Quality Lifestyle

SECTION 16 DC - DIRECT CONTROL

GENERAL PURPOSE



This District is intended to be applied in areas that are in transition or where traditional land use districts are not appropriate, due to constraints such as servicing limitations, a unique character, historical sites, cultural sensitivity or environmental issues.

APPLICATION

- 1) Designation of land to this District must be consistent with the provisions of the Town of Barrhead Municipal Development Plan and
- 2) The proposal must be compatible with surrounding land uses.

SUPPLEMENTAL REGULATIONS

- 1) In evaluating a proposed land use or development, Council shall conform to the Act, Subdivision and Development Regulations and any Statutory Plan that is in effect.
- 2) Council may require, as part of the evaluation process for a development permit under this District, the applicant to:
 - a) provide an explanation of the intent of the project,
 - b) features of the project which make it desirable for the Town of Barrhead,
 - c) an economic analysis of the proposed anticipated impact on the Town of Barrhead,
 - d) all requirements of a Development Permit Application as described in Part VI of this Bylaw,
- 3) Council may hold a public meeting regarding an application for subdivision and/or development within this District.



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