

AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JANUARY 13, 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 – December 9, 2025
4. Public Hearings
 - (a) None
5. Delegations
 - (a) Delegation at 5:30 p.m. Barrhead Exhibition Assoc. & Agricultural Society
6. In-Camera Session
 - (a) Section 19 of the Access to Information Act: Disclosure harmful to Third Party Business Interests – Agricultural Society Agreements
7. Old Business
 - (a) Barrhead Regional Water Commission Road Culvert Tender Award
8. New Business
 - (a) Health and Safety Policies
 - (b) Blue Fin Swim Meet Request
 - (c) Procurement Policy
 - (d) Public Appointments Committees/Boards
 - (e) Proposed 2026 Calendar of scheduled delegations
 - (f) November Bank Statement

9. Reports

- (a) Council Reports

10. Minutes

- (a) None

11. Bylaw

- (a) Bylaw 01-2026: The Animal Control Bylaw – Update to include urban hens.
- (b) Bylaw 02-2026: Residential Property Tax Incentive Bylaw (First Reading)

12. Correspondence Items

- (a) Letter from National Police Federation
- (b) Letter from Honourable Ric McIver, ECA, MLA

13. For the Good of Council

14. Tabled Items

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, DECEMBER 09, 2025,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; Shallon Touet, Director of Parks and Recreation; Mario Acevedo, Utility Operator; and Jodie Lyons, Municipal Coordinator.

OTHERS Barry Kerton, Barrhead Leader; and Ed LeBlanc, Manager of Barrhead Regional Water Commission

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

AGENDA The agenda was reviewed.

364-25 Moved by Cr. Sawatzky that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

The Minutes of the Town Council Organizational Meeting of November 25, 2025, were reviewed.

365-25 Moved by Cr. Smith that the Minutes of the Town Council Organizational Meeting of November 25, 2025, be approved as amended.

CARRIED UNANIMOUSLY

**IN-CAMERA SESSION
BUSINESS INTERESTS OF 3RD PARTY
SECTION 19, ACCESS TO INFORMATION ACT**

366-25 Moved by Cr. Sawatzky that Council go in to closed session at 5:31 p.m.

CARRIED UNANIMOUSLY

OUT OF IN-CAMERA SESSION

367-25 Moved by Cr. Smith that Council come out of closed session at 6:26p.m.

CARRIED UNANIMOUSLY

NEW BUSINESS

2026 COUNCIL MEETING CALENDAR

Collin Steffes, CAO presented to Council to consider and approve the proposed 2026 Council Standing Meeting Calendar.

368-25 Moved by Cr. Oswald that Council approve the proposed 2026 Council Standing Meeting Calendar as presented

CARRIED UNANIMOUSLY

**2026 FINAL OPERATING &
CAPITAL BUDGETS**

Jennifer Mantay, Corporate Services Director presented to Council to approve the 2026 Final Operating and Capital Budgets as presented.

369-25 Moved by Cr. Kluin that Council adopt the 2026 Operating Budget with Revenues of \$17,515,050.00 and Expenses of \$17,498,700.00, plus the amortization expense budget of \$2,166,600.00, for a surplus of \$16,350.00, as presented which includes an increase of 1% to the municipal portion of the residential, non-residential, farmland and machinery and equipment property tax rates for 2026.

CARRIED UNANIMOUSLY

370-25 Moved by Cr. Botros that Council adopt the 2026 Capital Budget with Revenues and Expenses Budgets totaling \$4,858,690.00 as amended.

CARRIED UNANIMOUSLY

**FINANCIAL STATEMENT REPORTS TO
SEPTEMBER 30, 2025**

Jennifer Mantay, Corporate Services Director presented to Council to accept the Financial Statement Report to September 30, 2025.

371-25 Moved by Cr. Oswald that Council accepts the Financial Statement Reports to September 30, 2025, as information.

CARRIED UNANIMOUSLY

**CANCELLATION OF UTILITY
RECEIVABLE ACCOUNTS**

Jennifer Mantay, Corporate Services Director presented to Council to review the potential cancellation of Utility Receivable Accounts.

372-25 Moved by Cr. Smith that Council authorizes Administration to cancel the outstanding Utility Receivable Accounts in the amount of \$613.78, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**CANCELLATION OF TRADE
RECEIVABLE ACCOUNTS**

Jennifer Mantay, Corporate Services Director presented to Council to review the potential cancellation of Trade Receivables Accounts.

373-25 Moved by Cr. Sawatzky that Council authorizes Administration to cancel the outstanding Trade Receivable Accounts in the amount of \$78.24, as indicated on the listing provided.

CARRIED UNANIMOUSLY

ENTERED

Mr. Ed Leblanc, Manager of the Barhead Regional Water Commission and Mario Acevedo, Utility Operator entered the meeting at 6:28 p.m.

**OPERATING AGREEMENT WITH
BARRHEAD REGIONAL WATER COMMISSION**

Ed Leblanc, Manager of the Barrhead Regional Water Commission and Mario Acevedo, Utility Operator were present for Council to consider approving a new Operational Agreement between the Town of Barrhead and the Barrhead Regional Water Commission, as endorsed by the Commission on November 24, 2025, subject to final approval by Town Council.

374-25

Moved by Cr. Oswald that Council approve the new Operational Agreement between the Town of Barrhead and the Barrhead Regional Water Commission, as endorsed by the Commission on November 24, 2025, and authorize the Mayor and CAO to execute the Agreement on behalf of the Town.

CARRIED UNANIMOUSLY

EXITED:

Mr. Ed Leblanc, Manager of the Barrhead Regional Water Commission and Mario Acevedo, Utility Operator exited the meeting at 6:34 p.m.

**BARRHEAD JOHNSON AIRPORT
COMMITTEE 2026 BUDGETS**

Jennifer Mantay, Corporate Services Director presented to Council to approve the Barrhead Johnson Airport Committee's proposed 2026 Operating Budget, 2027-2029 Operating Plan, the 2026 proposed Capital Budget and the 10 Year Capital Plan.

375-25

Moved by Cr. Kluin that Council approves the Barrhead Johnson Airport Committee's proposed 2026 Operating Budget with a financial contribution of \$20,315.00 from both the Town of Barrhead and County of Barrhead, as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

376-25

Moved by Cr. Oswald that Council approves the Barrhead Johnson Airport Committee's proposed 2027-2029 Financial Plan, as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

377-25

Moved by Cr. Smith that Council approves the Barrhead Johnson Airport Committee's proposed 2026 Capital Budget with zero capital expenditures as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

378-25

Moved by Cr. Fylshtan that Council approves the Barrhead Johnson Airport Committee's 10 Year Capital Plan, as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of December 9, 2025, were reviewed:

- (a) Barrhead District and Social Housing – Cr. Smith
- (b) Barrhead & Area Regional Crime Coalition – Cr. Kluin
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald
- (d) Community Futures Yellowhead East – Cr. Botros
- (e) Yellowhead Regional Library Board – Cr. Botros

379-25 Moved by Cr. Kluin that the following Reports to Council as of December 9, 2025, be accepted as information:

- (a) Barrhead District and Social Housing – Cr. Smith
- (b) Barrhead & Area Regional Crime Coalition – Cr. Kluin
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald
- (d) Community Futures Yellowhead East – Cr. Botros
- (e) Yellowhead Regional Library Board – Cr. Botros

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Community Futures Yellowhead East – October 16, 2025

380-25 Moved by Cr. Smith that Council accept the minutes as information.

CARRIED UNANIMOUSLY

**BYLAW 09-2025
MUNICIPAL PUBLIC
UTILITIES BYLAW**

Jennifer Mantay, Corporate Services Director presented to Council to review and approve Bylaw 09-2025, the Municipal Public Utilities bylaw.

381-25 Moved by Cr. Smith that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be given first reading.

CARRIED UNANIMOUSLY

382-25 Moved by Cr. Oswald that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be given second reading.

CARRIED UNANIMOUSLY

383-25 Moved by Cr. Kluin that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

384-25 Moved by Cr. Sawatzky that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be given third reading.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

- Cr. Oswald acknowledged the success of the Polar Parade. Although the weather was cold, it was very good and well attended.
- Cr. Kluin shared the International Day of Persons with Disabilities Pancake Breakfast held on December 3rd was a successful event where they made connections and saw approximately 120 people attend.
- Cr. Botros wished to commend the organizers for hosting a well-attended Festival of Trees evening event and the International Day of Persons with Disabilities Breakfast for their successful event.

ADJOURN

385-25 Moved by Cr. Oswald that the Council Meeting be adjourned at 6:46 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

REQUEST FOR DECISION

To: Town Council

From: Sheldon Flett, Director of Public Works

Date: January 13, 2026

Re: Water Plant Access Road Culvert Replacement – Awarding of Contract

1.0 PURPOSE:

For Council to review the tenders received for the Water Treatment Plant access road and award the contact.

2.0 BACKGROUND AND DISCUSSION:

Last summer, the stormwater culvert beneath the BRWC road collapsed, resulting in the washout of the access road leading to the water plant. Barricades were immediately installed to restrict vehicle and public access to the affected section. The access road is primarily used by water plant operators, as well as garbage and delivery trucks that service the Water Commission, and it also forms part of the Town's trail system.

To maintain transport access, a temporary road was constructed for Commission use, while the washed-out section was barricaded to divert the public and ensure pedestrian safety. Over the past several months, Administration has undertaken the following action to find the best and most cost-effective solution to repair this unexpected road failure. This has included:

1. Initial meetings to assess and scope the necessary repairs, including the road replacement, and storm water culvert replacement, while also considering both Provincial and Federal requirements governing the work to be done. Initial discussions with the BRWC's engineering consultant estimated the costs of repair at approximately \$500K.
2. Discussion with the BRWC occurred to determine responsibility for the repair. The Town acknowledged that because the failed culvert was part of the Town's Storm Water Management System, the Town should share in the cost for repair. A representative from the BRWC contended that the Town should be fully responsible for the full cost, because the property with the access road was not included in the property lease between the Town and the BRWC. Council directed Administration to propose a 50/50 cost share of the expense to the BRWC. The Barrhead Regional Water Commission ultimately approved a 25% cost contribution (up to \$125,000) from the BRWC towards the cost of repairs.
3. Given the significant and unexpected cost of the repair, the Town pursued additional pricing from 3 other engineering firms to obtain the most cost-effective proposals for

engineered design and construction management services. As a result, Sameng Inc. was hired to do the engineering for this project.

4. The Town also investigated the possibility of grant funding through the Province's Strategic Transportation Infrastructure Program. The Town learned early in September that this work would not be eligible for this grant funding, because the culvert is within a service road that doesn't seem to be available to the public. In addition, the culvert/road does not have an associated bridge file – criteria that was required under the grant.
5. It is worth noting that this is a complex repair, as it:
 - Needs to accommodate multi-ton loads,
 - Needs to comply with all Provincial and Federal government regulations (including the Provincial Water Act and Federal Fisheries Act)
 - Will have to achieve an extended service life.

The following table summarizes the tenders that have been received for the construction costs of the culvert replacement:

Company	Total Score (Out of 100%) ¹	Cost ²
Kichton	73%	\$492,451.00
Tri-Gen	81%	\$367,793.40
Norellco	71%	\$535,900.88
Barsi Enterprises	85%	\$294,570.00
Martushev Group	64%	\$795,951.12
Plains Construction	68%	\$616,618.00
Rulam	78%	\$410,521.71
Boss Bridgeworks	47%	\$490,700.00

¹Total Score considers several elements, including Project Team and Experience, Price Evaluation, Construction Methodology and Project Schedule, and Subcontractors.

²Cost does not include contingency

Sameng Inc. has recommended that the contract be awarded to Barsi Enterprises. Barsi Enterprises had the best total score and the lowest cost.

3.0 ALTERNATIVES:

- 3.1 Council may direct Administration to request additional information and bring back to a future Council meeting.

4.0 FINANCIAL IMPLICATIONS:

The project cost for culvert replacement will be \$294,570.00 plus a contingency of 20%, for a total of \$353,484.00. In addition, Council approved an engineering cost of \$49,681.00. Therefore, the total cost, including engineering and contingency, will be \$403,165.00. Once again, once final costs are known the BRWC will be reimbursing 25% of the project costs up to \$125K. The 2026 Capital Budget includes \$500,000.00 for the culvert replacement, so we will be well under-budget for this project.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

By extensively reviewing the project and construction approach, Town Administration was able to reduce the estimated cost of the culvert replacement by approximately \$100,000.00, while still meeting all regulatory, safety, and infrastructure requirements.

8.0 ATTACHMENTS:

None.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council award the contract for the Water Treatment Plant access road culvert to Barsi Enterprises for a grand total cost of \$353,484.00.

10.0 PROPOSED MOTION:

That Council award the contract for the Water Treatment Plant access road culvert to Barsi Enterprises at a cost of \$294,570.00, plus a 20% contingency, for a grand total cost of \$353,484.00.

(Original signed by the CAO)

Collin Steffes

CAO

REQUEST FOR DECISION

To: Town Council

From: Stacy Irwin, Health and Safety Advisor

Date: January 13, 2025

Re: Workplace Violence and Harassment Prevention: Policies and Procedure.

1.0 PURPOSE:

For Council to review and approve the attached Workplace Violence and Harassment Prevention Policies and corresponding Procedure in compliance with our Health and Safety obligations.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead is committed to providing a respectful, safe, and healthy workplace that is free from violence and harassment. The attached policies are established to comply with the Alberta Occupational Health and Safety (OHS) Act, Regulation, and Code requirements related to violence and harassment prevention, and to outline the Town's commitment to identifying, preventing, and responding to incidents of violence and harassment in the workplace.

2.1 Legislative Compliance:

Occupational Health & Safety Code:

390.7(1) An employer must review the violence and harassment prevention plan required by section 390(1) in any of the following circumstances:

- a) when an incident of violence or harassment indicates a review is required;
- b) where there is a change to the work or work site that could affect the potential for violence or harassment to occur;
- c) if the joint health and safety committee or the health and safety representative requests a review;
- d) at least every 3 years.

2.2 Council Participation:

In Alberta, municipal councils play a governance and oversight role in the area of health and safety. Council's responsibilities include establishing policy direction, providing strategic oversight, and ensuring organizational compliance with applicable legislation.

Council also contributes to setting the tone for a positive safety culture and may provide input on risk management matters. In some municipalities, specific roles for Council members are defined within the municipality's Health and Safety Management System.

While elected officials such as municipal councillors are not ordinarily classified as "workers" under the Alberta Workers' Compensation Act, this designation can apply if coverage has been formally approved by the Workers' Compensation Board (WCB). For the Town of Barrhead, WCB coverage for Councillors has been approved, and therefore Councillors are recognized as workers under both the Workers' Compensation Act and Occupational Health and Safety Legislation. As such, they are to be included within the municipality's Health and Safety Management System in accordance with the standards of the Alberta Municipal Health and Safety Association (AMHSA).

2.3 Proposed Amendments:

- a) Workplace Violence and Harassment Prevention Policies:
 - i. Scope: to include "Members of Council" and "in the following places":
 - a) Town Buildings, Facilities, Sites, Offices or work environments
 - b) Locations visited by workers while traveling on Town related business; including but not limited to conferences, meetings, vendor/supplier or customer sites, and
 - c) Locations of work based social gatherings.
- b) Violence/Bullying/Harassment Procedure:
 - i. Title: change to "Workplace Violence and Harassment Prevention Procedure"

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to direct Administration to table item for further information and subsequent changes.
- 3.2 Council may choose to approve policies and procedure with minor changes.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Redistribution of Policies and Procedure.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Support of these policies and procedure demonstrates to the public and employees, Council's commitment to a safe and healthy workplace environment that respects all parties.

8.0 ATTACHMENTS:

- 8.1** Workplace Violence Prevention Policy
- 8.2** Workplace Harassment Prevention Policy
- 8.3** Workplace Violence and Harassment Prevention Procedure

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council review and approve the presented changes to the Health and Safety Policies in compliance with the Occupational Health and Safety Code.

10.0 PROPOSED MOTION(S):

That Council approve the summary review and adopt the Workplace Violence Prevention Policy, Workplace Harassment Prevention Policy, and the Workplace Violence and Harassment Prevention Procedure, as attached.

(original signed by the CAO)
Collin Steffes
CAO

POLICY# 12-0 17(a)

WORKPLACE VIOLENCE PREVENTION

Resolution Number:	36-022
Original Approval Date:	January 12, 2012
Review Due Date:	January , 2029
Revised Policy Date:	January 13, 2026

POLICY STATEMENT:

The Town of Barrhead is committed to the prevention of workplace violence and is ultimately responsible for employee's health and safety. The Town will take whatever steps are reasonable to protect their employees from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone..

PURPOSE:

The Town of Barrhead as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this policy, the Town has put in place workplace violence prevention procedures. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

The Town will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting procedures. All employees are required to raise any concerns about workplace violence and to report any violent incidents or threats to their supervisor immediately.

The Town will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner, 15 days is an acceptable time frame.

The Town pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform employees of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No employees can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence.

This violence prevention policy does not discourage an employee from exercising their right under any other law.

SCOPE:

This policy applies to all Town of Barrhead workers, visitors, clients, contractors and volunteers, etc. in the following places:

- a) Town Buildings, Facilities, Sites, Offices or work environments
- b) Locations visited by workers while traveling on Town related business; including but not limited to conferences, meetings, vendor/supplier or customer sites, and
- c) Locations of work based social gatherings.

POLICY # 12-0 17(b)

WORKPLACE HARASSMENT PREVENTION

Resolution Number: 37-22

Original Approval Date: January 12, 2012

Review Due Date: January 2029

Revised Policy Date: January 13, 2025

POLICY STATEMENT:

The Town of Barrhead is committed to providing a work environment in which all employees are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including visitors, clients, contractors and volunteers etc.

PURPOSE:

The Town of Barrhead is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, the Town has put in place workplace harassment prevention procedures. It includes measures and procedures to protect employees from the hazard of harassment and a process for workers to report incidents or raise concerns.

The Town will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to their supervisor.

The Town will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner, 15 days is acceptable time frame.

The Town pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

This harassment prevention policy does not discourage an employee from exercising their worker's right under any other law.

SCOPE:

This policy applies to all Town of Barrhead workers, visitors, clients, contractors and volunteers, etc. in the following places:

- a) Town Buildings, Facilities, Sites, Offices or work environments
- b) Locations visited by workers while traveling on Town related business; including but not limited to conferences, meetings, vendor/supplier or customer sites, and
- c) Locations of work based social gatherings.

WORKPLACE VIOLENCE & HARASSMENT PREVENTION

PROCEDURE STATEMENT:

Policy Number: **12-017(a) and (b)**

Original Approval Date: January 1, 2012

Review Due Date: January 2029

Revised Procedure Date: January 13, 2026

PURPOSE:

The objective of this procedure is to provide steps to ensure that:

- Individuals are aware of the seriousness with which the Town of Barrhead views abuse.
- Disciplinary and/or corrective action shall be imposed in the event of such confirmed behavior.
- Individuals are advised of the assistance available to them and the recourse they may take should they believe they are subjected to, or become aware of situations involving abuse.

DEFINITIONS:

Bullying: a conscious, willful, deliberate, repeated and hostile activity or behavior that may be marked by the intent to intimidate, offend, degrade, or humiliate a particular person or group. Bullying may include, but limited to the following:

- a) **Verbal Bullying:** name calling, put-downs, sarcasm, teasing, spreading rumors, threats, making rude or stereotypical comments/reference about one's culture, ethnicity, sexual orientation, gender/gender identity/gender expression, race, and/or religion, or other unwanted comments.
- b) **Social Bullying:** exclusion, gossip, ganging up, mobbing, scapegoating, humiliation others, gestures or graffiti intended to put others down.
- c) **Physical Bullying:** hitting, poking, pinching, chasing shoving, coercing, damaging property, or destroying.

WORKPLACE VIOLENCE & HARASSMENT PREVENTION

- d) **Cyber Bullying:** the use of technology to intimidate, put down or spread rumors about someone or supporting deliberate, hostile and hurtful behavior towards an individual or groups of individuals. It can occur within a peer group or between groups.

Discrimination: is treatment or consideration of, or making a distinction in favor of or against a person based on the group, class, or category to which the person is perceived to belong. This includes, but is not limited to, differential treatment or any action or policy having an adverse impact on an individual or group of individuals based on Protected Grounds.

Harassment:

- a) Is a form of discrimination and includes any behavior or practice, including sexual harassment, which is deemed inappropriate by its adverse effect on an individual's employment, job performance or personal dignity.
- b) Includes, but is not limited to, unwelcome behavior, physical contact, comments, jokes, gestures, posters, articles or treatment in general that offends, demeans, or causes personal humiliation, or embarrassment regardless of the intent of the action.
- c) Harassment does not include consensual relationships, mutually welcome social invitations or interactions, or constructive feedback about work performance.

Protected Grounds: The Alberta Human Rights Act prohibits discrimination based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, gender identity, and gender expression.

Sexual Harassment:

- a) Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of sexual nature.
- b) Sexual Harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, request or demands of a sexual nature.

Violence: the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury or, a mental injury that results in a medically-diagnosed incapacity for that person to work. Violence may include but is not limited to the following:

- a) **Stranger Violence:** when the individual is not known to the worker or the Town of Barrhead, or both.
- b) **Worker to Worker Violence:** when the incident involves two or more Town of Barrhead workers.
- c) **Client or Customer to Worker Violence:** when a customer or client becomes violent while interacting with a Town of Barrhead worker.
- d) **Domestic Violence:** is a pattern of coercive tactics, which can include physical, psychological, sexual, economic or emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

WORKPLACE VIOLENCE & HARASSMENT PREVENTION

Worker: means a person engaged in an occupation, including a person who performs or supplies service for no monetary compensation for an organization or employer and for greater certainty includes a self-employed person, but does not include a student in learning activities conducted by or within an education institution for which no compensation is paid to the student.

RESPONSIBILITIES:

Worker:

Each worker has a responsibility to ensure that their work environment is safe and secure. Workers must report any violent acts occurring or that may occur in the workplace, including threats and warning signs of violent behavior. Workers must immediately inform their supervisor if they:

- a) have been threatened
- b) have been subjected to a violent act, bullying or harassment at work or during the course of their work
- c) have witnessed a threat or violent act, bullying or harassment against or by a worker.
- d) have reason to believe that they, another worker, a member of the public or Town property may become the target of violence, bullying or harassment.

Workers who do not feel comfortable reporting the situation to their supervisor can report directly to any supervisor, their health and safety representative, or committee member. If a situation presents an imminent threat to a worker's safety, a worker must call 9-1-1 and ask for assistance from the RCMP.

Workers must refrain from causing or participating in harassment or violence.

Supervisors & Managers:

Supervisors must, as far as reasonably practicable, ensure workers under the supervisor's supervision are not subject to harassment or violence at work site.

Incidents of Violence, Bullying and harassment shall be reported by the Supervisor or Manager, or both to the Chief Administrative Officer to ensure an effective investigation takes place and an appropriate response is developed.

Chief Administrative Officer:

The C.A.O. in consultation with the Department Head will determine the appropriate person responsible for conducting the investigation as each case must be determined on its own merit.

Confidentiality:

Any individual to whom information concerning a complaint of abuse is entrusted, is to share such information on a "need to know" basis, and otherwise to maintain strict confidentiality regarding such information.

It is the responsibility of any individual who becomes aware of an incident of abuse not to disclose details of the incident to any third party without prior consultation with the victim.

PROCEDURE STEPS:

1) Investigation

- a) Facts and circumstances will be investigated using the following procedure:
 - o Interviewing the complainant and the alleged offender individually as soon as possible
 - o Interviewing any witness individually and upholding confidentiality at all costs
 - o Documenting the findings accurately and completely
 - o Documentation surrounding the investigations of abuse will constitute part of an employee's personnel file but will be placed in a sealed envelope at the conclusion of investigation.
 - o Stating an opinion as to the validity of the complaint
 - o Making recommendations for disposition of the complaint following legal consultation if required
- b) In the event the complaint is justified, appropriate action will be taken.
- c) Within two weeks of receiving the complaint, the supervisor will complete the "Worksite Abuse Supervisor's Report" form and submit it to the Chief Administrative Officer, outlining how the incident was resolved. Any employee who has filed a complaint of abuse is to be free from intimidation, coercion, dismissal, or threats of any kind against them. Any incidents of retaliation against an employee are to be reported immediately to the C.A.O. Disciplinary action will apply for acts of retaliation against an employee who has made a complaint.
- d) At any time during the above process, or if the behavior continues or corrective action is not taken to the satisfaction of the employee, the individual may file a complaint with the Alberta Human Rights.

2) Complaint Procedure for Worker

- a) An employee who believes he/she has been the subject of abuse of any kind has a responsibility to make their objections clearly known to the offender directly, or with the assistance of a third party. The employee may contact their immediate supervisor, co-worker or safety officer for assistance. The employee shall document this meeting and the witness signs it.
- b) The Town of Barrhead "Worksite Abuse Complainant's Report" form should be utilized to report incidents of abuse. The form is to be submitted to the immediate supervisor. The complainant must make a careful written record of any incident, noting the date and time, nature of the behavior, and the names of any persons who witnessed the behavior. Issues will be dealt with in a confidential manner. In the event the alleged abuser is the immediate supervisor, the employee shall submit the completed form to the supervisor's manager.
- c) If the abuse continues, the complainant may contact the C.A.O. Documentation must follow.
- d) At any time during the above process, or if the behavior continues or corrective action is not taken to the satisfaction of the employee, the individual may file a complaint with the Alberta Human Rights Commission, Alberta Human Resources and Development or the RCMP.

3) Consequences of non-compliance

WORKPLACE VIOLENCE & HARASSMENT PREVENTION

- a) Workers failing to adhere to the items contained in this policy shall be subject to discipline or appropriate action. What appropriate action shall depend on the circumstances of the incident and may range from, but not be limited to, warnings and suspensions, up to and including dismissal. Incidence may also be referred to the RCMP for investigation.
- b) The Town of Barrhead shall take appropriate action to ensure a safe workplace. Contractors, suppliers, volunteers, and members of the public exhibiting violence, bullying or harassment towards our employees will be subject to discontinuation of business with the individuals or organizations, issuance of trespass notices or the matter being referred the RCMP.

Exclusions:

No exclusions

Review Notes:

This policy shall be reviewed within 3 years, after an incident of Violence or Harassment occurs or JHSC recommends a review. Review will be by the JHSC and/or others and submit changes through the CAO for approval.

References:

Alberta Occupational Health and Safety Code Section 27

Violence and harassment in the Alberta workplace resource publication.

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director Parks and Recreation

Date: January 13, 2026

Re: Special Event Application – Barrhead Blue Fins Swim Club Unofficial Swim Meet

1.0 PURPOSE:

To receive Council approval for the Barrhead Blue Fins Swim Club to host their first unofficial swim meet at the Barrhead Regional Aquatic Centre on February 21, 2026, and to authorize required municipal supports including access to facility equipment (tables, chairs, garbage receptacles, and interior barricades).

2.0 BACKGROUND AND DISCUSSION:

The Barrhead Blue Fins Swim Club has submitted a Special Event Application to host an unofficial swim meet intended to support athlete development and community engagement. Approximately 100 participants and spectators are expected to attend. The event will operate from 8:00 a.m. to 6:00 p.m.

No road closures or external site alterations are requested. Food service will be available for purchase or donation, and the Club advises that volunteers will support(both set-up and post-event clean-up.

The Town may be required to supply interior barricades, garbage cans, tables, and chairs. Food handling requirements and fire safety codes will be coordinated with Alberta Health Services and the Barrhead Fire Department by the Swim Club.

This event represents an opportunity to promote local sport development and increase utilization of the Aquatic Centre without major operational disruption.

3.0 ALTERNATIVES:

Council may consider the following options:

- 3.1 Approve the Special Event Application as submitted.
- 3.2 Approve with conditions, such as adjustments to resource allocation, cost recovery, or staffing requirements.
- 3.3 Deny the application due to operational, scheduling, or risk-management concerns.

4.0 FINANCIAL IMPLICATIONS:

4.1 Direct financial impact is anticipated.

Potential costs include:

- Staff time for event coordination
 - 12 aquatic staff - 2 shifts of 6.5 hrs @ \$22.00 hr = \$3,432.00
 - 2 CSR staff - 2 shifts x 6.5 hr shift @ \$20.00 hr = \$1,690.00
- Provision of municipal equipment (tables, chairs, barricades, garbage cans)

4.2 Revenue may be generated if standard rental of \$1,038.90 (8hr day) plus and additional \$129.86 for each additional hour fees apply.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

- Recreation Department: Coordination of scheduling, equipment access, and facility support.
- Fire Department: Potential inspection related to capacity.
- Administration: Review logistics and ensure compliance with municipal policies.
- Communications Department: ensure general public is aware via posting on social media, posters and Town of Barrhead Website.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

- Alberta Health Services: Food handling permits and compliance where applicable, Blue Fins Swim Club to have all permits in place prior to the event
- AGLC licensing is not required as alcohol will not be present.
No additional provincial approvals are anticipated.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The event supports:

- Youth sport participation and club growth
- Positive community recreation experiences
- Increased visibility of the Barrhead Regional Aquatic Centre

Low risk of public concern as the event is contained indoors and has manageable attendance levels.

8.0 ATTACHMENTS:

8.1 Completed Special Event Application Form: Barrhead Blue Fins Swim Club (Nov. 26, 2025)

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council support the application for the unofficial Blue Fins' swim meet at the Aquatic Centre on February 21, 2026.

10.0 PROPOSED MOTION(S):

That Council approve the Special Event Application from the Barrhead Blue Fins Swim Club for an unofficial swim meet to be held on February 21, 2026, at the Barrhead Regional Aquatic Centre, and authorize the Recreation Department to provide the required facility equipment and operational support.

(original signed by the CAO)
Collin Steffes
CAO

SPECIAL EVENT APPLICATION

Date: November 26, 2025

APPLICANT INFORMATION:

Applicant: Barrhead Swim Club Phone No.: (780) 674-1570

Cell No. _____ email: kylee.meunier@hotmail.com

Address: _____ Postal Code: T7N 1C8

EVENT INFORMATION:

Event Location Barrhead Aquatic Centre

Type of Event – please provide information:

We are wanting to host our first unofficial swim meet on February 21 2026

Number of attendees anticipated at the event: 100

Event Date: February 21 2026 Time: from 8 am to 6 pm

Road Closure required? Yes No x Closure Times: from _____ to _____

(If yes, please provide a map of the location of the requested road to be closed)

It is recommended that the request be provided to the Town a minimum of 60 days prior to the event in order to allow for review by Town staff and/or Town Council.

The personal information on this form is collected under Section 33 of the FIOP Act and amendments thereto.

SPECIAL EVENT CHECK LIST

	YES	NO	
Will you be erecting any structures/tents? Will you be using/installing electricity or gas/propane services?		X	If yes a fire safety codes inspection maybe required please contact the Barrhead Fire Department to arrange.
Selling or giving away food?	X		If yes a food handling permit from Alberta Health Services may be required. Contact AHS for information and confirmation.
What type of first aid will be available to participants, has emergency access for police, fire, ambulance been planned for and confirmed.		X	Please provide information (i.e. tent, kit onsite EMT, emergency access /exit locations)
Will you have inflatable's (i.e. bouncy castles) on site?		X	If yes ensure you include on your insurance as well as a plan in place to secure the inflatable in case of strong winds.
Will barricades and garbage cans, and/or table and chairs be required to be provided by the Town?	X		If yes please contact the recreation department for availability.
Will Alcohol be available at the event? (Note: smoking/vaping of cannabis shall not be permitted in or on any public land or facility.)		X	If yes ensure a liquor license from AGLC has been obtained and the required number of personal are on site to monitor the area where alcohol is served.
Will security be available to ensure the safety of participants and compliance with any Provincial Legislation or Town bylaws?		X	Please provide information.
Will Volunteers be available for setup and cleanup?	X		

Be advised there may be a cost associated for the use of Town equipment, resources and/or facilities needed to accommodate the event.

Please return this form together with your application and any supporting information to the Town of Barrhead for processing.

REQUEST FOR DECISION

To: Town Council
From: Jennifer Mantay, Director of Corporate Services
Date: January 13, 2026
Re: Revised Policy 12-005, Procurement

1.0 PURPOSE:

For Council to consider revising Policy 12-005, the Procurement Policy.

2.0 BACKGROUND AND DISCUSSION:

The Town's current Procurement Policy has been in effect since 1999. Administration has revised several components of the Procurement Policy, mainly consisting of the following:

- Addition of several relevant definitions.
- Clarifications on responsibilities.
 - Town Council responsibilities include:
 - Approving this policy and any amendments to this policy.
 - Reviewing regular financial statements and cheque lists provided by Administration.
- Updates to the procurement processes in terms of Direct Purchases, Requests for Quotations, Requests for Tenders and Requests for Proposals.
- Updates to the requirements for purchase orders.
- Addition of sections regarding Ethics and Conflict of Interest.
- Addition of section regarding Accounts Payable Electronic File Transfers and changes of banking information.
- Addition of Procurement Thresholds and Final Approval Authority.

These amendments are essential due to legislative changes, such as trade agreements, modernization, transparency and risk management.

Policy 12-005, Procurement, is attached for Council's review and consideration.

3.0 ALTERNATIVES:

- 3.1 Council may recommend changes to Policy 12-005, the Procurement Policy, before approval.
- 3.2 Council may direct Administration to make changes and/or do further work on the policy and bring back to a future Council meeting.

4.0 FINANCIAL IMPLICATIONS:

Not Applicable.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The revised policy will be distributed to all departments. The policy will provide consistent direction for procurement across all departments.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The revised procurement policy ensure that the Town is complying with interprovincial and international trade agreements, such as Canadian Free Trade Agreement (CFTA), New West Partnership Agreement (NWPTA) and Canada-European Union Comprehensive Economic and Trade Agreement (CETA), if applicable, a requirement by senior levels of government.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

An up-to-date Procurement Policy will signal transparency and accountability, along with proving that the Town is being responsible with public funds and minimizing waste and favoritism, which will result in an increase of public trust. In addition, a clear and modern procurement policy may attract more competitive bids, including more bids from local suppliers.

8.0 ATTACHMENTS:

Policy 12-005, the Procurement Policy.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve revised Policy 12-005, the Procurement Policy.

10.0 PROPOSED MOTION:

That Council approve revised Policy # 12-005, the Procurement Policy.

(Original signed by the CAO)

Collin Steffes

CAO

POLICY# 12-005

PROCUREMENT

Resolution Number:	303-99
Original Approval Date:	June 28, 1999
Review Due Date:	January 2029
Revised Policy Date:	January 13, 2026
Procedure Number:	Not Applicable

POLICY STATEMENT:

The Town of Barrhead is committed to ensuring that all purchasing activities are conducted in a fair, transparent, and cost-effective manner that upholds public trust and delivers best value to the community.

PURPOSE:

To provide a structured and transparent framework for acquiring goods, services and construction in a way that is fair, transparent and cost-effective, upholds public trust and delivers best value to the community.

SCOPE:

This policy applies to all Town of Barrhead employees that are authorized to purchase goods, services or construction on behalf of the Town.

Responsible Parties include Town Council, Chief Administrative Officer, Director of Corporate Services, Department Heads and Purchasing Authorities.

I. DEFINITIONS:

- a) **Best Value** – means procurement strategies that extend beyond purchase price, considering other factors such as quality, service, sustainability, lifestyle considerations and overall performance.
- b) **Canada-European Union Comprehensive Economic and Trade Agreement (CETA)** – means an international trade agreement between Canada and the European Union, requiring municipalities to provide procurement opportunities to companies within the European Union for contracts that meet or exceed certain thresholds.
- c) **Canadian Free Trade Agreement (CFTA)** – means a national Agreement aimed at reducing trade barriers and promote a barrier-free Canadian marketplace, and sets higher procurement thresholds compared to the NWPTA.
- d) **Canoe Procurement Group of Canada (Canoe)** – a collaborative purchasing organization that brings together Canadian public sector entities to jointly procure goods and services, leveraging collective buying power to achieve cost savings and standardized procurement practices.
- e) **Chief Administrative Officer or CAO** – means the most senior municipal official, appointed by Town Council in accordance with the Municipal Government Act, responsible for the implementation of Council decisions, providing leadership to municipal staff, and managing the day-to-day operations of the Town.
- f) **Conflict of Interest** – means when an individual's private interests, being financial, personal or otherwise, interfere, or could be seen to interfere, with their impartiality and objectivity in the performance of their official duties.
- g) **Direct Purchase** – means the direct ordering or purchasing of goods and services from a supplier, with or without negotiation.
- h) **Director** – means the most senior official within a specific department, overseeing daily operations, budgeting, staffing and policy implementation within their department.
- i) **Emergency** – means an unforeseen situation or event in which immediate purchase of goods or services is essential to safeguard public health, public safety, property or the maintenance of essential services.
- j) **MASH Sector** – means municipalities, academic institutions, social services and healthcare entities
- k) **Municipal Government Act (MGA)** – the primary provincial legislation governing municipalities in Alberta, that outlines powers, duties and functions of Municipal Councils, Administrators and other local authorities, and provides the legal framework for local governance, land use planning, taxation and service delivery.

- l) **New West Partnership Trade Agreement (NWPTA)** – means an interprovincial agreement between Alberta, British Columbia, Saskatchewan and Manitoba that mandates municipalities to conduct open and competitive procurement processes for contracts that meet or exceed specific thresholds.
- m) **Procurement** – the strategic process of purchasing or otherwise obtaining goods and services.
- n) **Purchasing** – the transaction of paying for goods and services.
- o) **Purchasing Authorities** – means employees authorized to purchase goods and services on behalf of the Town.
- p) **Request for Proposal** – is a formal procurement process used when the Town requires a solution to a defined need, but the method, approach or product is not fully determined.
- q) **Request for Quotation** – means a procurement method used to solicit written price quotations from suppliers for clearly defined goods or services, where the primary selection criterion is generally lowest total cost.
- r) **Request for Tender** – means a formal procurement process used when the Town has clearly defined requirements and seeks competitive bids for the provision of goods, services or construction.
- s) **Sole Source Procurement** – means a non-competitive method of procurement used when there is only one available supplier capable of providing a particular good or service.
- t) **Town** – refers to the Town of Barrhead.
- u) **Vendor** – means an individual or organization that provides goods and services to the Town.

II. RESPONSIBILITIES:

1. Council Shall:

- a) Approve this Policy and any amendments to this Policy.
- b) Review regular financial statements and cheque lists provided by Administration.

2. Chief Administrative Officer Shall:

- a) Monitor and ensure compliance with this policy.
- b) Subject to Section III.9, Procurement Thresholds, approve alternative procurement processes, such a procurement where three quotes are required but fewer than three quotes could be obtained, on a case-by-case basis.

3. Directors and Purchasing Authorities shall:

- a) Follow the appropriate method for purchasing goods, services and construction within their department.
- b) Be accountable for the purchasing activities and decisions exercised within their department by authorized employees.
- c) Ensure that every employee engaged in procurement complies with this policy.
- d) Ensure that all purchases are identified and within the annual budget allocations
- e) Monitor vendors under their area of responsibility and ensure ongoing compliance with all Town policies and procedures.
- f) Ensure contractors complete a Contractor Orientation form (Schedule A) prior to providing any services.

4. Director of Corporate Services shall:

- a) Subject to Section III.9, Procurement Thresholds, approve all purchase orders for purchases over \$1,000.00, or delegate as deemed appropriate.
- b) Provide Department Directors with monthly financial statements to ensure they are aware of all purchases that have taken place within their departments in the previous month.

III. PROCEDURE STEPS:

1. General Practices

- a) The Town may only make an expenditure that is included in the current year's budget or approved by a resolution of Council, unless the CAO approves it as an emergency purchase, in which case Section 6 shall apply.
- b) All procurement shall be conducted in an open, fair, and accountable manner.
- c) All procurement shall achieve the best overall value considering quality, service, and cost.
- d) The Town shall encourage bids from local suppliers when possible and practical.
- e) The Town shall promote purchasing decisions that consider environmental impact.
- f) The Town shall adhere to all municipal, provincial, and federal laws.

2. Open and Fair Competition

- a) The Town will conduct fair, open and transparent procurement activities, treating all vendors fairly and providing equal access to all qualified vendors while ensuring compliance with all Town policies, procedures and programs.
- b) Procurement shall be at the best value to the Town, consistent with the required quality and service. Factors such as price, availability, warranties, experience, quality and serviceability shall be considered in determining the best value to the Town.
- c) The Town may consider and evaluate both financial and non-financial factors throughout the procurement process.

3. Ethical Practices

The Town of Barrhead is committed to conducting all procurement with integrity, transparency, and accountability. All employees with purchasing authority are expected to uphold the highest standards of ethical conduct and professional behaviour, following the principles listed below:

- a) Fairness and Impartiality – Procurement shall be conducted in an unbiased manner, ensuring fair treatment of all vendors.
- b) Transparency – Purchasing decisions and processes shall be open and transparent, with clear documentation and communication.
- c) Integrity – Staff and officials shall avoid conduct that could compromise or appear to compromise the integrity of the procurement process.
- d) Compliance – All procurement shall comply with applicable legislation, municipal bylaws and internal policies.

The following practices are **prohibited** during the procurement process:

- a) Accepting gifts or gratuities from potential vendors that could be perceived as influencing purchasing decisions.
- b) Using confidential information gained through the procurement process for personal gain or to benefit another party.

All employees that have purchasing authority are required to sign a Purchasing Authority Declaration form (Schedule B), and sign a new declaration in the event the employee's threshold limit is changed.

Before initiating any purchases, the Purchasing Authority Declaration must be approved by either the Director of Corporate Services, or the CAO.

4. Procurement Processes

- a) Direct Purchase
 - i. Direct purchase refers to the acquisition of goods, services or construction without a competitive bidding process, used for purchases up to \$9,999. Purchases may be made directly from a vendor, provided the cost is reasonable and the purchase complies with internal controls and budgetary approval.
 - ii. Employees are encouraged to use their best judgment to promote a best value approach for any direct purchase.
 - iii. Direct purchase can be used for sole source goods and services.
- b) Request for Quotations
 - i. Requests for Quotations shall be initiated in the following circumstances:
 - 1. Specifications are clear and well-defined.
 - 2. When procuring for equipment or supplies, contracting routine services, small construction or repairs with fixed specification.
 - 3. When price is the main factor.
 - 4. When the value falls below the threshold for a Request for Tender or Request for Proposal.
 - ii. Requests for quotations may be either issued formally in writing or informally, and from a minimum of three suppliers, unless otherwise noted in Section 9, Purchasing Thresholds.
 - iii. If a written quote is not attainable, verbal quotes must be fully documented with any supporting documentation attached.
 - iv. The CAO may approve purchases with fewer than the required number of quotes on a case-by case basis.
- c) Request for Tenders (RFT)/Request for Proposals (RFP)
 - i. Request for Tenders shall be initiated in the following circumstances:
 - 1. Specifications are clear and well-defined.
 - 2. There is little to no room for innovation or alternative approaches.
 - 3. The cost is the primary decision-making factor.
 - 4. The contract terms, deliverables and timelines are fixed. The scope is not open to negotiation.
 - ii. Request for Tenders shall set out detailed specifications, terms and conditions. Cost is typically the determining factor for awarding the tender.

- iii. Request for Proposals shall be initiated in the following circumstances:
 - 1. If the Town requires creative or innovative solutions for a procurement project.
 - 2. Service delivery approaches may vary between vendors.
 - 3. There is a flexibility in scope, terms or methodology.
 - 4. A scoring system considers technical merit, experience or value-add in addition to cost alone.
- iv. Request for Proposals shall invite qualified suppliers or service providers to propose innovative or value-added solutions. Selection is based on a comprehensive evaluation of both technical merit and cost.
- v. Formal procurement process must be followed to ensure that all interested vendors are provided with an equal opportunity for providing goods and services.
- vi. The Request for Tenders or Request for Proposals documents, specifications and advertising are the responsibility of the Department Director requiring the goods, services or construction.
- vii. The Town must post Request for Tenders or Request for Proposals for any procurement opportunities that meet or exceed applicable thresholds on the Alberta Purchasing Connection website.
- viii. Procurement must comply with applicable Trade Agreement thresholds, which may include any of the following:
 - 1. New West Partnership Trade Agreement (NWPTA)
MASH sector thresholds: Goods and Services \$75,000; Construction \$200,000
 - 2. Canadian Free Trade Agreement (CFTA)
MASH sector thresholds: Goods and Services \$139,000; Construction \$347,400
 - 3. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
MASH sector thresholds: Goods and Services \$368,000; Construction \$9.2 million
- ix. The lowest bid will not necessarily be accepted.
- x. All Request for Tenders and Request for Proposals shall have the following disclaimer attached:

The Town of Barrhead reserves the right to accept or reject any and/or all proposals received and to waive irregularities at its discretion. The Town of Barrhead reserves the right to accept a proposal other than the lowest proposal without stating reasons. By submitting its proposal, the bidder or organization waives any right to contest, in any proceedings or action, the rights of the Town of Barrhead to accept or reject any proposal in its sole and unfettered discretion.

Without limiting the generality of the foregoing, the Town of Barrhead may consider any other factor besides price and capability, to provide the specified, in its sole and unfettered discretion.

5. Sole Source Procurement

The following circumstances are considered acceptable for sole source procurement:

- a) The good or service is only available from one supplier due to the purchase being for a unique or specialized item or service that only one supplier can provide.
- b) Compatibility with existing equipment, technology or services is essential and can only be assured through one supplier.
- c) An emergency situation does not allow time for a competitive process.
- d) A competitive process has been conducted, and no other compliant bids or proposals were received.

6. Emergency Purchasing

Emergency purchasing may occur when an unforeseen situation or event takes place that requires immediate attention to safeguard public health, safety, public property or essential services.

Emergency purchases are to be completed in an expedited manner; however, best value should be considered if possible.

The CAO must document and approve all emergency purchases and report to Council at the soonest opportunity.

7. Local Purchasing Preference

- a) For goods, services and construction purchases up to \$30,000, the Town shall give preference to vendors located within the Town or County of Barrhead, provided the total cost (excluding GST), does not exceed the lowest non-local bid by more than 5%.
- b) Local Purchasing Preference shall never contravene any applicable trade agreements.

8. Purchase Orders

- a) In the absence of a contract or service agreement, a Purchase Order initiates the contractual agreement between the Town and the supplier of goods, services or construction materials.

- b) Purchase Orders shall be issued for all purchase of goods and services with a cost greater than \$1,000.00.
- c) A purchase order shall be completed by the Department Director or Purchasing Authority. It shall be filled out neatly, complete with ledger codes and cost (or close estimate). Each department is responsible for ensuring that any purchases made are within budget. Directors shall review the monthly financial statements to verify remaining budget amounts. The completed purchase orders shall be approved by the Director of Corporate Services or designate.

The following items do not require a Purchase Order:

- i) Purchases with a cost less than \$1,000.00. These receipts shall be initialled by the Purchasing Authority and the appropriate Director and submitted to the Accounts Payable Department for payment.
- ii) Utilities
- iii) Payments to other governments such as payroll deductions, GST, requisitions, debenture payments, Workers Compensation premiums
- iv) Payroll, benefits and employee expense claims
- v) Insurance
- vi) Conference fees, course registrations, memberships in professional associations
- vii) Licenses and permits
- viii) Procurement card purchases
- ix) Postage
- x) Insurance claims

9. Procurement Thresholds

Procurement Type	Purchasing Threshold	Process	Final Approval Authority
Goods & Services	Up to \$1,000	<ul style="list-style-type: none"> • Direct Purchase, quotes not required • Invoice must be initialed by Purchasing Authority and appropriate Department Director • Local preference may be given 	Director or CAO
Goods & Services	\$1,001 to \$9,999	<ul style="list-style-type: none"> • Direct purchase • Purchase Order required • Quotes not required • Local preference may be given 	Director of Corporate Services or CAO
Goods & Services	\$10,000 to \$29,999	<ul style="list-style-type: none"> • 3 written quotes recommended • Purchase Order Required • Local preference may be given 	Director of Corporate Services or CAO
Goods & Services	\$30,000 to \$74,999	<ul style="list-style-type: none"> • 3 written quotes required • Purchase Order Required 	Director of Corporate Services or CAO
Goods & Services	\$75,000 to \$199,999	<ul style="list-style-type: none"> • Request for Proposal or Request for Tender required to be posted on Alberta Purchasing Connection, OR • Three written quotes must be obtained through the Canoe Procurement Group 	CAO
Goods & Services	\$200,000 and greater	<ul style="list-style-type: none"> • Request for Proposal or Request for Tender required to be posted on Alberta Purchasing Connection, OR • Three written quotes must be obtained through the Canoe Procurement Group 	Council
Construction	Up to \$1,000	<ul style="list-style-type: none"> • Direct Purchase • Invoice must be initialed by Purchasing Authority and appropriate Department Director • Quotes not required • Local preference may be given 	Director or CAO
Construction	\$1,001 to \$9,999	<ul style="list-style-type: none"> • Direct Purchase • Purchase Order required • Quotes not required • Local preference may be given 	Director of Corporate Services or CAO
Construction	\$10,000 to \$29,999	<ul style="list-style-type: none"> • 3 written quotes recommended • Purchase Order required • Local preference may be given 	Director of Corporate Services or CAO

Construction	\$30,000 to \$199,999	<ul style="list-style-type: none"> • 3 written quotes required • Purchase Order required 	CAO
Construction	\$200,000 and greater	<ul style="list-style-type: none"> • Request for Proposal or Request for Tender required to be posted on Alberta Purchasing Connection, <i>OR</i> • Three written quotes must be obtained through the Canoe Procurement Group 	Council

10. Conflict of Interest

All employees with purchasing authority in the Town must avoid personal conflicts of interest with their duties and responsibilities to the Town.

Examples of conflicts may include:

- Awarding contracts to a company owned or operated by family members.
- Participating in the evaluation of quotes submitted by a business in which the employee holds a financial interest.
- Influencing purchasing decisions to benefit themselves or related parties.

Any actual, perceived or potential conflict of interest must be disclosed immediately to the appropriate authority (i.e.: – Department Director, Chief Administrative Officer (CAO), Director of Corporate Services).

Employees with a conflict of interest must recuse themselves from any decision making with regards to the conflict and any related discussions.

Disclosures shall be reviewed and appropriate steps taken to manage or eliminate the conflict. Breaches of this policy may result in disciplinary action.

11. Accounts Payable Electronic File Transfers

- Vendors who wish to be paid by Electronic Transfer Requests rather than cheque may complete a 'Electronic Funds Transfer Request' form, attached as Schedule C.
- If a Vendor wishes to change their banking information, the following steps must be followed:
 - Vendor must submit a formal request for change of banking information on their official company letterhead, signed by an authorized representative.
 - Formal requests must be submitted by mail, in person or by fax. Emailed requests and phone calls will not be accepted.
 - The Town shall verify the request through independent confirmation. This may include contacting the vendor using the existing contact information that the

Town has on file (not the contact information included in the formal request), or speaking directly with an authorized employee of the organization.

- iv) Two Town employees (i.e.: Accounts Payable Clerk and Financial Assistant) must review the request for change of banking information.
- v) A letter confirming successful change of banking information shall be sent to the vendor's address that the Town has on file.

12. Dual Signature Requirement

All cheques issued by the Town of Barrhead, regardless of amount, must be signed by two authorized individuals. Authorized signatories shall include:

- i) One member of Council and
- ii) Chief Administrative Officer or other designated signing authority as approved by Council.

Electronic Files transfer records must also be approved and signed by two authorized individuals, as referenced in 12 i) and ii) above.

13. Confidential Information

- a) The Town is committed to the protection of confidential information from unauthorized access or disclosure in compliance with the Town's obligations and duties under Access Privacy legislation as amended from time to time.
- b) Town employees and Elected Officials shall not release, to any potential supplier of goods or services, any information that is not intended to be made available to all potential suppliers.

IV. FORMS & TOOLS:

Schedule A – Contractor Orientation Form

Schedule B - Purchasing Authority Declaration Form

Schedule C – Electronic Funds Transfer Request

V. RELATED POLICIES OR DOCUMENTS:

Purchasing Card Policy

Budgetary Financial Controls

VI. MONITORING & COMPLIANCE:

The Chief Administrative Officer (CAO) and Director of Corporate Services shall monitor and ensure compliance with this Policy.

This Policy shall be reviewed every three years or sooner if Administration becomes aware of legislation changes that may affect this policy.

Health & Safety Pre-Qualification & Orientation Checklist

Instructions:

All contractors (including consultants) require a health and safety Pre-Qualification and Orientation prior to commencing contract work at all Town of Barrhead worksite(s).

Does this Company have a Health and Safety Policy (COR/SECOR) Yes NO

If no, the company will follow the Town of Barrhead's Health and Safety Policy [27-001].

Does this Company have a current written safety program? Yes NO

Does this Company have General Liability Insurance? Yes NO

GENERAL INFORMATION			
Company Name:		Telephone:	
Mailing Address:		City:	
Postal Code:		Province:	
Date of Orientation	YR/MO/DA	Term of Contract	YR/MO/DA to YR/MO/DA
Orientation Completed by:		WCB Reference Number:	
CONTRACTOR REPRESENTATIVE	NAME	PHONE	EMAIL
Primary Contact:			
Site Supervisor: <i>(if different)</i>			
Remarks:			
TOWN OF BARRHEAD REPRESENTATIVE	NAME	PHONE	EMAIL
TOB Contact / Alternate:	<i>Stacy Irwin (A)</i>	<i>780-674-2532</i>	<i>stirwin@barrhead.ca</i>
Position:	<i>Safety Advisor (A)</i>		
After Hours Contact	<i>On-Call</i>	<i>780-674-1615</i>	
SELECT TYPE OF WORK			
<input type="checkbox"/> Asphalt / Paving	<input type="checkbox"/> Hydro-vac Sewer	<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Commercial Construction	<input type="checkbox"/> Hydro-vac Water	<input type="checkbox"/> Recycle Collection	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Inspection & Certification	<input type="checkbox"/> Sewer Camera	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Maintenance & Repair	<input type="checkbox"/> Suppliers	
<input type="checkbox"/> Engineering	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Testing	
<input type="checkbox"/> Generator Services	<input type="checkbox"/> Mechanical Excavation	<input type="checkbox"/> Transport	
Specify Type of Work:			
Is Mandatory Training Required: Yes <input type="checkbox"/> NO <input type="checkbox"/> [Fall Protection, Confined Space, Aerial Platform Lift, Ground Disturbance, Transportation of Dangerous Goods]	Specify:		
Staff Names/Certifications			

[Type here]

JHSC Approval Date	March 20, 2025
Health and Safety Advisor	Stacy Irwin

TOPIC	Initials Contractor	Initials TOB Employee	Comments
1. Emergency Procedures <ul style="list-style-type: none"> <input type="checkbox"/> Locations of emergency exits and muster stations. <input type="checkbox"/> What to do in an emergency. <input type="checkbox"/> Name of floor warden(s) and contact information. <input type="checkbox"/> Locations of fire extinguishers and fire alarms. 			
2. Known workplace hazards / controls <p>A] _____</p> <p>B] _____</p> <p>C] _____</p> <p>D] _____</p>			
3. First Aid <p>If work takes place at a TOB Site, <u>reference procedures for site.</u></p> <p>If work takes place 'Off-Site' then the following protocol applies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Aid attendant name(s) and contact information. <input type="checkbox"/> Location(s) of mandatory First Aid supplies. 			
4. Incident Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Contractors must report any injuries and incidents <u>immediately to their company and to the Town of Barrhead emergency contact or the Health and Safety Advisor</u> 			

Contractor Signature

Town of Barrhead

The personal information collected on this form will be used to qualify you and to provide orientation for contracted work opportunities with The Town. This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Barrhead Access to Information Coordinator. If you have any questions about the collection, contact the FOIP Coordinator for the Town of Barrhead at 780-674-3301.

TOWN USE ONLY:

Reviewed by Town of Barrhead Safety Advisor

- Accepted for approved Contractor list
- Conditions apply

Conditions:

[Type here]

JHSC Approval Date	March 20, 2025
Health and Safety Advisor	Stacy Irwin

Employee Information:

- **Full Name:** _____
- **Job Title:** _____
- **Department:** _____
- **Supervisor/Manager:** _____

I. DECLARATION OF UNDERSTANDING AND COMPLIANCE

I, the undersigned, acknowledge and agree to the following in relation to the purchasing authority granted to me by the Town of Barrhead:

1. Compliance with Policy

I have read, understood, and agree to comply with the Town of Barrhead's Procurement Policy Number 12-005 and any related procedures and guidelines. I understand that failure to comply may result in disciplinary action, including revocation of purchasing authority.

2. Purchasing Limits and Authorization

I acknowledge that I have been informed of my authorized purchasing threshold of \$ _____ and agree to operate within the limits and approvals set out in the Town's procurement policy.

3. Ethical Conduct

I commit to conducting all purchasing activities with integrity, transparency, and fairness. I will avoid any actions or decisions that may be perceived as unethical or that could place the Town at risk.

4. Conflict of Interest

I will avoid conflicts of interest, both real and perceived, in all procurement activities. I will immediately disclose any potential or actual conflict to my Department Head, the Chief Administrative Officer (CAO) or the Director of Corporate Services.

5. Documentation and Record Keeping

I will maintain accurate and complete records for all purchases I make on behalf of the Town, and I will provide supporting documentation as required for auditing and accountability purposes.

6. Use of Public Funds

I understand that all expenditures must represent prudent and responsible use of public funds and must be for legitimate municipal purposes.

II. RIGHT TO REPORT MISCONDUCT

1. Employees who have knowledge or a reasonable suspicion of purchasing misconduct have the right—and are encouraged—to report such concerns without fear of retaliation. Reports may include, but are not limited to:
 - a) Conflicts of interest in awarding contracts
 - b) Unauthorized purchases or spending beyond approval limits
 - c) Bid rigging or manipulation of procurement processes
 - d) Kickbacks or improper gifts from vendors
 - e) Falsification of purchasing records or documents
2. No employee will suffer harassment, retaliation, or adverse employment consequences for:
 - a) Making a good faith report of suspected wrongdoing
 - b) Assisting in an investigation
 - c) Refusing to participate in a violation of procurement policy

Any act of retaliation against a reporter of misconduct will be treated as a serious disciplinary offense and may result in corrective action, up to and including termination of employment.

3. All reports will be treated with the highest degree of confidentiality possible. The identity of the reporting individual will be protected, unless disclosure is required by law or necessary for a thorough investigation.
4. Employees may report concerns through one or more of the following channels:
 - a) Directly to their **Supervisor or Department Head**
 - b) To the **Chief Administrative Officer (CAO)**
 - c) To the **Director of Corporate Services**
 - d) Anonymously

Acknowledgment and Signature

By signing below, I declare that I understand and accept the responsibilities and conditions outlined above. I agree to act in accordance with the Town of Barrhead's Procurement Policy Number 12-005 and all related procedures in the execution of my purchasing duties.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Approval

Approval required by the Director of Corporate Services. If purchasing limit and authorization is over \$30,000, approval must be provided by the CAO or designate.

Position of Authority: _____ **Signature:** _____

Date: _____

The Town of Barrhead is now able to issue payments through electronic funds transfer. If you wish to receive future payments by electronic funds transfer rather than by cheque, please complete this form and return it to the Town Office.

New Request Change Request

Payee Information

Payee Name:		
Mailing Address:		
City:	Province:	Postal Code:
Contacts Name:		Title/Position:
Telephone:		Fax Number:
Email Address to Send Remittance Advices to:		

Financial Information-Electronic Funds Transfer is only available for Canadian bank accounts

This form must be accompanied with either:

A copy of void cheque A bank certified direct deposit form

Name of Financial Institution:		
Street Address:		
City:	Province:	Postal Code:
Telephone:		
Account Information		
Transit Number:	Institution Number:	Account Number:

I am authorized to sign on behalf of the Payee and direct payment to be made to the account at the financial institution specified.

Signature: _____ **Date:** _____

Please return the completed form to the attention of Town of Barrhead, Box 4189, 5014-50 Avenue, Barrhead AB T7N 1A2, or by email to town@barrhead.ca

The personal information collected on this form will be used to process a payment. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Barrhead Access to Information Coordinator at 780-674-3301 or Box 4189, 50014 – 50 Avenue T7N 1A2. town@barrhead.ca

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: January 13, 2026

Re: Public Appointments – Committees and Boards

1.0 PURPOSE:

For Council to consider Public Member appointments to the following Committees and Boards:

- Barrhead Regional Fire Services
- Barrhead Regional Water Commission
- Barrhead Library Board, and
- Municipal Planning Commission

2.0 BACKGROUND AND DISCUSSION:

In November of 2025, Administration prepared the following strategy to collect interest for upcoming Committee and Board Appointments.

TIMELINE	ACTION	RESPONSIBILITY
November 18-28	Review and finalize information to be advertised.	Jennifer P.
December 1 – 15	Call for Volunteers/Advertising to be posted	Jennifer P.
December 16- 23	Review applicants and identify recommendations with stakeholders	Jenny B. & Jodie L.
January 5-7	Prepare RFD with recommendations	Jodie L.
January 13	Present to Council recommended volunteers for appointments	Jodie L.
January 14- 16	Provide notification to successful applicants and respective boards, committees, and commissions	Jodie L.

Advertisements were posted on social media platforms and in the Barrhead Leader for public participation in the Town's boards and committees.

Results from Call for Participation:

COMMITTEE or BOARD	# OF APPTS	APPLICANTS
Barrhead Attraction & Retention Committee	4	Zero
Barrhead Regional Fire Services Committee	1	Ross Pentney Liam Sorenson
Barrhead Regional Water Commission	1	Ross Pentney Craig Plitt Gerry St. Pierre Chris Bruns
Barrhead Library Board	1	Patricia Noble
Municipal Planning Commission	2 + 1 Alternate	Pia Greig Craig Plitt Liam Sorenson
Twinning Committee	7	Determined to be a community working committee, formal Committee appointments are not required by resolution and therefore, applicants will be invited to attend meetings.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to direct Administration to pursue additional advertising for Barrhead Attraction & Retention Committee public member participation.

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Legislative Services to communicate appointments with public members and the committees and boards.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Council's involvement in this governance process highlights its commitment and involvement with important boards and committees within the Town.

8.0 ATTACHMENTS:

- 8.1 Letters of Interest from Public members.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council appoint from the public members who expressed interest to participate on the Town's boards and committees:

Board or Committee	Number of vacancies
Barrhead Regional Fire Services Committee	1
Barrhead Regional Water Commission	1
Barrhead Library Board	1
Municipal Planning Commission	2 1 Alternate

10.0 PROPOSED MOTION(S):

- 10.1 That Council appoint _____ as a member-at-large to the Barrhead Public Library Board, for a one-year term from January 13, 2026 to December 31, 2026.
- 10.2 That Council appoint _____ as a member-at-large to the Barrhead Regional Water Commission, for a one-year term from January 13, 2026 to December 31, 2026.
- 10.3 That Council appoint Patricia Noble as a member-at-large to the Barrhead Public Library Board, for a three-year term from January 13, 2026 to December 31, 2029.
- 10.4 That Council appoint _____ and _____ as a members-at-large and _____ as alternate to the Municipal Planning Commission, for a one-year term from January 13, 2026 to December 31, 2026.

(original signed by the CAO)
Collin Steffes
CAO

Attachment 8.1

Letters of Interest from Public Members

Pages 51 - 65 Severed

In-line with Section 20 of ATIA.

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: January 13, 2026

Re: 2026 Calendar of Council Meeting Delegations

1.0 PURPOSE:

For Council to consider and approve the proposed Calendar of Council Meeting Delegations.

2.0 BACKGROUND AND DISCUSSION:

Last year, The Town of Barrhead experienced an inclusive approach to Council meeting participation, encouraging representation from all areas of Administration and Barrhead and region boards and agencies. This initiative was designed to enhance communication and engagement by enabling departmental staff and community groups to present emergent items, provide status reports, and share information related to their respective service areas

2.1 Administration Participation:

Employees have engaged directly with Council and the public by offering their professional expertise and situational understanding on key matters requiring informed analysis and recommendations. Over the past year, Council has routinely received presentations from department Directors and, as appropriate, Managers and other staff levels to provide additional context and operational insight on municipal projects and initiatives.

2.2 Board and Agency Participation:

The Town also collaborates with a number of boards and agencies. Formalizing opportunities for these groups to present to Council—and share their initiatives and challenges with the public—has provided greater insight into community needs and how Council can partner with each group to deliver improved services to residents. Currently, there is no formal mandate stipulating Council meeting attendance or frequency.

The Barrhead RCMP Detachment has affirmed there is nothing that formally dictates their frequency of attendance at Council Meetings. They are required to provide RCMP quarterly reports to the Town and added they will make themselves available to explain each report and answer questions based on Council's preference.

2.3 Benefits and Outcomes:

The benefits of this practice include improved access to expert advice and firsthand knowledge of departmental operations, as well as opportunities for Town employees to develop their presentation skills and showcase departmental initiatives.

Additionally, collaboration and liaison with boards and agencies supported relationship building, communication, and an improved understanding of each group's successes and challenges. As an outcome, it increased public understanding and awareness of what public boards and agencies offer and our municipal programs, services, and priorities.

To ensure Council has dedicated time and space to focus on strategic priorities, governance matters, and emergent issues, Administration proposes adoption of the 2026 Calendar of Council Meeting Delegations.

By establishing an annual schedule, the following benefits will be realized:

1. Continued engagement with local boards and agencies.
2. Provision for regular departmental updates and operational reporting.
3. Enhanced preparation time for both the delegations and Council.
4. Improved agenda control, meeting length management, and overall planning.
5. Reserved capacity on agendas for emergent, unscheduled delegations as needed.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to adopt the calendar with minor adjustments
- 3.2 Council may choose to direct Administration to table the motion until further information can be provided and/or recommended changes are prepared.

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Supports better planning and process efficiencies. Also provides opportunities for Town employees to showcase departmental initiatives and provide their firsthand expertise.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Increased collaboration and engagement with stakeholders. Instances where proposed participant frequency is decreased from 2025, i.e.: Fire Chief or RCMP, Administration offers the following as a benefit. As both first responder agencies with public safety responsibilities and staffing constraints, quarterly reports will be offered to Council members to ensure they are kept up-to-date on agency activities. If an emergent item occurs, meeting attendance will be provided.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Demonstrates Council's commitment to public participation and collaboration with boards and agencies in Barrhead and region. Also supports increased sharing of knowledge.

8.0 ATTACHMENTS:

- 8.1 Proposed Option 1 - 2026 Calendar of Council Meeting Delegations
- 8.2 Proposed Option 2 - 2026 Calendar of Council Meeting Delegations

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve Option 1 as the proposed 2026 Calendar of Council Meeting Delegations.

10.0 PROPOSED MOTION(S):

That Council approve Option X, as the 2026 Calendar of Council Meeting Delegations.

(original signed by the CAO)

Collin Steffes

CAO

PROPOSED: OPTION 1

PUBLIC WORKS (Twice Annually) Director of Infrastructure/Utilities Manager	<ul style="list-style-type: none"> • April 28, 2026 • October 27, 2026
RECREATION (Twice Annually) Director of Parks & Recreation	<ul style="list-style-type: none"> • May 12, 2026 • August 25, 2026
FINANCE (Monthly Statements) Director of Finance	
PEACE OFFICER (Twice Annually) CPO Johnson	<ul style="list-style-type: none"> • June 9, 2026 • October 13, 2026
FIRE CHIEF (Tri-Annually) Chief Gary Hove	<ul style="list-style-type: none"> • March 10, 2026 • July 14, 2026 • November 10, 2026
RCMP (Twice Annually) Sgt Colin Hack	<ul style="list-style-type: none"> • March 24, 2026 • Sept 22, 2026
BARRHEAD FCSS (Twice Annually) Savannah Belyk, Executive Director	<ul style="list-style-type: none"> • April 14, 2026 • October 13, 2026
Library (Twice Annually) Lindsey Juke Turnball, Director	<ul style="list-style-type: none"> • January 27, 2026 • November 24, 2026
CF Yellowhead East (Twice Annually) Michelle Jones, Executive Director	<ul style="list-style-type: none"> • February 10, 2026 • June 23, 2026
Pembina Hills (Twice Annually) Brett Cooper, Superintendent	<ul style="list-style-type: none"> • March 10, 2026 • December 8, 2026
BHD District Social Housing (Twice Annually) Tyler Batdorf, CAO	<ul style="list-style-type: none"> • February 24, 2026 • September 8, 2026

PROPOSED: OPTION 2

PUBLIC WORKS (Twice Annually) Director of Infrastructure/Utilities Manager	<ul style="list-style-type: none"> • April 28, 2026 • October 27, 2026
RECREATION (Twice Annually) Director of Parks & Recreation	<ul style="list-style-type: none"> • May 12, 2026 • August 25, 2026
FINANCE (Monthly Statements) Director of Finance	
PEACE OFFICER (Twice Annually) CPO Johnson	<ul style="list-style-type: none"> • June 9, 2026 • October 13, 2026
FIRE CHIEF (Tri-Annually) Chief Gary Hove	<ul style="list-style-type: none"> • March 10, 2026 • July 14, 2026 • November 10, 2026
RCMP (Quarterly) Sgt Colin Hack	<ul style="list-style-type: none"> • March 24, 2026 • June 23, 2026 • Sept 22, 2026 • Dec 8, 2026
BARRHEAD FCSS (Twice Annually) Savannah Belyk, Executive Director	<ul style="list-style-type: none"> • April 14, 2026 • October 13, 2026
Library (Twice Annually) Lindsey Juke Turnball, Director	<ul style="list-style-type: none"> • January 27, 2026 • November 24, 2026
CF Yellowhead East (Twice Annually) Michelle Jones, Executive Director	<ul style="list-style-type: none"> • February 10, 2026 • August 25, 2026
Pembina Hills (Twice Annually) Brett Cooper, Superintendent	<ul style="list-style-type: none"> • November 10, 2026 • March 10, 2026
BHD District Social Housing (Twice Annually) Tyler Batdorf, CAO	<ul style="list-style-type: none"> • February 24, 2026 • September 8, 2026

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: January 13, 2026

Re: Monthly Bank Statement to November 30, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to November 30, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

3.0 ALTERNATIVES:

- 3.1 Council receives the Monthly Bank Statement to November 30, 2025, as information.
- 3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to November 30, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to November 30, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to November 30, 2025, as information.

10.0 PROPOSED MOTION:

That Council accepts the Monthly Bank Statement, to November 30, 2025, as information.

(original signed by the CAO)

Collin Steffes

CAO

TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED NOVEMBER 30, 2025

PER TOWN OF BARRHEAD:	SERVUS	
	GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	2,951,737.68	7,500,000.00
Receipts	6,596,569.31	
Interest	9,203.36	
Transfers from/to Term Deposits		0.00
Cancelled Cheques		
SUBTOTAL	9,557,510.35	7,500,000.00
Disbursements	5,804,037.42	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	1,000,000.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	3,753,472.93	6,500,000.00

PER BANK:		
Balance at end of month	3,675,416.79	6,500,000.00
Outstanding Deposits	176,874.73	
SUBTOTAL	3,852,291.52	6,500,000.00
Outstanding Cheques	98,818.59	
NET BALANCE AT END OF MONTH	3,753,472.93	6,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED NOVEMBER 30, 2025

<u>Financial Institution</u>	Term	Interest	Term	<u>Investment Details</u>
	<u>Amount</u>	<u>Rate</u>	<u>Started</u>	
Scotiabank	\$ 2,000,000.00	3.08	09-Jun-25	Maturity Date Dec. 9, 2025
Servus	\$ 4,500,000.00	2.75	10-Nov-25	Maturity Date Feb. 8, 2026

REQUEST FOR DECISION

To: Council

From: Jenny Bruns, Director of Planning, Economic Development and Legislative Services

Date: January 13, 2026

Re: Urban Hen Program – Animal Control Bylaw Updates

1.0 PURPOSE:

The Town has received a proposal to reintroduce the idea of allowing chickens within the Town of Barrhead. Further to that proposal, Council directed Administration to draft a bylaw to allow urban hens. To achieve that, changes to the Animal Control Bylaw have been drafted for Council's consideration.

2.0 BACKGROUND AND DISCUSSION:

In September 2023, the Town of Barrhead conducted a community survey to gather input on the potential for an Urban Hen program that would allow urban residents to keep a limited number of chickens. Key results included:

- Of 451 eligible responses, 250 (55.5%) indicated interest in keeping between one and six chickens.
- The same percentage (55.5%) said they would *not* attend a workshop on raising chickens.
- Approximately 82% of respondents felt there should be no restrictions on the location of chicken coops.
- 69% of respondents felt chickens should not require licensing.

In January 2024, Council reviewed the survey results and determined there was not sufficient community interest to proceed. Council directed that the matter be revisited only if demand increased. While there is no new data indicating widespread demand within Town limits, the County of Barrhead has reported increased feedback and interest in backyard chickens, making it a trending topic in the broader community.

In August of 2025 the Municipal Planning Commission was referred a proposal from a member of the public to reconsider the possibility of having chickens, along with a comprehensive background of successes from other municipalities. The Municipal Planning Commission made a recommendation to direct Administration to create a proposal to allow urban hens for Council's consideration.

On November 25, 2025 Council directed Administration to proceed with drafting a bylaw to allow urban hens within the Town of Barrhead.

3.0 ALTERNATIVES:

- 3.1 To approve changes to the Animal Control Bylaw as presented, to allow urban hens.
- 3.2 To recommend changes to the Animal Control Bylaw and bring back for decision.
- 3.3 To defeat the bylaw changes that would allow urban hens within the Town of Barrhead.

4.0 FINANCIAL IMPLICATIONS:

Staff time to develop and implement policies and bylaws, permitting and enforcement or inspections.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Protective Services and Planning departments will be impacted.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Provincial requirements will need to be upheld, such as requirement to obtain a Premises Identification Number and following the *Disposal of Dead Animals Regulation*.

The Provincial Ministry of Agriculture provided additional guidelines that have been incorporated into the bylaw revisions for consideration such as:

- Premise Identification Number requirements
- Allowing additional poultry or just chickens
- Age requirements for permit holders
- Permissions from property owners if renters are present
- Notification to neighbors
- Training (Chickens 101)
- Biosecurity
- Maximum and minimum number of chickens, and age (over 16 weeks)
- Coop and Run requirements
- Site plan requirements and fencing
- Selling of products
- Disposal methods of chickens

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Public expectations of the program, both for and against having chickens.

8.0 ATTACHMENTS:

- 8.1 Bylaw with amendments attached.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends the Council approve all three readings of the Animal Control Bylaw as presented.

10.0 PROPOSED MOTION(S):

- 10.1 That Bylaw 01-2026, the Animal Control Bylaw, be given first reading.
- 10.2 That Bylaw 01-2026, the Animal Control Bylaw, be given second reading.
- 10.3 That Bylaw 01-2026, the Animal Control Bylaw, be presented for third reading.
- 10.4 That Bylaw 01-2026, the Animal Control Bylaw, be given third reading.

(original signed by the CAO)

Collin Steffes
CAO

THE ANIMAL CONTROL BYLAW

A Bylaw of the Town of Barrhead, in the Province of Alberta, for the purpose of regulating and controlling 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. 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
 - a. a person who has care, charge, custody, possession or control of an animal;
 - b. a person to whom a license was issued for the animal;
 - c. 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 a any person by means of a leash or other similar devise 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.

3. 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.

4. 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;
 - (ii) holders of a valid development permit issued under the Land Use Bylaw for a kennel;
 - (iii) service dogs as defined in the Service Dogs Act;
 - (iv) 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*);
 - (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:
 - a. 0.9 m (3 ft) from property line for coop and run;
 - b. 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

5. 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.**

6. 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.

7. 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
 - (v) attacks, harasses, injures or kills another animal.

8. 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.

9. 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.

10. 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 a 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.

11. 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:
 - a) 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
 - b) 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.
 - c) **excluding permitted Urban Hens under this bylaw.**

12. 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.

13. 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.

14. 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.

15. 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.

16. 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 Offenses 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.
- (d) 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.

17. SUMMARY CONVICTION:

- (a) 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
- (b) 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.

18. 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.

19. RESCIND:

- (a) Bylaw 04-2021 is hereby rescinded.

Read a first time this _____ day of _____, 2026

Mayor, Ty Assaf

CAO, Collin Steffes

Read a second time this _____ day of _____, 2026

Mayor, Ty Assaf

CAO, Collin Steffes

Read a third time this _____ day of _____, 2026

Mayor, Ty Assaf

CAO, Collin Steffes

SCHEDULE "A"

In lieu of prosecution the Town will accept the following payments.

SPECIFIED PENALTIES

OFFENCE	SECTION	PENALTY
Failure to hold a current dog or cat license or urban hen permit	4	\$100.00 + License fee
Animals At Large:		
Unlicensed	5	\$150.00
Licensed	5	\$100.00
Dangerous Dog	5	\$400.00
Owner Responsibility		
Unlicensed	6(a) (iii-iv), (b), (d)	\$200.00
Dog Bite	6 (a) (i-ii)	\$300.00
Licensed	6	\$150.00
Dangerous Dog	7(b)	\$500.00
Off Leash Areas	8	\$200.00
Prohibited Area	8	\$200.00
Obstruction	9	\$500.00
Miscellaneous	3, 10	\$100.00

Contravention of any and each Bylaw provision:

Second Offence within any twelve (12) month period	Double the above Penalties
Third and Subsequent Offence within any twelve (12) month period	Triple the above Penalties

FEES

Fees shall be computed as follows for each day of impoundment in the animal shelter, commencing the day of seizure, in respect of each animal impounded:

Per Day **~~\$20.00~~ \$100**

SCHEDEULE “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

Requirements and recommendations for municipalities considering backyard poultry flock bylaws.

Requirements for poultry owners

1. Under Alberta's Premises Identification Regulation, anyone who owns poultry needs to apply for a Premises Identification Account and Premises Identification Number (PID). Poultry owners must apply for a PID within 30 days of assuming ownership of an animal to which the regulation applies. The link is here: [Premises Identification Program](#)
 - a. Although the poultry may be viewed as pets or companion animals, it is important to obtain a PID because they can still become infected with and transmit diseases.
 - b. A PID should only be obtained when the final decision to obtain poultry has been made and any necessary approvals or permits have been obtained. The creation of unneeded PIDs within the provincial PID system reduces the accuracy in the system and increases system maintenance.
 - c. If a municipality wishes to validate a PID reported by a poultry owner/permit holder, the Government of Alberta can assist in doing so.
2. All dead animals must be disposed of in accordance with the [Disposal of Dead Animals Regulation](#).

Recommendations and considerations for municipalities

(Note: "poultry owners" are referred to as "permit holders" for the remainder of the document to reflect that some municipalities have a permitting system):

1. What is backyard poultry?
 - a. Does your bylaw have a definition of backyard poultry? Consider different species. Do you only want backyard poultry to be a domestic *chicken* (*Gallus gallus domesticus*)? Or would you allow other species like turkeys, ducks, geese, guinea fowl or peafowl?
 - b. Define what a rooster is and whether roosters would be allowed.
2. Do you have an age-requirement for the permit holder? Some municipalities require that the permit holder be over 18.
3. Do you require a permission letter from the property owner if the permit holder is not the property owner?
4. Do you require that the permit holder notify their neighbours? For example, the City of Edmonton requires permit holders to notify neighbours with adjacent properties abutting up to the applicant's property; the notification is to notify, not ask for permission.
5. Training
Are permit holders required to take a course on rearing urban chickens? For example, both Edmonton and Calgary require a course called [Chickens 101 Online](#). **We would strongly recommend that permit holders are required to take a course like this.** There is incredibly valuable information in these courses that may prevent problems with:
 - a. Regulations
 - b. Basic Chicken Needs
 - c. Chicken House Design and Sanitation
 - d. Egg Management
 - e. Care of Chickens During the Winter
 - f. Health and Prevention of Disease
 - g. Keeping the Family Safe
 - i. Examples of bacterial diseases that may be transmitted to people are *Campylobacter jejuni*, *Salmonella* species, and *Chlamydia psittaci*.
 - ii. An example of a virus of concern is avian influenza.

- h. Biosecurity – will address common areas to prevent bringing disease into the flock like:
 - i. Visiting other poultry premises.
 - ii. Attending fairs, shows and auctions.
 - iii. Housing multiple species; e.g., chickens and turkeys should not be reared together.
 - iv. Multi-age chickens in the flock (older chickens shed microbes onto the young chickens).
 - v. Mixing chickens from different sources and different health profiles. We strongly recommend that chickens are sourced from a single reputable source where the chickens have been vaccinated against Marek's Disease and coccidiosis.
- 6. How many chickens may a permit holder have and how old are they?
 - a. Chickens are social animals therefore most bylaws have a lower limit and an upper limit so that individual chickens are not housed alone.
 - b. Egg-laying breeds of chickens can be difficult to sex when they are chicks; therefore, most bylaws require that urban chickens be older, or just-older, than the pullet-stage (~16 weeks). This makes it easier to confirm the sex of the chicken and will prevent the accidental acquisition of roosters.
- 7. Site plan
 - a. Do you require a site plan?
 - b. Do you require that the coop and run be a certain distance from the property line? E.g., 0.6 meters.
- 8. Coop and run specifications
 - a. Define a coop. Typically a coop is the building and the fenced-in area around the coop is the run.
 - b. Do you have specifications for the size of the coop? E.g., smaller than 10m² but at least 0.37m² per chicken.
 - c. Do you have specific requirements for the construction of the coop? E.g., must have roof, windows, venting (preferably on 2 sides), heat source (avoid heat lamps as they are a severe fire risk), waterer, feeder, roosts (15cm long per chicken and 40 cm above the ground), nest boxes (1 per 3-4 chickens), appropriate chicken enrichment, light (optional).
 - d. Do you have specifications for the size of the run? E.g., 4.2 sq ft per chicken
 - e. Do you have specifications for what the run must be made of? E.g., fully enclosed galvanized steel mesh.
 - f. Do you require that the yard be securely fenced with the fence reaching the ground?
 - g. Do you specify that chickens must be confined to their coops and runs unless they are being transported for a specific purpose? E.g., no housing in kennels or cages.
- 9. Do you require the permit holders to research veterinary care and have an established veterinary contact that can provide care?
- 10. Do you require the permit holder to have a re-homing contact established outside of the city before they apply? E.g., the City of Calgary requires that permit holders establish this in case the chickens need to be re-homed.
- 11. Will you specify that permit holders are not permitted to sell products?
 - a. Some municipalities determine that permit holders are not allowed to sell eggs, manure, meat, or any product derived from the urban chickens.
- 12. Will you specify how the chickens are removed from the premises? For example:
 - a. No slaughtering on the property.
 - b. No disposal of live or dead chickens other than by delivering them to a farm, an abattoir, a veterinarian, or other operation that is lawfully permitted to dispose of livestock.
 - c. Chickens may be euthanized by the permit holder if the permit holder is competent (has received training or mentorship on euthanasia of poultry – see: [Practical Guidelines for On-Farm Euthanasia of Poultry](#)

References:

[Keeping your flock healthy](#)

[Animal premises identification program](#)

[City of Edmonton Urban Hens Project](#)

[City of Calgary Urban Hens Project](#)

[Disposal of Dead Animals Regulation](#)

REQUEST FOR DECISION

To: Town Council

From: Jenny Bruns, Director of Planning, Economic Development and Legislative Services

Date: January 13, 2026

Re: Residential Tax Incentive Bylaw 02-2026

1.0 PURPOSE:

To consider passing a Residential New Build Tax Incentive Bylaw that provides a short-term municipal property tax incentive for new residential dwelling units constructed within the Town of Barrhead.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead, like many rural and regional municipalities, faces pressures in attracting new residential development to expand the assessment base and support population growth.

In 2025 the Town of Barrhead adopted the Housing Strategy, and one of the goals in the strategy was to consider developing an incentive program including a Residential Tax Incentive Bylaw.

Developers have been reaching out to Senior Administration to investigate what incentives the Town will offer to encourage development, with two developers indicating they would consider starting projects in the spring of 2026.

Administration has drafted a proposed **Residential Tax Incentive Bylaw No. 02-2026**, which would apply only to newly constructed dwelling units completed after the bylaw's adoption.

The bylaw is intended to encourage new housing development, support to businesses growth and attraction, increase assessment growth, and promote population retention and aging in place.

Section 347 of the *Municipal Government Act* (MGA) grants municipalities the authority to cancel, reduce, refund, or defer property taxes. Many Alberta municipalities have used this section to establish residential tax incentive programs (examples include Westlock, Devon, and Morinville).

Research on Typical Residential Municipal Tax Exemption Patterns:

Municipality	Years of Exemption	Year 1	Year 2	Year 3	Year 4	Year 5+
Legal	4	100%	75%	50%	25%	—
Bonnyville	5	100%	100%	100%	75%	50%
Drumheller	4	100%	75%	50%	25%	—
Ponoka	3	75%	50%	25%	—	—
Westlock	1	Up to \$5000 (one time only)				

** Graduated based on value

SUMMARY OF PROPOSED BYLAW

- **Eligibility:** Applies only to new residential dwelling units (single-family, duplex, multi-unit) completed after the bylaw comes into effect.
- **Incentive Structure:**
 - Year 1: 100% cancellation of the municipal portion of property taxes.
 - Year 2: 50% cancellation of the municipal portion.
 - Year 3 onward: No incentive; full municipal taxes payable.
- **Scope:** Incentives apply only to the municipal portion of taxes; with Provincial education requisitions and other levies excluded.
- **Application:** Owners must apply within 12 months of occupancy approval to receive the incentive.

Advantages:

- Encourages new residential growth and enhances housing supply.
- Reduces risk for developers that may have to pay taxes before the property is sold.
- Expands long-term tax base once incentive period expires.
- Sends a positive signal to developers and residents considering building in Barhead.

Challenges / Risks:

- Short-term forgoing of municipal tax revenues for newly built properties.
- Limited effect if regional housing market conditions are weak.

Other administrative incentive opportunities:

- For speculation units, the developer may pay only the deposit for the lot and allow builder to develop and pay remainder at point of sale. This allows the developer to use that money as capital into the project and reduces their risk, spreading capital costs out.
- Right of first refusal on clustering lots.
- Use of adjacent lots for laydown purposes.

3.0 ALTERNATIVES:

- 3.1 Council can pass first reading of the bylaw as presented and proceed with setting a public hearing date.

- 3.2 Council can pass first reading with amendments (adjust incentive duration or percentage).
- 3.3 Council can defeat the bylaw and take no further action.
- 3.4 Council can table the discussion and ask Administration to come back with alternative incentive parameters.

4.0 FINANCIAL IMPLICATIONS:

Impact depends on the number of new dwelling units constructed annually.

Example: A new single-family home assessed at \$300,000 would generate approximately \$3,000 in municipal taxes annually. Under this program, the Town would forgo ~\$4,500 over the first two years but capture full revenues thereafter.

The incentive results in a short-term, two-year tax holiday effect, but in Year 3 and beyond, the Town captures the full \$3,000 per home annually.

The program scales, in that the more homes built, the greater the long-term assessment base. Potential revenue deviation in early years will be offset by long-term growth in assessment base.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration will need to manage an application and tracking process and coordinate improvements with the Assessor.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Encourages new residential growth and enhances housing supply, that will support businesses wanting to expand. Sends a positive signal to developers and residents considering building in Barhead that we're open to working with them.

A public hearing is required prior to passing second and third reading.

8.0 ATTACHMENTS:

- 8.1 02-2026 Residential Tax Incentive Bylaw

9.0 ADMINISTRATIVE RECOMMENDATION:

That Council consider first reading of the Residential Tax Incentive Bylaw No 02-2026 and set a public hearing date.

10.0 PROPOSED MOTIONS:

That Council give Bylaw 02-2026, Residential Tax Incentive Bylaw, first reading.
That Council set a public hearing date for February 2026.

(original signed by the CAO)
Collin Steffes, CAO

TOWN OF BARRHEAD

BYLAW NO. 02-2026

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, in the province of Alberta, to provide residential property tax incentives for new residential dwelling units.

AND WHEREAS, the Council of the Town of Barrhead wishes to encourage new residential growth within the Town of Barrhead through the construction of new dwelling units;

WHEREAS, AND WHEREAS the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for properties to encourage economic growth;

AND WHEREAS, the Council of the Town of Barrhead deems it desirable and in the public interest to establish a clear and transparent framework for residential property tax incentives limited to new dwelling units.

NOW THEREFORE, be it resolved that the Town of Barrhead, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

This bylaw is called “**Residential Property Tax Incentive Bylaw**”.

2. PURPOSE

The purpose of this Bylaw is to:

- a) encourage new residential development in the Town of Barrhead by offering a temporary property tax incentive for qualifying new dwelling units;
- b) Establish tax exemptions in accordance with the *Act*, s. 364.2 for assessed persons when there is a new project that meets the criteria and requirements set out in this Bylaw.
- c) Provide a process of application and review for exemptions under this Bylaw.

3. DEFINITIONS

- a. **Act** means the *Municipal Government Act*, as amended or replaced from time to time.
- b. **Applicant** means the owner of the property on which the tax reduction is subject to the application is located, or their designate.
- c. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Town of Barrhead appointed by Council.
- d. **Council** means the duly elected officers of the Town of Barrhead.
- e. **Developer** means an owner, agency, occupant, or any person firm, or company required to obtain or have obtained a development permit.
- f. **Dwelling Unit** means a complete building or self-contained portion of building, containing sleeping, cooking, and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building. This excludes backyard suites, garage suites and basement suites due to their temporary nature.
- g. **Exemption** means the portion of municipal taxes on new residential properties that have been determined exempt in accordance with this Bylaw.
- h. **Occupancy** means permission or authorization issued in writing to occupy a building following substantial completion of construction.
- i. **Project** means the new construction, expansion, or refurbishment of a structure that increases its assessment value.
- j. **Property** means a parcel of land described in a Certificate of Title and contained within defined lot lines.
- k. **Residential** has the same meaning as defined under the *Act* s.297(1).
- l. **Requisitions Tax** means the tax that is collected by the Town on behalf of the Province of Alberta or housing authorities, including but not limited to education and social housing.

- m. **Tax Incentive Agreement** means a written agreement between the Town of Barrhead and the Assessed person setting out the terms and conditions for an exemption under this Bylaw.
- n. **Town** means the municipality of the Town of Barrhead.

4. CRITERIA

A property shall be considered eligible for the residential tax incentive if:

- a) Development shall conform to the Town of Barrhead Land Use Bylaw and amendments thereto, and all other applicable Provincial legislation.
- b) All eligible development shall be of a permanent nature.
- c) The residential tax exemption is eligible for any new residential development of up to four (4) dwelling units on a single property.
- d) The new dwelling unit(s) are completed and have received final occupancy approval through the Alberta Safety Codes requirements.
- e) The exemption shall only be granted for the taxation year(s) immediately following the Project being deemed complete, assessable, and available for use.
- f) All municipal taxes, levies, and charges owing to the Town are paid in full and in good standing.
- g) The assessed person must not be in bankruptcy or receivership.
- h) The property is assessed as a residential property under the *Act*.
- i) The exemption applies only to the municipal portion of property taxes. Requisitioned taxes are excluded from exemption.
- j) The property shall not be eligible for any other tax credit or exemption offered by the Town or granted under the *Act*.
- k) Expansions or renovations to existing buildings or structures do not qualify for this incentive unless they result in an increase in the number of dwelling units.
- l) Tax exemption may be transferable to new ownership unless the new owner fails to meet eligibility requirements under this Bylaw.

5. INCENTIVE STRUCTURE

Eligible new dwelling units shall receive the following municipal tax incentive:

Year 1 following occupancy: 100% exemption of the municipal portion of property taxes.

Year 2 following occupancy: 50% exemption of the municipal portion of property taxes.

Year 3 and onward: No exemption; full municipal taxes payable.

6. APPLICATION AND PROCESS

- a) Applicants will need to apply for this tax exemption using Schedule A – Application of this Bylaw.
- b) Applicant shall submit a completed application form to the Town of Barrhead Planning and Development Department for consideration.
- c) Applicants are encouraged to apply prior to commencing construction or undertaking a project, or before completion of construction.
- d) A complete application must be received no later than April 1 of the year in which a property and Assessed Person would qualify for a tax cancellation.
- e) The Town may require any additional information that, in its discretion, is necessary to consider eligibility of the application or to confirm ongoing compliance with the criteria of the cancellation.
- f) CAO will consider each application in accordance with this Bylaw and:
 - i. Grant the exemption and enter into a Tax Incentive Agreement with the Applicant; or
 - ii. Reject the application and advise the Applicant with written reasons as to why, including means to appeal to Council.

- g) CAO shall be authorized to enter into a Tax Incentive Agreement with the Applicant if an exemption is granted.
- h) Tax exemption will begin in the taxation year following the completion of the construction, development or improvement that generated an increase in assessment pending the Applicant meets all requirements of this Bylaw including but not limited to the execution of the Tax Incentive Agreement.
- i) When a Tax Incentive Agreement is breached or the property and Assessed person no longer qualifies for an exemption under this Bylaw the CAO will provide a written decision cancelling or modifying the exemption as appropriate.
- j) Change in ownership of a property will not affect a granted exemption unless the new owner(s) are not eligible under the guidelines in Section 4.
- k) To maintain eligibility for a granted exemption, the new owner(s) must assume the obligations that arise under the written decision.

7. DECISION ON CANCELLATION AND AGREEMENT

A tax incentive agreement shall be required for all exemption granted. The Tax Incentive Agreement will include the following:

- a) Taxation years to which the exemption applies.
- b) Percentage of exemption that will apply over the term of the Tax Incentive Agreement.
- c) Conditions which if breached will result in the cancellation of the Tax Incentive Agreement.
- d) Any other information provided by the Town.
- e) Should the CAO not approve the application, the CAO will issue a written decision to the Applicant outlining the reasons the project fails to qualify for exemption and the date which an application for appeal to Council must be submitted.

8. GENERAL PROVISIONS

- a) Council retains the discretion under the *Act* to deny, adjust, or revoke any tax incentive granted under this Bylaw.
- b) Any misrepresentation or false information in an application shall result in immediate termination of the incentive and repayment of exemption taxes.
- c) This Bylaw shall not be interpreted as guaranteeing the right to a tax incentive; participation is conditional upon compliance.

9. RIGHT TO APPEAL

- a) Any dispute regarding the calculation of tax exemption, or any entitlement under this Bylaw shall be referred to Council for resolution.
- b) Any applicant may appeal to Council by submitting a written request for appeal to the CAO within thirty (30) days of the initial dispute.
- c) Council, after considering the appeal, may uphold or revoke a decision of the CAO with respect to the outcome of an application, cancellation of an application, or tax incentive agreement, or direct the CAO to revise or amend a decision.
- d) The decision of Council shall be final and binding upon all parties except where the decision is the subject of an application for judicial review. Such application must be filed with Court of Kings Bench not more than sixty (60) days after the date of decision.
- e) Complaints about a decision under this bylaw may not be heard by the Assessment Review Board, according to the *Act*, s. 460(7).

10. REPEAL, FORCE & EFFECT

- a) If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Sections or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.
- b) This bylaw comes into effect on 3rd and final reading.

Read a first time this _____ day of _____, 2026

Read a second time this _____ day of _____, 2026.

Read a third time this _____ day of _____, 2026 and passed.

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

Schedule A – Application for Residential Property Tax Incentive

Name of Property Owner (as per tax roll):		Date:
Contact Name:		Mailing Address:
City	Province:	Postal Code
Telephone Number:		Cell Phone Number:
Email Address:		Fax:

Legal Description of Land(s) for Tax Exemption:

Roll:	Plan:	Block:	Lot:
Roll:	Plan:	Block:	Lot:

I/We the undersigned, understand the conditions of eligibility and further terms set out in Bylaw XX-2026 (Residential Tax Incentive Bylaw) and acknowledge I/We have authority to request tax exemptions on the above mentioned properties.

Full Name _____
Signature _____

Full Name _____
Signature _____

Office Use Only:

Development Permit No.:	Development Permit Issue Date:	Development Completion Date:
Exemption % Year One	Exemption % Year Two	Exemption % Year Three
Approved by:		



NATIONAL
POLICE
FEDERATION

FÉDÉRATION
DE LA POLICE
NATIONALE™

220 LAURIER AVENUE WEST
8TH FLOOR
OTTAWA ON K1P 5Z9
www.npf-fpn.com

November 27, 2025

Mayor Ty Assaf
Town of Barrhead
via email: town@barrhead.ca

Dear Mayor Assaf,

On behalf of the National Police Federation (NPF) and its Members, I want to congratulate you on starting your term as Mayor of The Town of Barrhead. We further congratulate your Council members on their successful election or acclimation as well.

As you may know, the NPF is the sole certified bargaining agent representing close to 20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada and internationally, including over 3,100 serving in Alberta. The NPF's mission is to provide strong, fair, and progressive representation, that promotes and enhances the rights of RCMP Members while advancing public safety outcomes across Canada.

Our Members are proud to deliver policing services through 113 detachments across Alberta, serving more than 1.5 million residents and covering 99% of the province's geography. Given recent developments, we would like to share important updates with you and your councils regarding the state of RCMP policing in Alberta. In July 2025, the RCMP Commissioner reaffirmed to Premier Smith the RCMP's ongoing commitment to serving Albertans now and well into the future. Likewise, in [October 2025](#) the federal Minister of Public Safety confirmed that early negotiations with contracting partners for policing agreements beyond 2032 will begin in the coming months. Provinces such as [British Columbia](#) and [Nova Scotia](#) have already announced their intent to renew and strengthen their RCMP contracts, reinforcing the long-term stability of the RCMP policing model.

Alberta is also seeing positive momentum. The first all-Alberta troop began training at Depot in September 2025, demonstrating strong interest from new recruits who have chosen Alberta as their preferred posting. As of late 2025, the Alberta RCMP's vacancy rate sits at approximately 16%—including 152 hard vacancies (8.6%) and 133 soft vacancies (7.5%)—rates that are comparable to other police services when accounting for medical, parental, and other approved leaves. In addition, the Government of Canada is [hiring 1,000 new RCMP personnel](#) nationally, further underscoring a clear message: the Alberta RCMP is here to stay.

We invite you to consider the attached polling which demonstrates public support for the Alberta RCMP. Five years of polling conducted by Pollara Strategic Insights show Albertans support their RCMP, with 81% agreeing that there are more important priorities for Alberta than changing who polices communities. To this end, 76% of Albertans in RCMP-served areas are satisfied with their policing. These results echo the findings made by many recent municipal police services reviews, which found low public support for wholesale changes in policing, alongside quantifiable cost impacts. We further invite you to consider the findings of recent police service model reviews:

- [Red Deer's \(2020\) review](#): Found transition costs of \$13.5M and 16% higher annual operating costs (~\$7M). Chose to retain the Alberta RCMP.
- [Airdrie's \(2024\) review](#): No change; public safety concerns raised were not unique to the RCMP.

- [Grande Prairie's \(2023\) review](#): Transition approved, despite projected one-time costs of \$19M and \$2-\$4M more in annual operating costs.
 - [As of May 2025](#), an additional \$7m in provincial funding has been granted to Grande Prairie in addition to the previously committed \$9.7m from the GoA, demonstrating the immense increase in financial support required to push the service toward a feasible launch.
- [Beaumont's \(2024\) review](#): Recommended efficiencies to improve the existing RCMP model.
- [Olds' \(2024\) review](#): Found municipal policing cost 57% more in Year 1, increasing to 84% by Year 3; chose to retain the RCMP.
- [Rocky Mountain House \(2025\) review](#): Found increased costs were ineffective and the current contract could be better optimized rather than considering a new regional service, an APPS, or a new municipal service.

Prior to the 2025 Municipal Election, the Government had announced the formation of the Alberta Sheriffs Police Service (ASPS) unilaterally without consultation with communities, Albertans, or organizations such as Alberta Municipalities or the Rural Municipalities of Alberta. Despite there being no costing, plan, or open-door consultation, Government is proceeding with the creation of this service. The only fact we can rely on is that another duplicate service will cost all Albertans more, risking increased property taxes for your community or reduced services for municipalities to fund this experiment. In 2021, the government's own report estimated **\$372 million in start-up costs** and **\$164 million more in annual operating costs** for a provincial police service. Today, there are no updated cost estimates, despite inflation and a major shift in the province's fiscal reality.

These developments require a cohesive approach to effectively address in the best interests of communities. If you would like us to present to your Council on Alberta's public safety landscape, or to further discuss public safety concerns, please contact Maryanne King, Government Relations Advisor, at mking@npf-fpn.com.

Once again, we congratulate you and we look forward to connecting with you at your convenience.

Sincerely,



Brian Sauvé
President and CEO

Attachments: Polling 2025

NATIONAL
POLICE
FEDERATION



FÉDÉRATION
DE LA POLICE
NATIONALE

National Police Federation Alberta

Wave 8

August 2025

TOB Regular Council Agenda Package

Page 98 of 130

pollara
40 years of strategic insights

January 13, 2026

Methodology

Field Window	Wave 8 – August 6 to 20, 2025
Sampling	Online survey of randomly-selected sample of 1,200 Adult (18+) Alberta Residents
Reliability	As a guideline, a probability sample of this size carries a margin of error of ± 2.8% , 19 times out of 20. The margin of error is larger for sub-segments.
Weighting	Data has been weighted using the most current age, gender & region Census data, to ensure the sample reflects the actual population of adult Albertans.

REGIONAL DISTRIBUTION		
REGION	UNWEIGHTED Counts	Margin of Error
Calgary	200	±6.9%
Edmonton	200	±6.9%
Calgary Suburbs	101	±9.8%
Edmonton Suburbs	104	±9.6%
Rural North	184	±7.2%
Rural Central	204	±6.9%
Rural South	207	±6.8%
TOTAL ALBERTA	1,200	± 2.8%

WAVE	DATES IN FIELD	TOTAL RESPONDENTS
W1	Oct 21 – 28, 2020	1,300
W2	Apr 30 – May 7, 2021	1,228
W3	Oct 21 – Nov 4, 2021	1,221
W4	Jul 6 – 19, 2022	1,206
W5	Sept 15 – Oct 4, 2023	1,202
W6	Jun 14 – Jun 24, 2024	1,200
W7	April 17 to 28, 2025	1,201
W8	Aug 6 to Aug 20, 2025	1,200

Leader Impressions & Priorities

Affordability & Cost-of-Living tops list of priority issues for Albertans

- Policing & Public Safety is top priority issue for 1% of Albertans. It ranks last on a list of seven priorities provided to respondents.

	TOTAL			REGION								GENDER		AGE		
	W8	W7	W6	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	All Rural	M	F	18-34	35-54	55+
Affordability and Cost-of-Living	43	41	48	43	43	38	47	43	45	43	44	41	45	49	46	36
Health Care	20	27	24	19	22	18	20	19	20	24	21	18	23	8	16	32
Alberta's Economy	19	16	14	22	15	25	17	19	20	12	18	23	15	21	19	17
Education	4	3	3	3	5	3	2	5	3	3	4	2	5	3	5	3
Climate Change & Environment	3	4	4	3	5	1	3	3	3	4	3	3	3	4	3	3
Indigenous Reconciliation	2	1	0	2	1	5	2	2	-	2	2	2	2	3	1	1
Policing and Public Safety	1	2	1	-	2	4	-	2	4	-	2	2	1	2	1	1



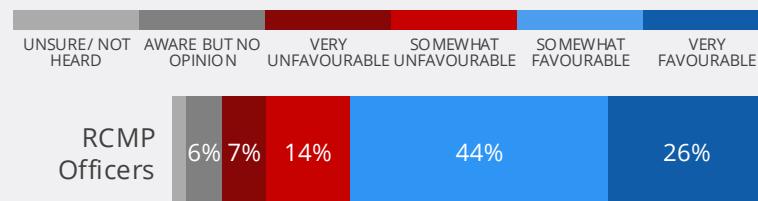
2. When it comes to the following issues facing Alberta today, which is your top priority that you would like the Premier Danielle Smith and the Alberta government address? Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200). Some other issue (5%); None of the above (1%); Not sure (2%)

Over two-thirds of Albertans have favourable impression of RCMP Officers

5

- Increase in favourable impressions of RCMP Officers (70%) to higher end of range (65% to 71%) over 8 waves.
- Favourable impressions of RCMP Officers range from 62% to 74% across the regions, with highest level in Edmonton (74%).

Impression of Organizations



% FAVOURABLE (Very/Somewhat)																RCMP SERVED	
WAVE - TOTAL								REGION								Yes	No/ Unsure
W8	W7	W6	W5	W4	W3	W2	W1	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South			
70	66	67	69	66	71	65	70	69	74	62	66	73	69	71	72	69	



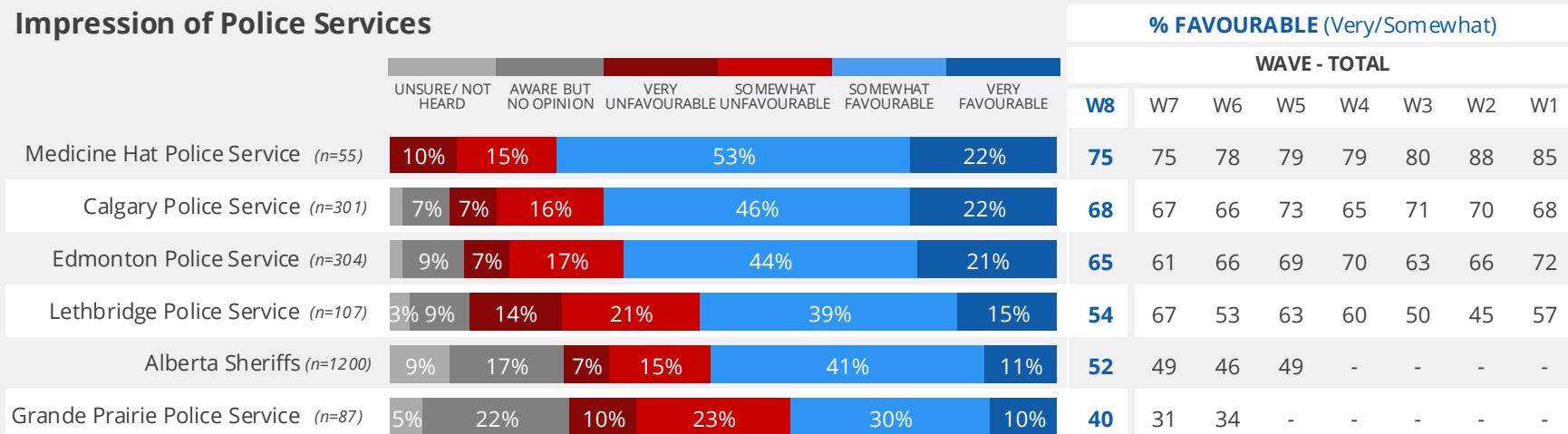
4. Do you have a favourable or unfavourable impression of the following people or organizations? If you are unaware of any, please click that response option. Page 102 of 130 | January 13, 2026

Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Police and Sheriff services in Alberta have net-favourable impressions

- Over half (52%) have favourable impression of Alberta Sheriffs compared to 22% with unfavourable impression.
- Two-thirds (68%) of City of Calgary and Calgary suburbs residents have favourable impression of Calgary Police Service; 65% of City of Edmonton and Edmonton suburbs residents have favourable impression of Edmonton Police Service.
- Favourable impressions for smaller police services (note: smaller samples) range from 40%/33% (favourable/unfavourable) for Grande Prairie Police Service to 54%/35% for Lethbridge Police Service, and 75%/25% for Medicine Hat Police Service.

Impression of Police Services



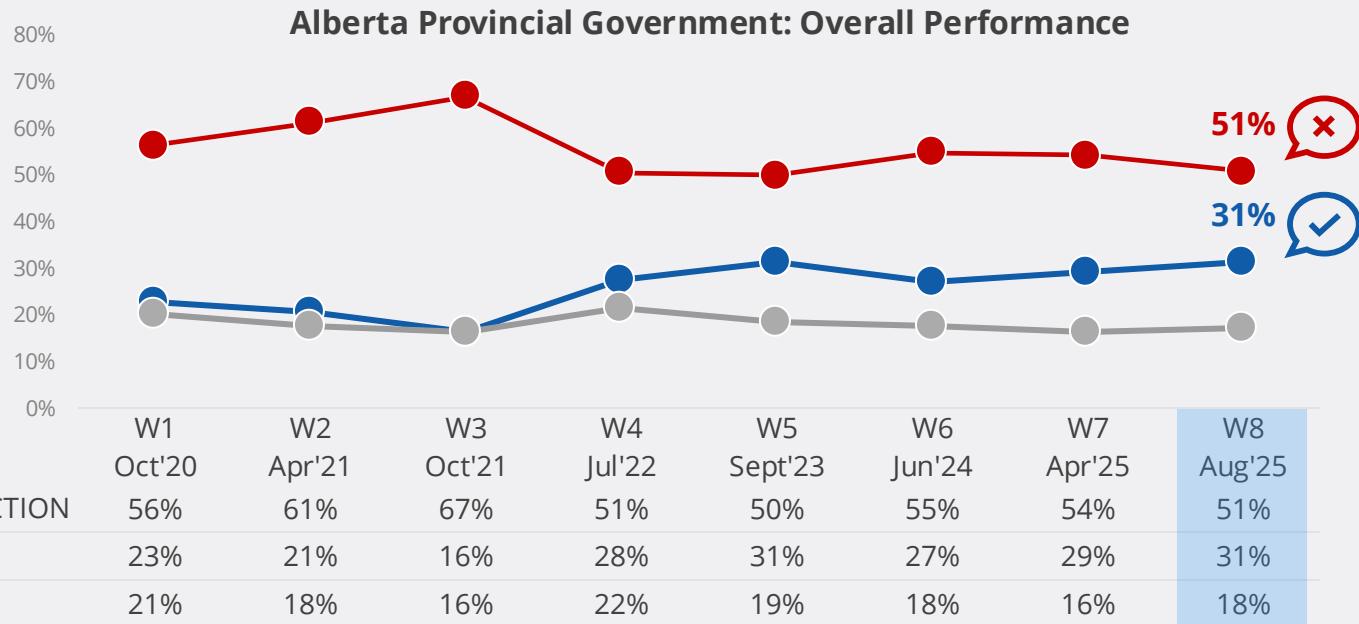
3. Do you have a favourable or unfavourable impression of the following people or organizations? If you are unaware of any, please click that response option. January 13, 2026.
Base: TOTAL W8 (N=Varies).

Alberta Politics and AB NEXT Panel

Majority of Albertans say provincial government heading off in wrong direction

8

- Those saying provincial government is on “right track” increased marginally (+4%) since wave 6.

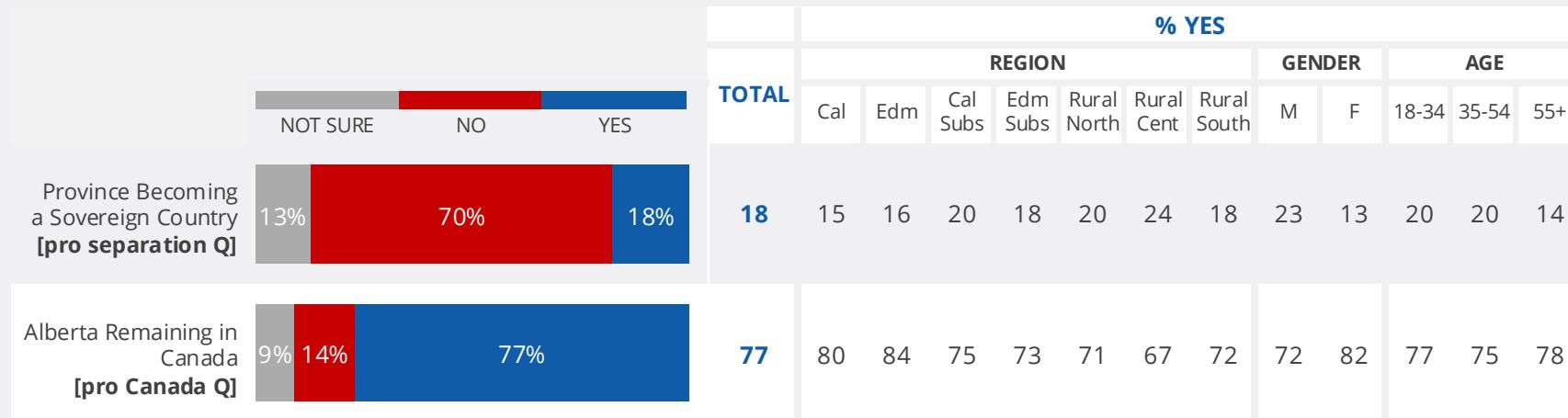


Q 1. In Alberta today, do you think the provincial government is on the right track, or do you think it is heading off in the wrong direction? Page: 105 of 130
Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

January 13, 2026

Less than 1-in-5 support separation option in competing questions

- Two questions were asked of respondents, one from 'pro Canada' advocates and one from 'pro Alberta separation' advocates.
- In the pro separation question, 18% said they agreed that "the province shall become a sovereign country and cease to be a province of Canada" while 70% did not agree (13% not sure).
- In the pro Canada question, 14% disagreed that "Alberta should remain in Canada" while 77% agreed ("yes").

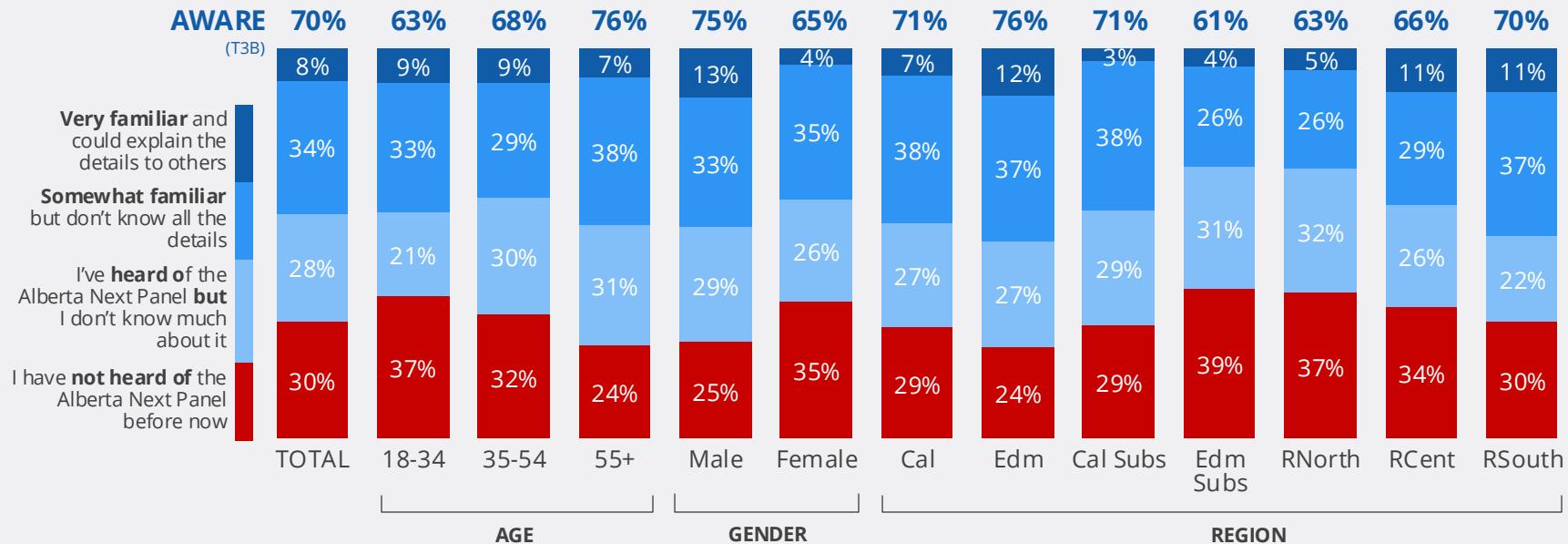


Over two-thirds say they are familiar with Alberta Next Panel

10

- Familiarity ranges from 63% among 18-34 age group to 76% among 55+ age group.
- Men are more likely to say “very familiar” (13%) compared to women (4%).

Familiarity with the Alberta Next Panel



7. Premier Danielle Smith and the government launched the Alberta Next Panel which has been touring the province of Alberta convening community town hall meetings. How familiar are you with the Alberta Next Panel? Base: TOTAL W8 (N=1,200). Page 107 of 130 January 13, 2026

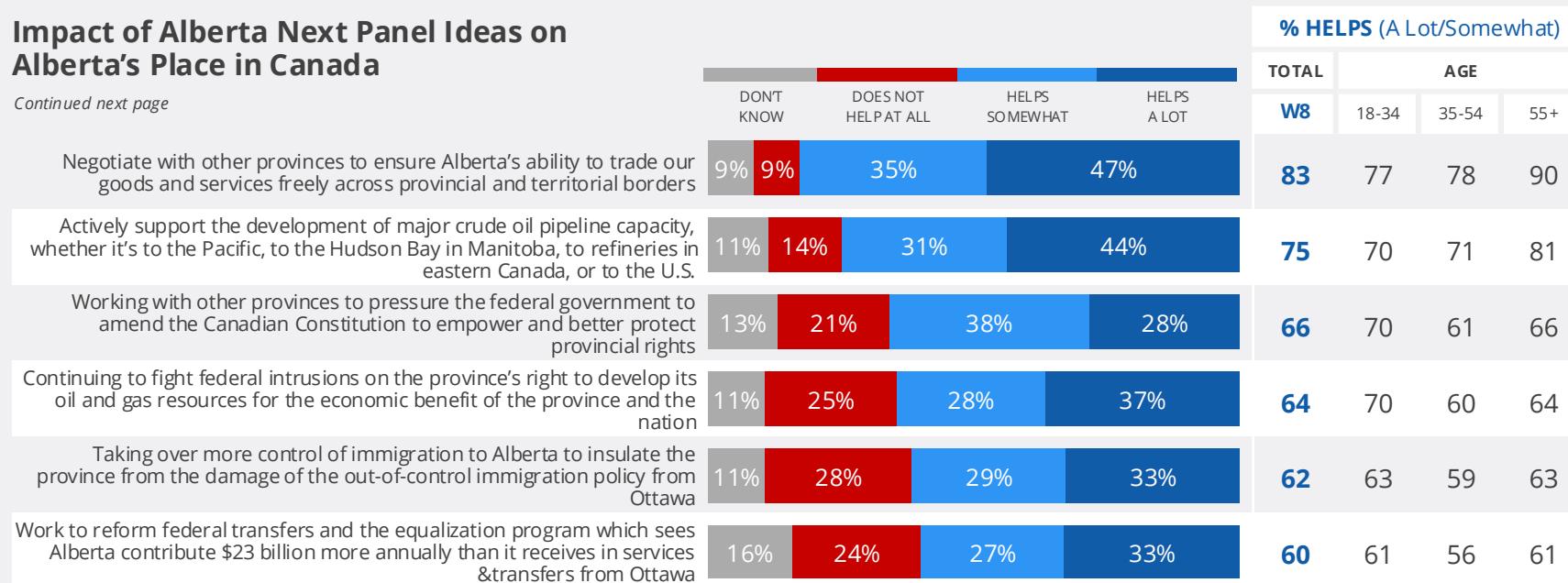
Improving Alberta's place in Canada: economic priorities and provincial rights among Albertans' top priorities in improving place in Canada

11

- Trading freely across provincial and territorial borders and supporting the development of major crude oil pipeline capacity are top two priorities overall that help improve Alberta's place in Canada.
- Of the 12 items tested, other top 6 priorities include: amend the Constitution to better protect provincial rights, fight federal intrusions on oil and gas, taking more control over immigration, and reforming federal transfers and equalization

Impact of Alberta Next Panel Ideas on Alberta's Place in Canada

Continued next page



8. The Alberta Next Panel Agenda Package, Premier Danielle Smith, states that Page 108 of 130 ideas and policies to assert Alberta's sovereignty and control in a united Canada. To what extent do each of the following ideas help Alberta improve its place in Canada?

Base: TOTAL W8 (N=1,200).

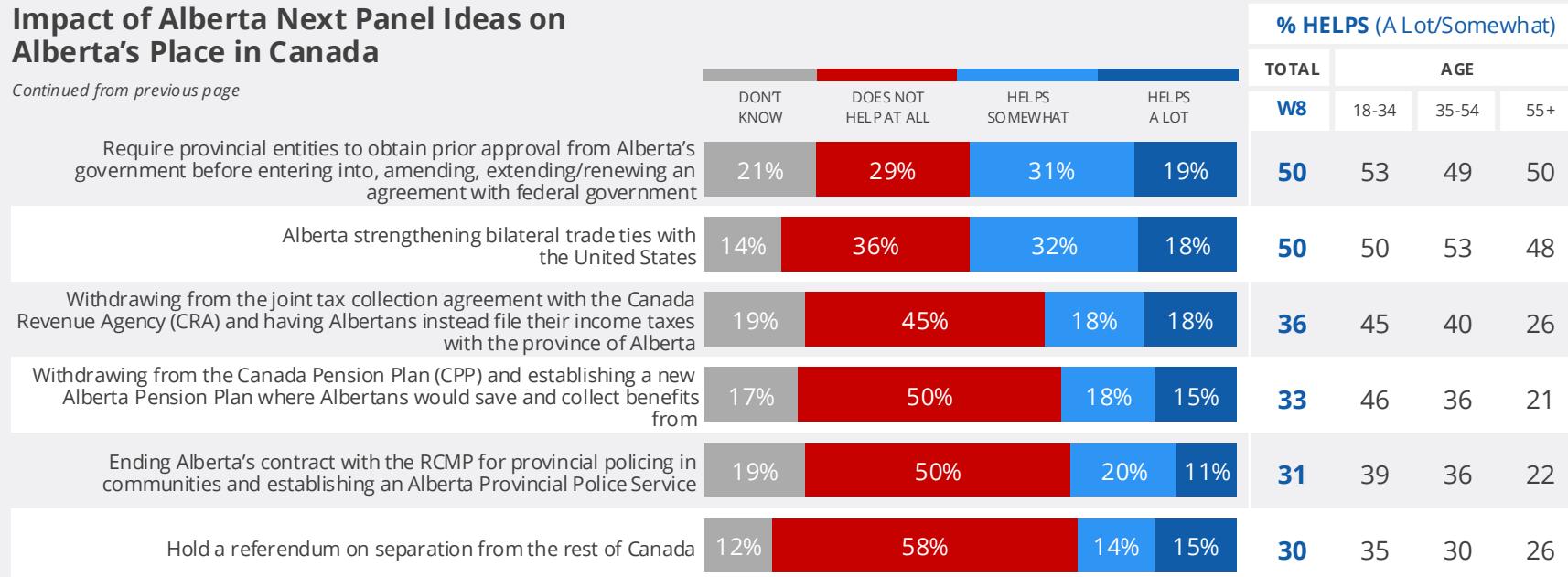
Improving Alberta's place in Canada: majority say ending RCMP contract/establishing Alberta Provincial Police Service "does not help at all"

12

- Half (50%) say ending Alberta's contract with the RCMP ... and establishing an Alberta Provincial Police Service "does not help at all" while 31% say it helps (a lot/somewhat).
- Of 12 items tested, ending the RCMP contract/establishing provincial police service ranks 11th in terms of helping improve Alberta's place in Canada, at about the same level as "hold a referendum on separation from the rest of Canada" (30%)

Impact of Alberta Next Panel Ideas on Alberta's Place in Canada

Continued from previous page



8. The Alberta Regular Council Agenda Package, Premier Danielle Smith, states that Page 109 of 130 ideas and policies to assert Alberta's sovereignty and control its own future within a united Canada. To what extent do each of the following ideas help Alberta improve its place in Canada? January 18, 2023

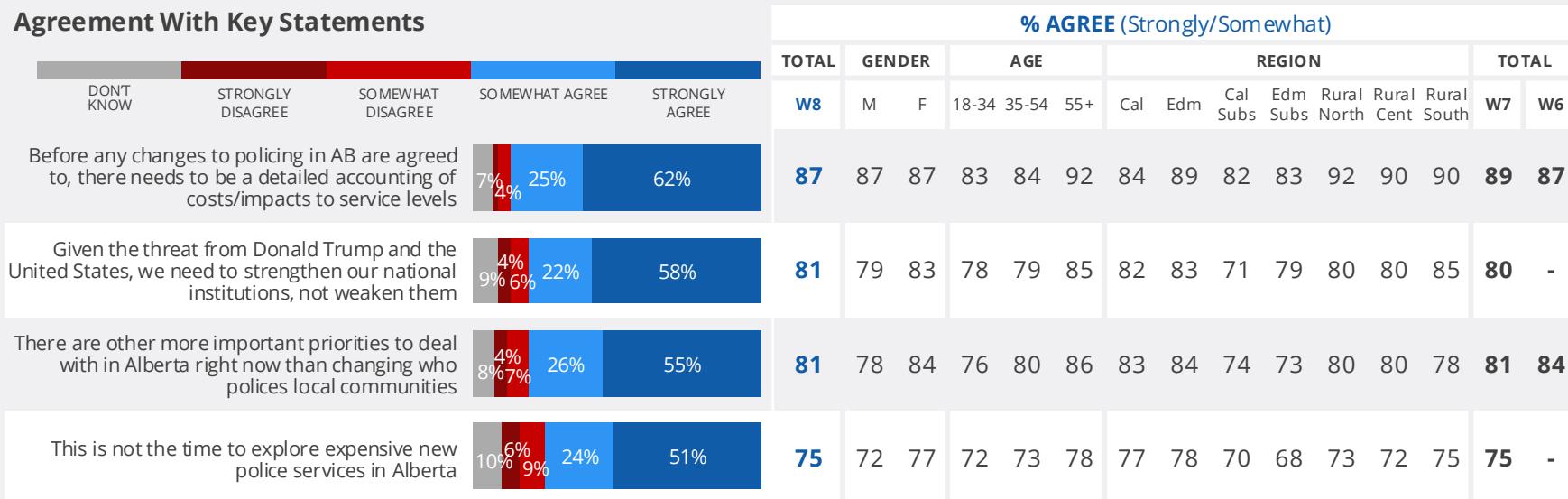
Base: TOTAL W8 (N=1,200); W7 (N=1,201); W4 (N=1,2060); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

3-in-4 agree "This is not the time to explore expensive new police services in Alberta"

13

- Majority (56%) agree "if the federal government approves an oil pipeline, the Alberta government should drop its plan to replace RCMP".
- Almost 9-in-10 (87%) Albertans continue to agree that there needs to be a detailed accounting of costs/impacts to service levels.
- Over 4-in-5 (81%) agree that "given the threat from Donald Trump... we need to strengthen our national institutions, not weaken them".

Agreement With Key Statements



Continued next page



25. Please indicate to what extent do you agree or disagree with the following statements:
Page 110 of 130
Base: TOTAL W8 (N=1,200); W7 (N=1,201)

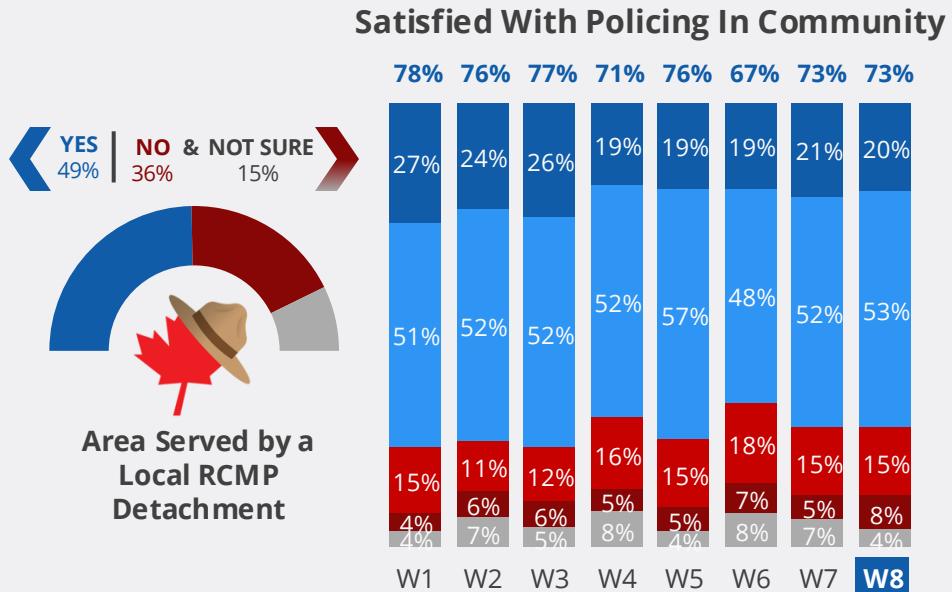
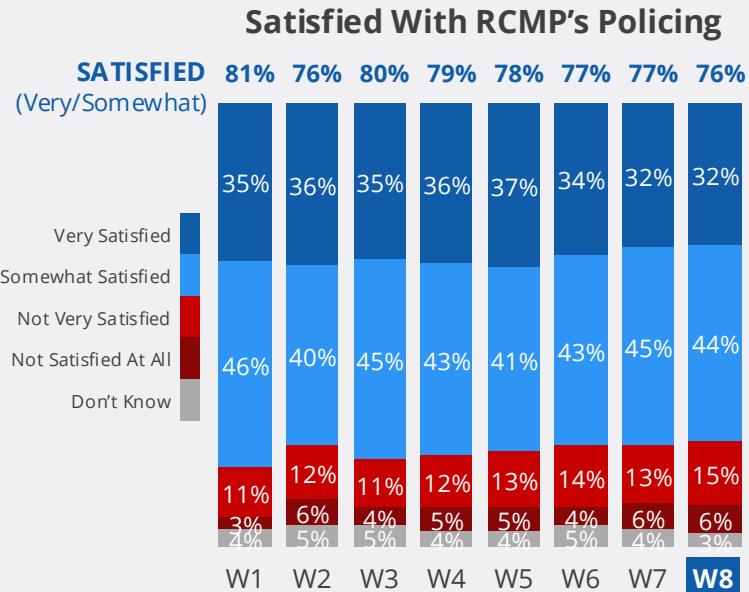
January 13, 2026

RCMP Satisfaction

Over three-quarters satisfied with RCMP's policing

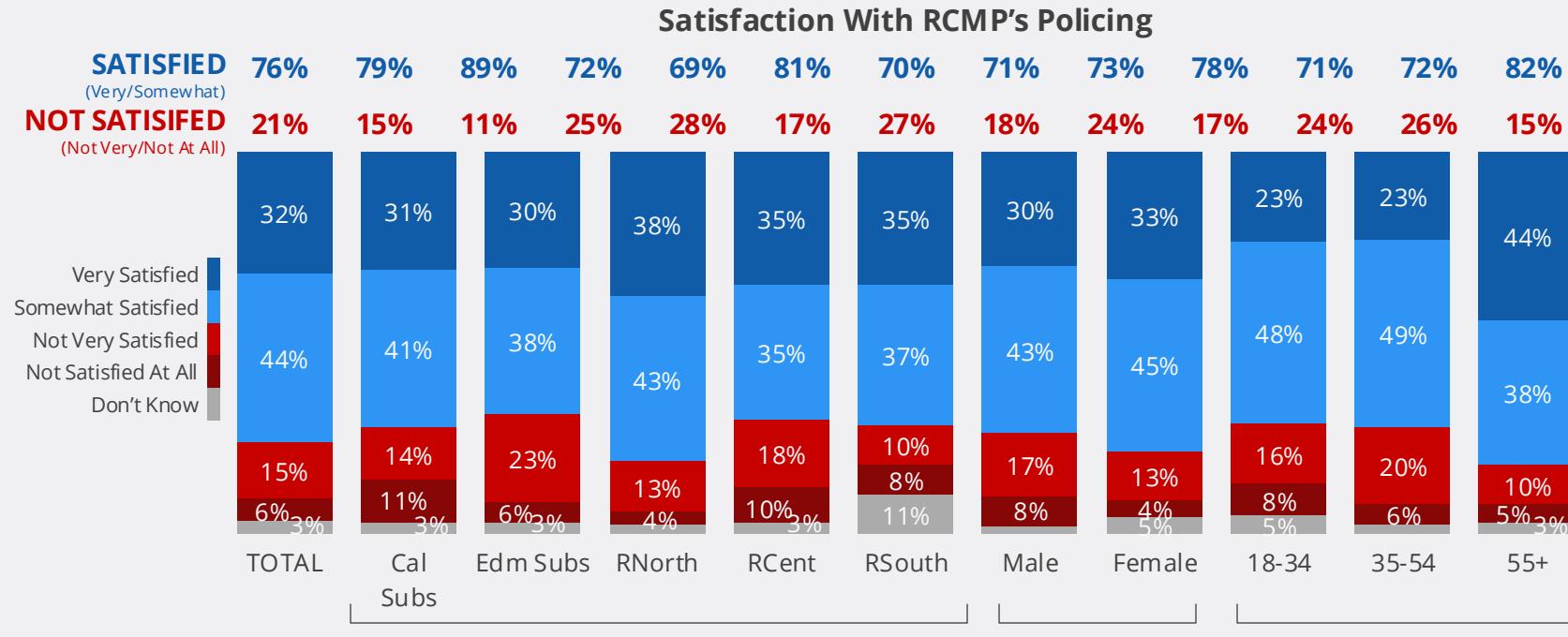
15

- Satisfaction with RCMP's policing of their community (76%).
- Almost three-in-four satisfied with policing in non-RCMP served communities (73%).



Satisfaction with RCMP's policing:

- Regionally, satisfaction ranges from 70% in Rural Central to 84% in Calgary suburbs.
- Women more likely to be satisfied with RCMP's policing (82%); 55+ age group most satisfied with RCMP's policing (83%).



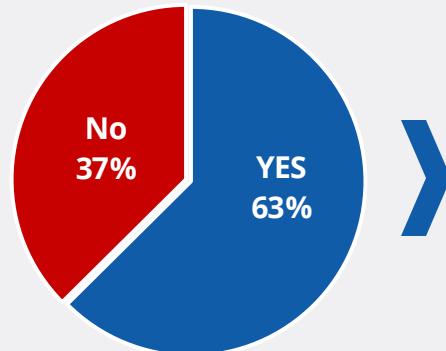
Alberta Provincial Police Service [APPS]

Majority aware of Alberta's plan to replace RCMP with Alberta Provincial Police Service

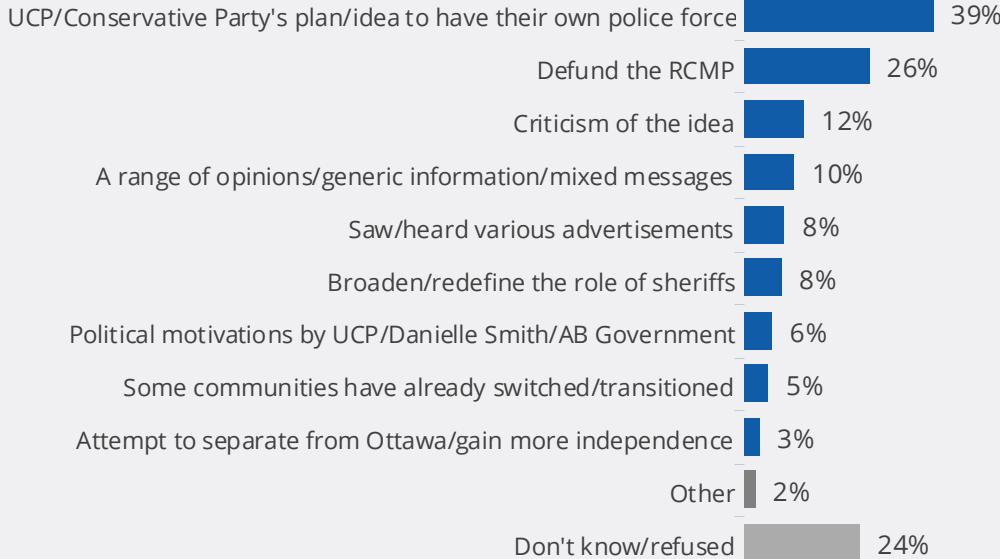
18

- Read, seen, heard comments about Alberta Provincial Police Service (APPS) include government plan to have own police force, defunding the RCMP, criticism of government, broadening role of sheriffs, and comments related to Alberta separation.

Awareness of Alberta's Plan to Replace RCMP with Alberta Provincial Police Service



Read, Seen or Heard

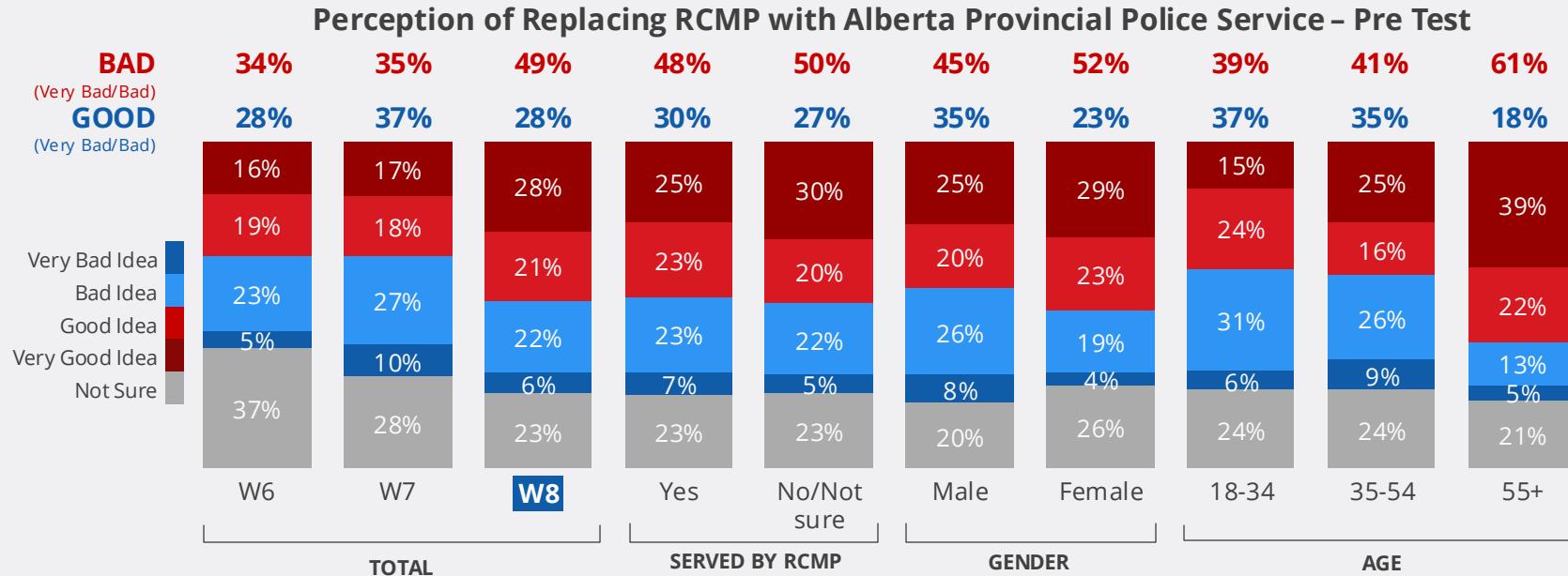


13. Before responding to this survey, had you read, seen, or heard anything about the Alberta government's plan to replace the RCMP with a new Alberta Provincial Police Service? Base: TOTAL W8 (N=1,200) | 14. And what have you read, seen or heard? BASE: Yes, at Q13 (N=804).

Almost half say replacing RCMP with Alberta Provincial Police Service is a “bad idea”

19

- Those saying APPS is a bad idea (49%) includes majority of women (52%), 55+ age group (61%).
- Those saying APPS is a good idea (28%) is higher among men (35%), 18-34 age group (37%).



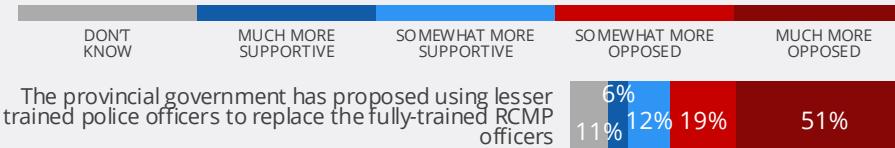
15. Based on what you have read, seen, or heard, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea?
 Note: The name of the agency has changed from IAPS to APPS. Base: TOTAL W8 (N=1,200); W7 (N=1,201).

Using lesser trained police officers to replace fully-trained RCMP officers is top among messages driving opposition to replacing RCMP with APPS

20

- Over 7-in-10 (71%) are more opposed to replacing RCMP with APPS based on using lesser trained officers to replace fully-trained RCMP officers, including over half (51%) that are much more opposed.
- A range of 63-64% are more opposed to replacing RCMP with APPS based on increased costs and potential impact on rural areas.

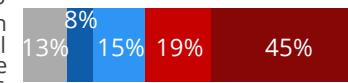
Support/Opposition For APPS*



The provincial government has proposed using lesser trained police officers to replace the fully-trained RCMP officers

% OPPOSED (Much More/Somewhat More)													
TOTAL	GENDER		AGE			REGION				TOTAL			
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South
71	67	74	64	66	79	68	72	66	67	77	74	74	59

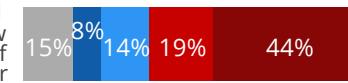
The federal government pays 30% of the cost of RCMP service in Alberta, which amounts to about \$188 million each year. If Alberta replaces the RCMP with a provincial police service, the current federal contribution will have to be absorbed by provincial and municipal taxpayers



Ending the RCMP contract and moving to a new provincial police service model will put more attention on Edmonton and Calgary, and rural communities won't receive the attention they deserve



The province has not released detailed costing of the plan to create a new provincial police service, but a 2021 report commissioned by the government said a new provincial police service would have start-up costs of \$372 million plus and additional \$164 million each year in operating costs



TOTAL	GENDER		AGE			REGION				TOTAL			
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South
64	60	67	54	61	73	65	62	54	61	67	67	67	65
63	58	69	55	58	74	62	60	63	64	67	70	68	61
63	59	66	51	60	73	64	63	57	59	63	65	64	59

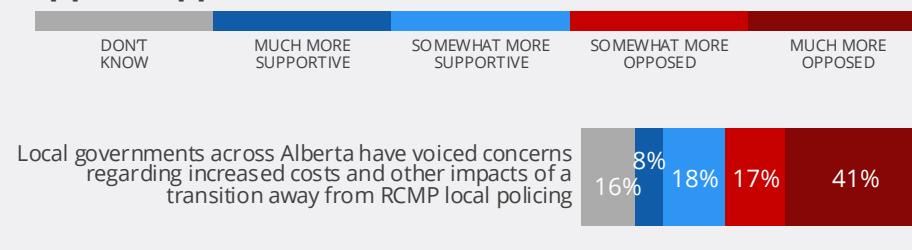


Majority more opposed to replacing RCMP with APPS based on local government concerns

21

- Majority (58%) more opposed to replacing RCMP with APPS based on local governments voicing concerns regarding increased costs, including 61% of women, 66% of 55+ age group and 66% of Rural Central.
- “Ending the contract with the RCMP will give Albertans more control over policing...” made 37% more supportive of plan to replace RCMP with APPS.

Support/Opposition For APPS*



% OPPOSED (Much More/Somewhat More)														
TOTAL	GENDER		AGE			REGION						TOTAL	W7*	W6*
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal	Edm	Rural	Rural	Rural	W7*
58	54	61	52	53	66	55	60	57	52	58	66	62	57	63



% OPPOSED (Much More/Somewhat More)															
TOTAL	GENDER		AGE			REGION						TOTAL	W7*	W6*	
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal	Edm	Rural	Rural	Rural	W7*	W6*
51	49	52	48	46	56	47	52	46	46	53	56	60	51	-	



16. **How Regular Council Agenda Package** about policing in Alberta. Please indicate whether they make you more supportive or more opposed to replacing the RCMP with a new Alberta Provincial Police Service (APPS). Base: TOTAL W8 (N=1,200); TOTAL Sample Split W7 (600-601). Note: comparing APPS (W8) to previously proposed IAPS (W6/W7)

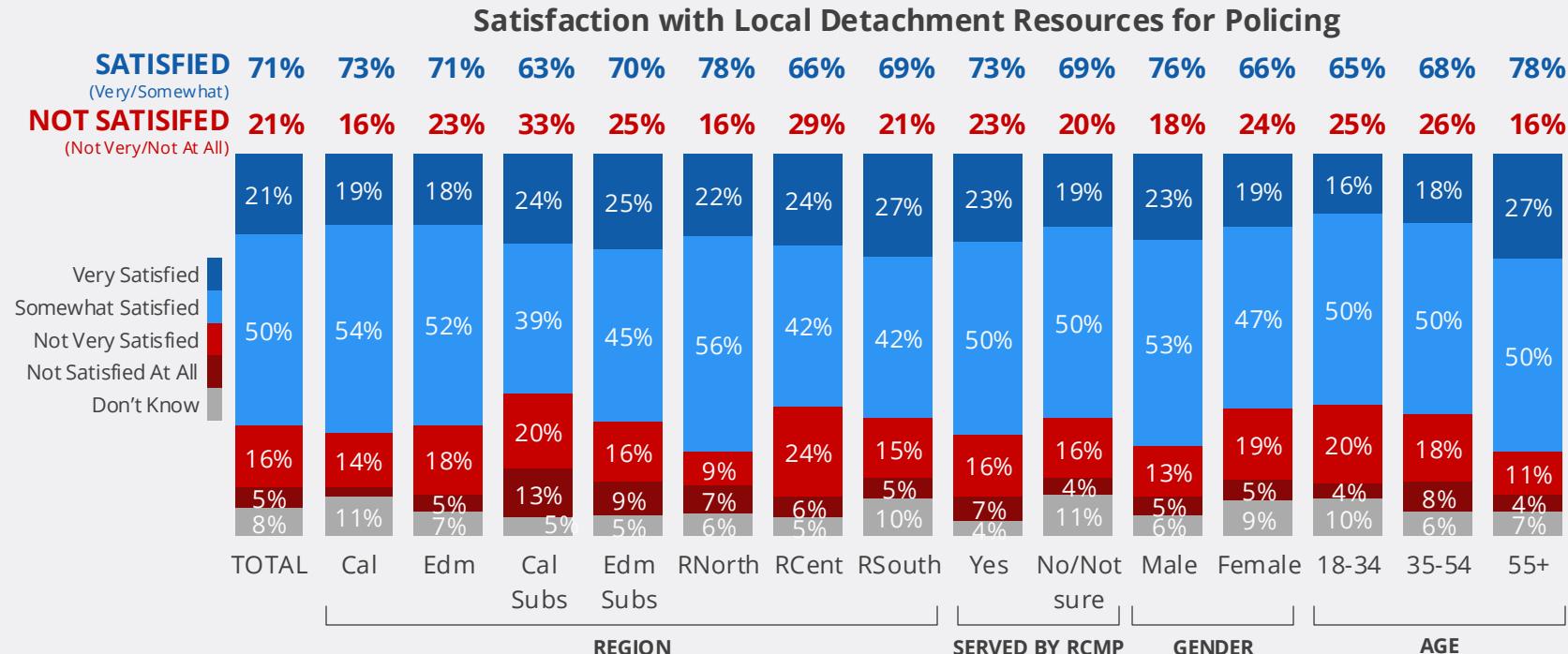
Page 18 of 130

January 13, 2020

Over 7-in-10 satisfied that their local detachment has adequate resources to police their community

22

- Across rural areas, satisfaction ranges from 66% in Rural Central to 69% in Rural South and 78% in Rural North.



17. Thinking about policing in your community, how satisfied are you with your local detachment having adequate resources to police your community?

Page 119 of 130

January 13, 2026

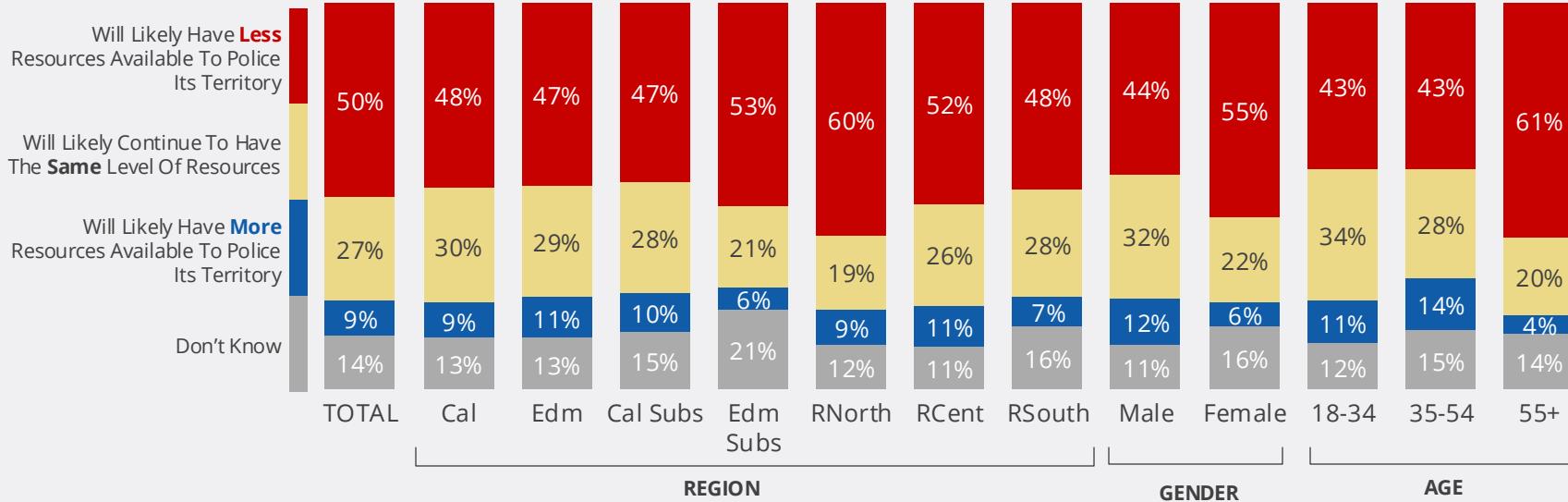
Base: TOTAL W8 (N=1,200).

Majority say their community's police service will have less resources available to police its territory if RCMP replaced with APPS

- While half (50%) say their community will likely have less resources for policing, 9% said it is likely there would be more resources available, and 27% said it is likely their community will have the same level of resources for policing.

23

Expected Resource Levels if RCMP is Replaced with Alberta Provincial Police Service



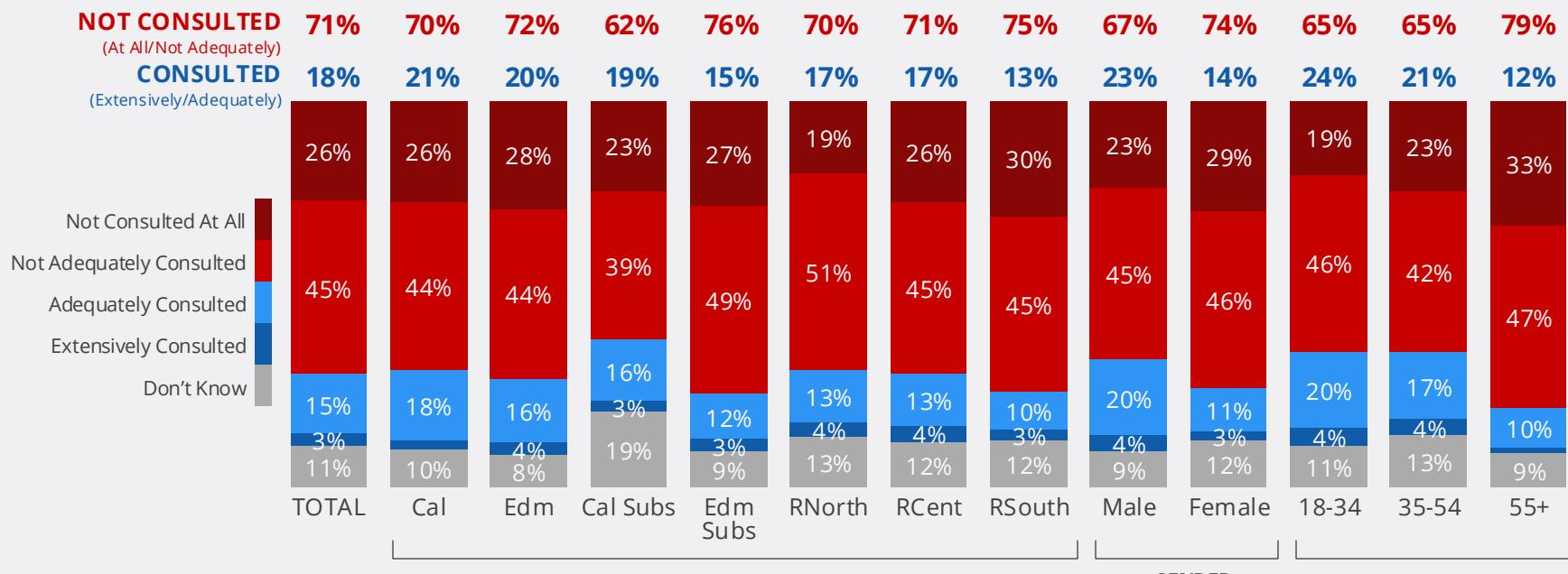
18. The community police service in each municipality in Alberta is funded by the local government. RCMP-served communities receive additional funding from the federal government. If Alberta replaced the RCMP with a new Alberta Provincial Police Service, the current federal contribution would have to be absorbed by provincial and municipal taxpayers. Thinking about this, do you feel that your community's police service will have more, less, or the same level of resources available to police its territory? Base: TOTAL W8 (N=1,200).

Over 7-in-10 say public has not been adequately consulted on idea of replacing the RCMP with a new Alberta Provincial Police Service

24

- Over 1-in-4 (26%) say the public has "not been consulted at all" including 33% of 55+ age group.

Perceived Public Consultation on Replacing RCMP with Alberta Provincial Police Service



19. To what extent do you think the public has been consulted about the idea of replacing the RCMP with a new Alberta Provincial Police Service?

Page 121 of 130

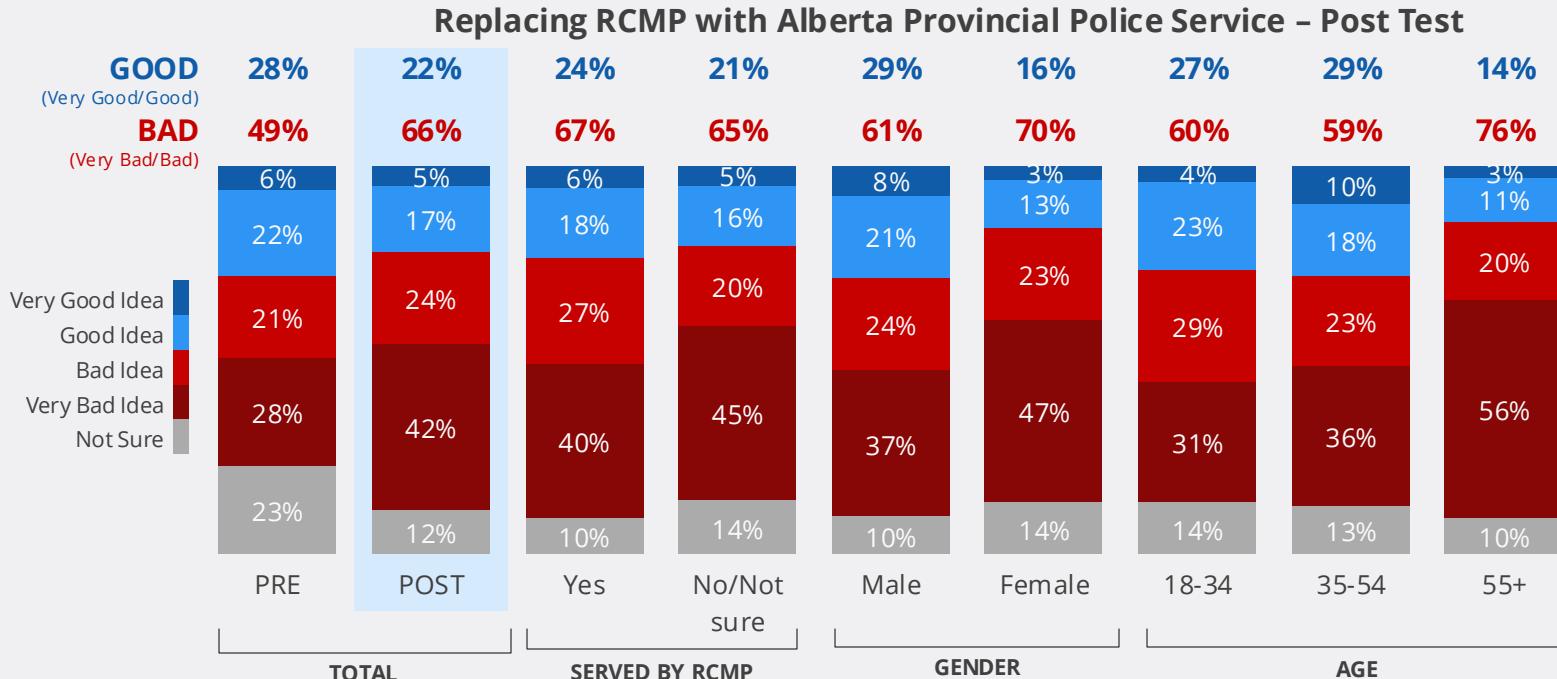
January 13, 2026

Base: TOTAL W8 (N=1,200).

Post-test: Those saying replacing RCMP with Alberta Provincial Police is a bad idea increases significantly

25

- Those saying replacing the RCMP with APPS is a bad idea moves from 49% (pre-test) to 66% (post-test), including an increase among those saying it's a "very bad idea" from 28% to 42%.



20. **Not Regular Council Agenda Item** **Post-test** Based on what you have read, seen, or heard, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea? PRE: 15. Based on what you have read, seen, or heard, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea? Note: The name of the agency has changed. Base: TOTAL W8 (N=1,200).

Page 122 of 130

January 13, 2026

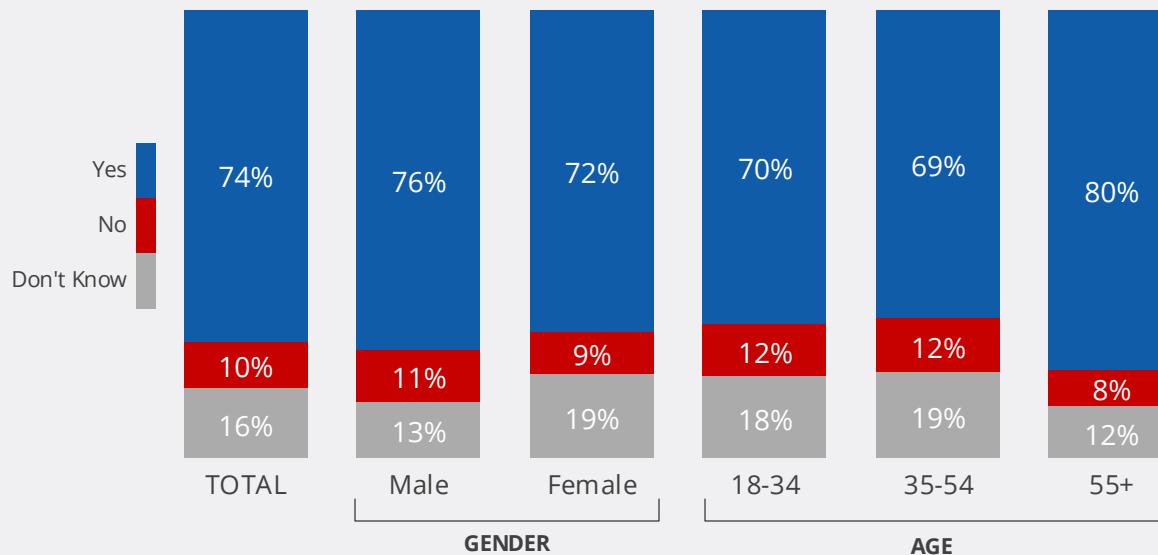
25

About 3-in-4 say a decision to replace the RCMP with a new Alberta Provincial Police Service should require approval by referendum

26

- If provincial government moves to replace the RCMP with a new APPS, those saying it should require approval by referendum, and broad support among gender and age groups.

Approval by Referendum for Replacing RCMP with Alberta Provincial Police Service



22. The provincial government recently held a province-wide referendum on legislation measures. If a decision is made by the provincial government to replace the RCMP with a new Alberta Provincial Police Service, should that decision also require approval by referendum? Base: TOTAL W8 (N=1,200). January 13, 2026

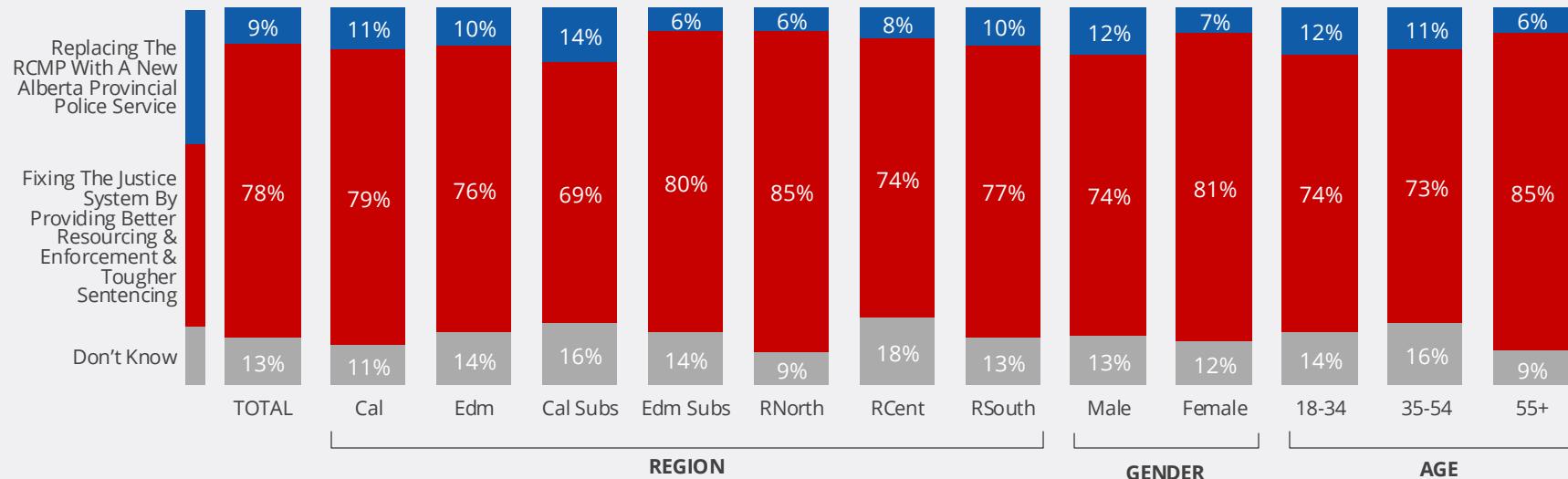
Page 123 of 130

Vast majority want government's focus on fixing the justice system rather than replacing the RCMP with a new Alberta Provincial Police Service

27

- Almost 4-in-5 (78%) prefer "fixing the justice system by providing better resourcing and enforcement, and tougher sentencing" over "replacing the RCMP with a new Alberta Provincial Police Service" (9%).

Premier Danielle Smith and Government's Focus on Public Safety in Alberta



23. When it comes to public safety in Alberta, do you think Premier Danielle Smith and the UCP government's focus should be on...

Page 124 of 130

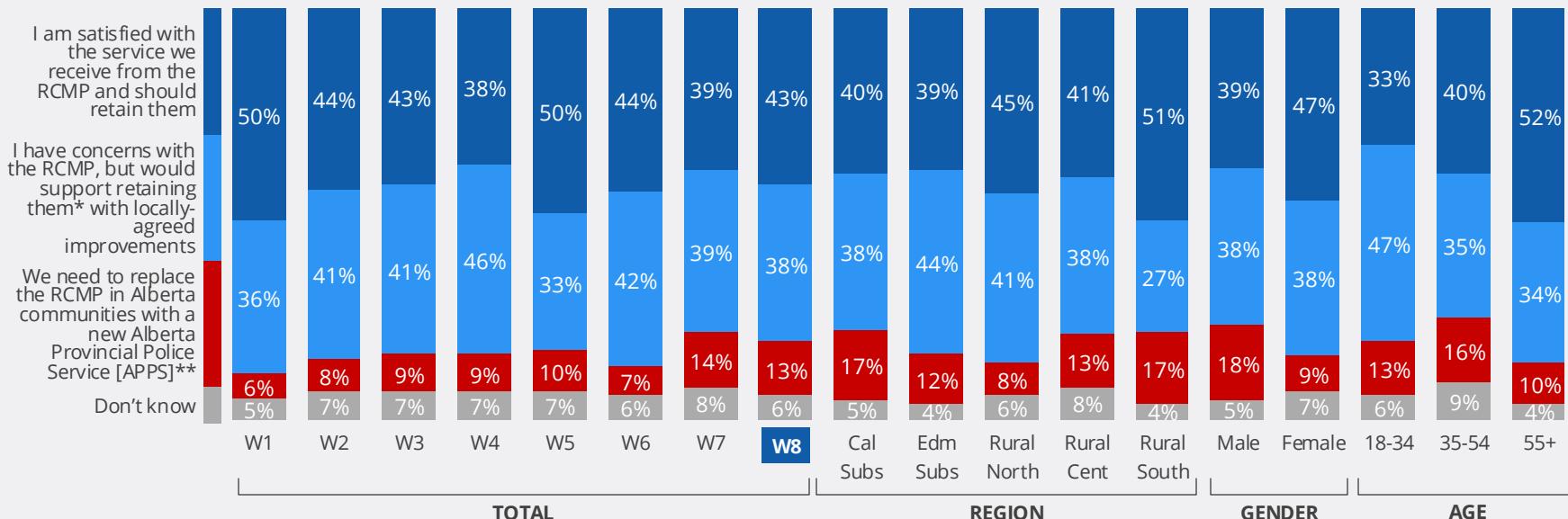
Base: TOTAL W8 (N=1,200).

January 13, 2026

Post-test among RCMP Communities: Tracking across 8 waves

- Among those in RCMP-served communities, 81% would retain RCMP which is within the range (78% to 86) over 8 waves.
- Those saying the RCMP needs to be replaced is at 13%, marginally lower than wave 7, but higher than levels in waves 1-6.

Viewpoint of RCMP Served Communities On Key Issues

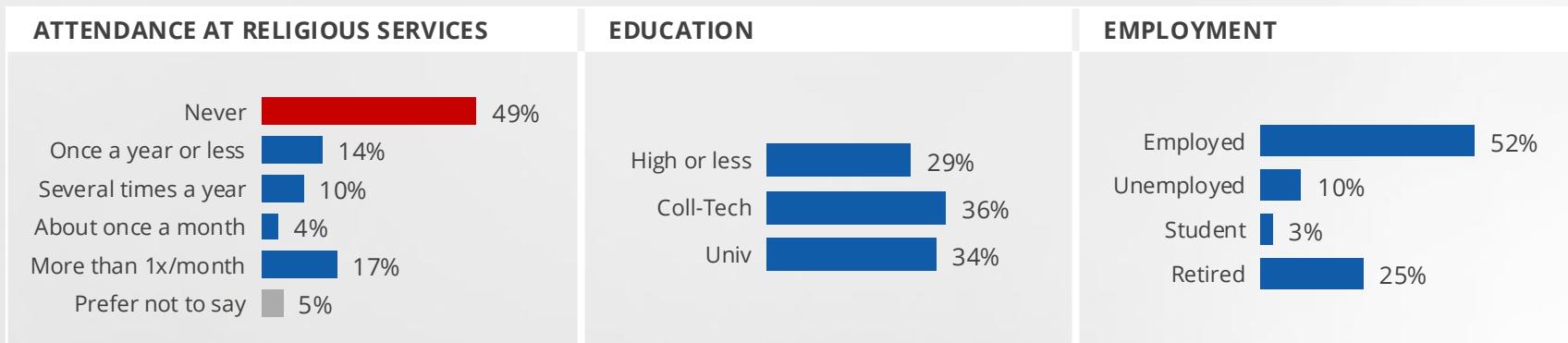
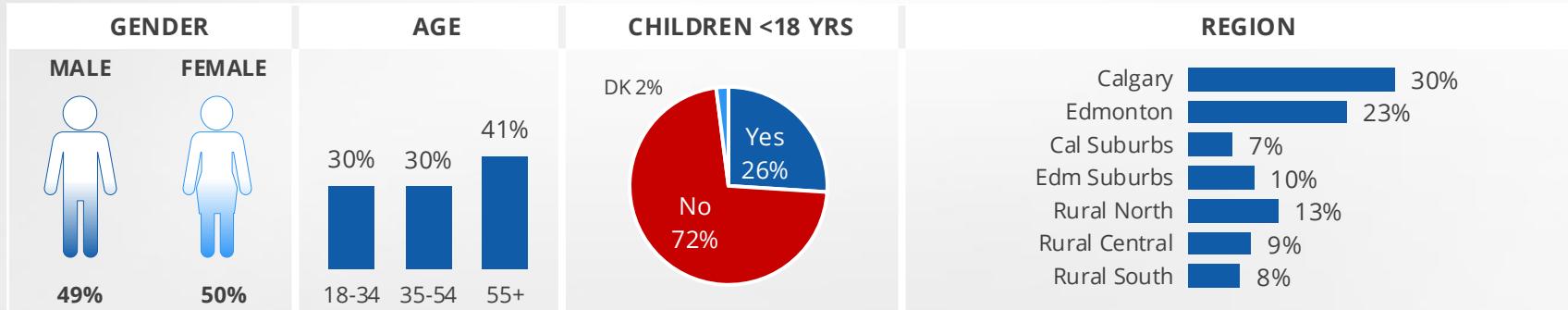


26. Which of the following statements best reflects your viewpoint? Base: Page 125 of 130
 Rural RCMP Communities: W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=695);
 W3 (N=727); W2 (N=733); W1 (N=809). *W1 Read: "...if there were significant improvements". **Note: The name of the agency has changed from IAPS to APPS..

DEMOGRAPHICS

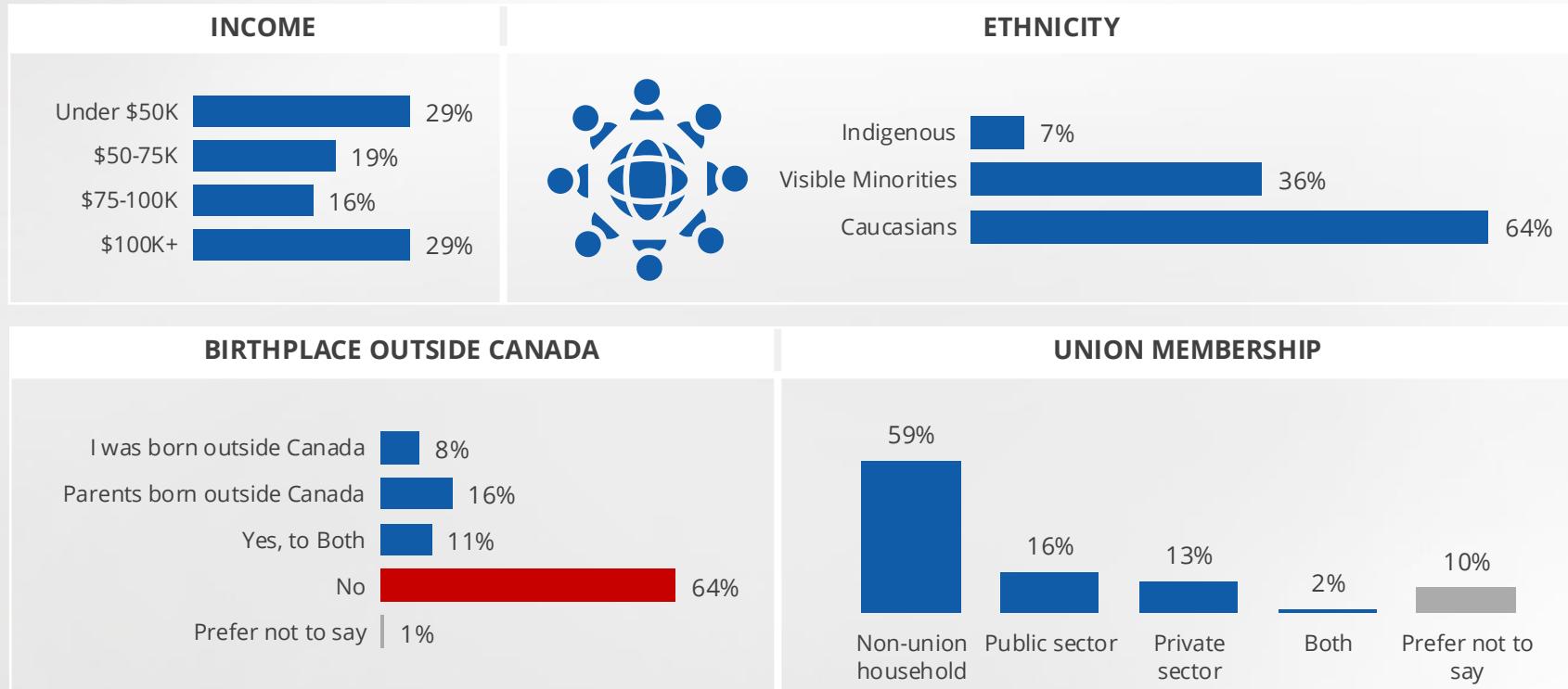
Demographics

30



Demographics

31



NATIONAL
POLICE
FEDERATION



FÉDÉRATION
DE LA POLICE
NATIONALE

National Police Federation Alberta

Wave 8

August 2025

TOB Regular Council Agenda Package

Page 129 of 130

pollara
40 years of strategic insights

January 13, 2026



Honourable Ric McIver, ECA, MLA
Calgary-Hays

December 16, 2025

To All Newly Elected Municipal Councils,

I am pleased to extend my warmest congratulations to both new returning councilors on your election to municipal office this past October. Serving your communities is both a privilege and a profound responsibility, and I commend you for stepping forward to represent the residents who have placed their trust in you.

As someone who previously had the honour of serving as on a municipal council and as Minister of Municipal Affairs, I want to express my deep appreciation for the dedication demonstrated by municipal leaders across our province. It was truly an honour working with you, and I remain grateful for the important role you play in strengthening local governance and improving the quality of life for your communities. Municipal governance is often closest to the day-to-day needs of residents. The decisions you make—whether related to infrastructure, community safety, local services, or neighbourhood development—have a direct and immediate impact on the lives of the people you serve. I encourage you to continue working with the new minister in this endeavor.

As we enter the Christmas season, I extend my heartfelt wishes to you, your councils, and your families for a joyful and peaceful Christmas, and a healthy and prosperous New Year. May the months ahead be filled with success as you carry out the vital work of serving your residents.

Sincerely,

Honourable Ric McIver, ECA, MLA
Speaker of the Legislative Assembly of Alberta
Calgary-Hays