



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JUNE 9, 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 – May 26, 2026
4. Public Hearings
 - (a) None
5. Delegations
 - (a) Community Peace Officer Update – Brandon Johnson
6. Old Business
 - (a) None
7. New Business
 - (a) Spring Clean-up
 - (b) Curling Rink Lift
 - (c) Rick Hansen Grant – Park Improvements
 - (d) Council Procedural Review
 - (e) AISH Advocacy – Request for Advocacy
 - (f) Privacy Management Program – Provincial Compliance

(g) Barrhead & Regional FCSS Future

8. Reports

(a) Council Reports

9. Minutes

(a) Community Futures Yellowhead East – March 19, 2026

10. Bylaw

(a) 06-2026 Access to Information Bylaw

11. Correspondence Items

(a) None

12. For the Good of Council

13. Tabled Items

(a) None

14. Closed Session

(a) None

15. Adjourn

COUNCIL DELEGATION REQUEST

CONTACT INFO
(NAME) CPO Brandon Johnson
(TELEPHONE NUMBER) 780-674-3301
(EMAIL ADDRESS)
MAILING ADDRESS
5014 - 50th Avenue
(STREET OR BOX ADDRESS) Barrhead, AB. T7N 1A2
(CITY, ALBERTA, POSTAL CODE)

CONTACT INFO
(NAME)
(TELEPHONE NUMBER)
(EMAIL ADDRESS)
MAILING ADDRESS
(STREET OR BOX ADDRESS)
(CITY, ALBERTA, POSTAL CODE)

REPRESENTING
(BUSINESS, COMMITTEE, GROUP, OR BOARD) Community Peace Officer - TOWN OF BARRHEAD
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL <i>Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting</i>
9 June 2026 OR _____
(DAY) (MONTH) (YEAR) (DAY) (MONTH) (YEAR)

PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC **MUST** ACCOMPANY THE APPLICATION)

Schedule Delegation to present update to Council

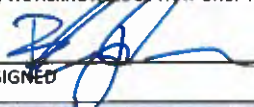
INFORMATION SHARING **OTHER (PROVIDE DETAILS)**

HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES NO DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES NO

IF YES, PLEASE INDICATE WHAT IS REQUIRED:
Laptop and Projector

Please note: Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Town of Barrhead reserves the right not to hear such delegations.

I/WE ACKNOWLEDGE THAT ONLY THE ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION.

 **June 5, 2026** _____

SIGNED DATE (MM/DD/YY) SIGNED DATE (MM/DD/YY)

The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 – 62A Avenue, Barrhead, AB. T7N 1A2

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

TOWN OF
BARRHEAD
ALBERTA



ENFORCEMENT SERVICES– Information & Updates


Council Meeting – June 9th, 2026



1

PURPOSE OF A COMMUNITY PEACE OFFICER

- Ensure Community Safety (secure places where we can live, work and raise families)
- To enforce various laws (Town Bylaws, Provincial Acts/Regulations)
- Provide security to public facilities
- Respond to emergency situations
- Provide assistance to local Police, Fire Services and EMS





TOWN OF
BARRHEAD
ALBERTA

2

TOWN OF BARRHEAD ALBERTA

2025 Enforcement Review

- Focused on Community Bylaw Enforcement and Education/Enforcement Efforts
- The Enforcement Department created 207 files comparable to years past (In 2024 we had 324 files, in 2023 we had 203 files, and in 2022 we had 173 files)
- Calls for service this year covered a wide range of issues and requiring varying levels of staff involvement. This means some issues were resolved via a simple conversation, and other issues required months of interactions along with more complex solutions.





3

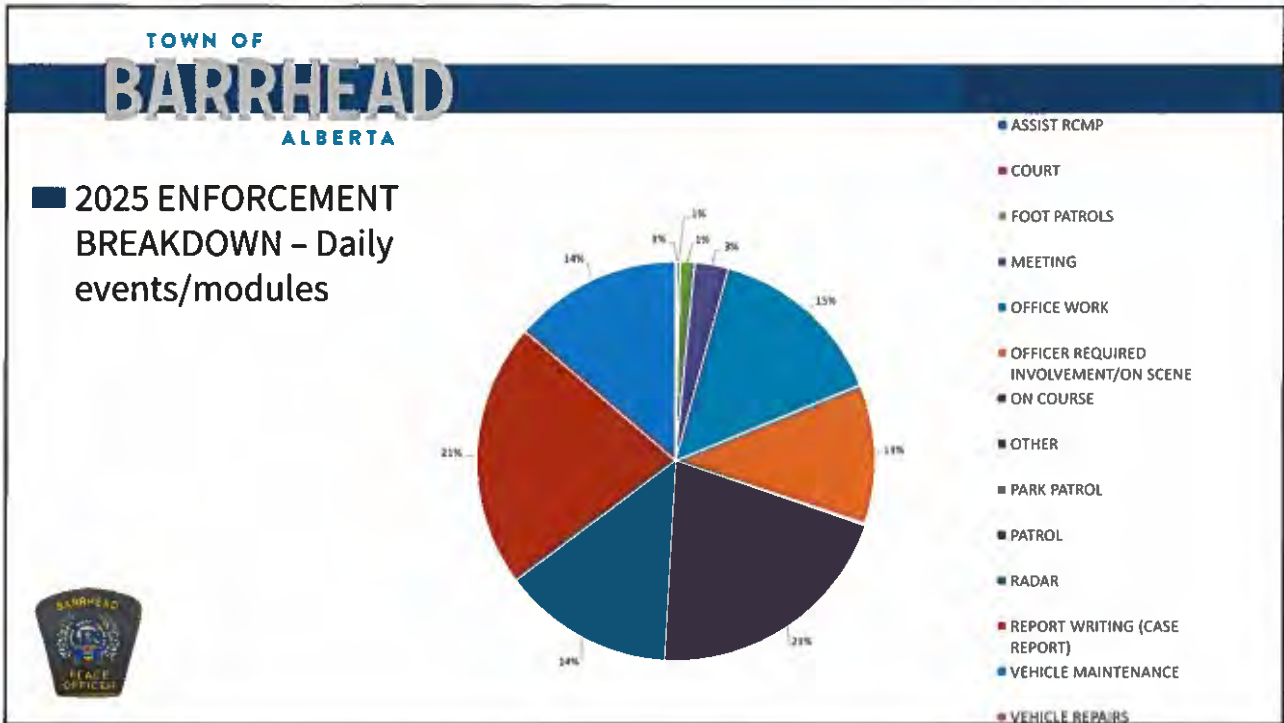
BARRHEAD

2025 ENFORCEMENT CASE HIGHLIGHTS

- 110 related Town of Bylaw Infraction files
- 34 Animal Control Files
- 63 Traffic related files



4




5

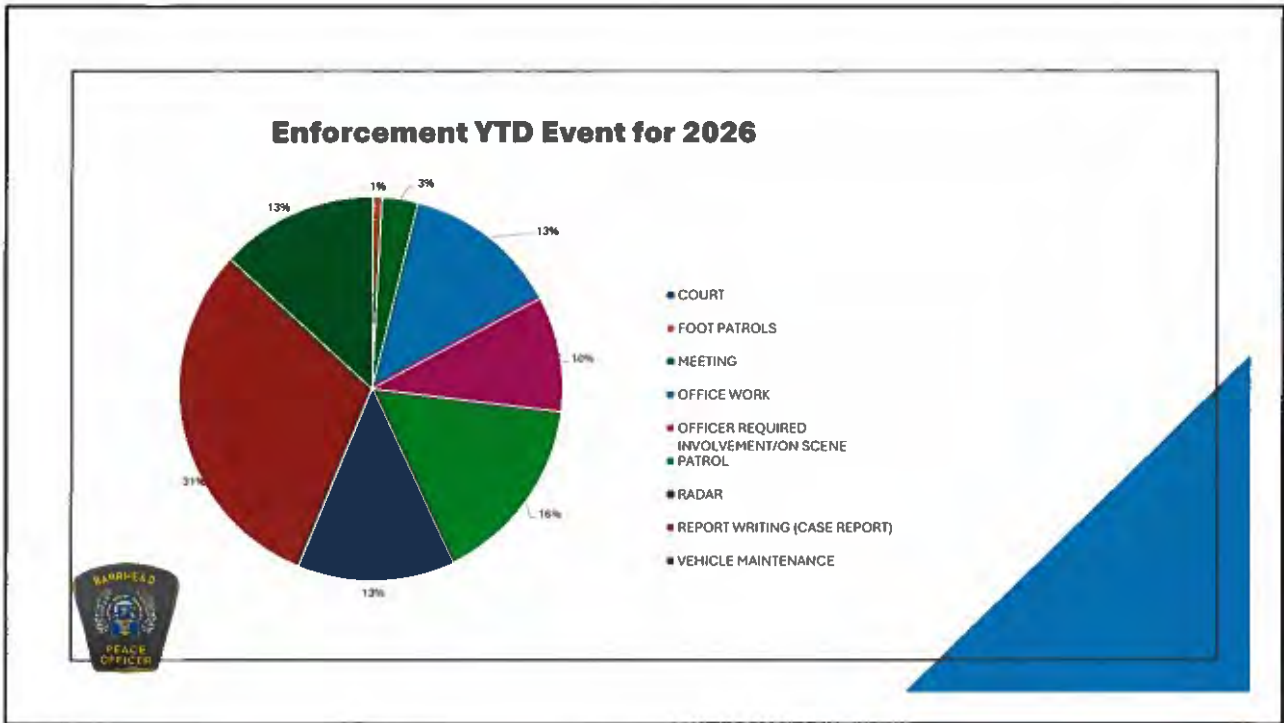
TOWN OF BARRHEAD ALBERTA

2025 BREAKDOWN OF CASES

2025 Enforcement Cases Breakdown	Number of Cases
ASSIST RCMP	3
ASSIST RCMP, TRAFFIC : TRAFFIC SAFETY ACT	1
BYLAW : ANIMAL CONTROL	1
BYLAW : ANIMAL CONTROL : BARKING	8
BYLAW : ANIMAL CONTROL : BITE	3
BYLAW : ANIMAL CONTROL : OTHER	2
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE	16
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE, ASSIST RCMP	1
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE, BYLAW : ANIMAL CONTROL : OTHER	1
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE, BYLAW : UNSIGHTLY	1
BYLAW : ANIMAL CONTROL, BYLAW : OTHER	1
BYLAW : OTHER	14
BYLAW : TRAFFIC BYLAW	15
BYLAW : TRAFFIC BYLAW : OTHER	2
BYLAW : TRAFFIC BYLAW, TRAFFIC : TRAFFIC SAFETY ACT	2
BYLAW : UNSIGHTLY	38
BYLAW : UNSIGHTLY : SNOW REMOVAL	21
BYLAW : UNSIGHTLY, BYLAW : ANIMAL CONTROL : OTHER	1
BYLAW : UNSIGHTLY, BYLAW : OTHER	3
TRAFFIC	1
TRAFFIC : TRAFFIC SAFETY ACT	52
TRAFFIC : TRAFFIC SAFETY ACT, BYLAW : OTHER	1
TRAFFIC : TRAFFIC SAFETY ACT, BYLAW : TRAFFIC BYLAW	5
TRAFFIC : TRAFFIC SAFETY ACT, BYLAW : TRAFFIC BYLAW : OTHER	1
TRAFFIC : TRAFFIC SAFETY ACT, TRAFFIC : USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	5
TRAFFIC : USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	8
Grand Total	207



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2026 YTD Enforcement Case Breakdown

2026 YTD Enforcement Cases	Count of Case/Reference #
ASSIST FIRE, ASSIST EMS	1
BYLAW : ANIMAL CONTROL : BARKING	1
BYLAW : ANIMAL CONTROL : BITE	1
BYLAW : ANIMAL CONTROL : OTHER	1
BYLAW : ANIMAL CONTROL : RUNNING AT LARGE	7
BYLAW : OTHER	3
BYLAW : OTHER, BYLAW : UNSIGHTLY : SNOW REMOVAL	1
BYLAW : TRAFFIC BYLAW	9
BYLAW : TRAFFIC BYLAW, BYLAW : UNSIGHTLY	1
BYLAW : TRAFFIC BYLAW, TRAFFIC : TRAFFIC SAFETY ACT	2
BYLAW : UNSIGHTLY	2
BYLAW : UNSIGHTLY : SNOW REMOVAL	52
BYLAW : UNSIGHTLY, BYLAW : TRAFFIC BYLAW	1
TRAFFIC : TRAFFIC SAFETY ACT	12
TRAFFIC : TRAFFIC SAFETY ACT, BYLAW : TRAFFIC BYLAW	1
TRAFFIC : TRAFFIC SAFETY ACT, TRAFFIC : USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	3
TRAFFIC : USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	6
TRAFFIC : USE OF HIGHWAY AND RULES OF THE ROAD REGULATION, TRAFFIC : TRAFFIC SAFETY ACT	1
Grand Total	108

8

Community Engagement Highlights in 2025



- Pumpkin Walk
- Halloween Safety Patrol
- Christmas Parade
- Cram- a- Cruiser

Charity donation drive collecting 1,339lbs of donations



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Opportunities 2026

- Continued and expanded public engagement?
- Finalizing local and cost-effective animal shelter plan
- Continue adjusted hours (evening patrols) to create more visibility
- Work with CAO and Council to set common expectations for enforcement thresholds:
 - Examples:
 - Snow removal in variable and rapidly changing weather patterns
 - Process to address unsightly properties
 - More frequent touch points to understand emerging issues or ‘problem areas’ in community.

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THANK YOU. ANY QUESTIONS?

11

REQUEST FOR DECISION

To: Town Council

From: Kelly Kelly, Public Works Administrative Assistant

Date: June 9, 2026

Re: Spring Clean Up 2026

1.0 PURPOSE:

To present Council with the results and key findings of the Spring Clean Up Program and seek direction regarding the continuation of the service in future years, including potential program improvements.

2.0 BACKGROUND AND DISCUSSION:

The Town provides a free service each year to its residents, by removing large items and transporting them to the landfill.

Each year, resident participation increases and the volume of waste collected increases. Communications are distributed to by way of Utility bill inserts, website and social media posts. This information includes particulars such as what items are permitted and not permitted, and how garbage must be contained/bundled for pick up. For the most part, most of our residents comply, appreciate and look forward to the Spring Clean Up. Unfortunately, we also have several residents that do not comply with the rules and take advantage of our service. This not only makes pick up of items difficult, it also presents environmental concerns and more importantly – safety hazards for our employees. To address the increasing challenges encountered during Spring Clean-Up, we have compiled several recommendations to improve the program.

3.0 ALTERNATIVES:

3.1 Continue Existing Curbside Collection Program (Status Quo)

Advantages

- Familiar process for residents.
- Provides direct service to residents with limited transportation options.
- Continues community beautification efforts.

Disadvantages

- High operational cost and resource demand.
- Increasing waste volumes require additional staff time and equipment utilization.
- Ongoing staff safety concerns involving heavy items, biohazardous materials, drug paraphernalia, and non-compliant waste.
- Continued challenges with residents exceeding collection limits and placing prohibited materials for pickup.

3.2 Enhanced Curbside Collection Program

Maintain curbside collection while implementing operational improvements.

Enhancements could include:

- Improved communication campaign and educational materials.
- Clearer definitions of eligible and ineligible materials.
- Mandatory separation of materials
- Use of non-compliance tags
- Enforcement of Unsightly Property provisions for materials left behind.
- Establishment of item limits per household.

Advantages

- Maintains resident convenience.
- Reduces collection inefficiencies.
- Improves compliance and resident awareness.
- Helps control growth in collected volumes.

Disadvantages

- Requires continued significant staffing and equipment resources.
- Does not fully address health and safety risks.
- Annual costs remain substantial.

3.3 Residential Drop-Off Bin Program

Replace curbside collection with temporary drop-off locations throughout Town using commercial or industrial bins placed in designated sectors. Residents would transport materials to designated collection sites during a specified clean-up period.

Advantages

- Significantly reduces Town staffing requirements.
- Minimizes use of Town equipment and associated wear and tear.
- Reduces staff exposure to hazardous materials and unsafe collection conditions.
- Provides predictable collection and disposal costs.
- Eliminates issues associated with missed pickups and non-compliant curbside materials.

Disadvantages

- Less convenient for residents without transportation.
- Requires resident education and communication.
- Potential need for monitoring to prevent contamination of bins.

3.4 Hybrid Service Model

Implement drop-off locations as the primary service while providing limited assistance to residents who are unable to transport materials.

Examples may include:

- Pre-approved pickups for seniors or residents with mobility limitations.
- Appointment-based collection for qualifying households.
- Limited curbside service for large items only.

Advantages

- Balances resident service with operational efficiency.
- Significantly reduces Town resource requirements.
- Maintains support for vulnerable residents.
- Improves safety outcomes.

Disadvantages

- Requires administrative oversight and eligibility criteria.
- More complex to administer than a fully drop-off model.

4.0 FINANCIAL IMPLICATIONS:

Financial implications to the Town are estimated at approximately \$65,000. This estimate is based on:

- a) Employee resources,
- b) Vehicle and equipment used, and
- c) Fuel consumption.

**Improved tracking will give us more accurate information going forward.*

5.0 INTERDEPARTMENTAL IMPLICATIONS:

To provide this service each year, the Communications department assists by distributing information to our residents. The Landfill and recycle program also handle and in some cases sort the discarded items.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Since its inception, the Spring Clean-Up program has provided significant value to Barrhead residents. Over time, it has become a well-utilized and appreciated service, offering residents a free and convenient opportunity to dispose of unwanted materials. The program continues to be positively received and is anticipated by many residents each spring. There is concern if the program is discontinued, Public Works may find a higher volume of abandoned items throughout Town.

8.0 ATTACHMENTS:

PowerPoint Presentation – Spring Clean-Up 2026

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that the Town continues to offer Spring Clean-Up at least for another year and implements some changes such as introducing new rules, raising awareness through better communication and tag and leaving items that do not comply.

10.0 PROPOSED MOTION(S):

That Council direct Administration to update the Town-wide clean-up program, to be held twice a year, with improved education and messaging, as well as developing new service levels to identify ineligible items and enforcement policies for items left curbside.

That Council direct Administration to provide a report to Council after the next two clean-up campaigns to present the outcomes of the implemented changes.

(original signed by the CAO)
Collin Steffes
CAO

SPRING CLEAN-UP 2026

Report & Recommendations

Town of Barrhead Council Meeting
June 9, 2026



Presentation Agenda

I. HISTORY

II. PURPOSE

III. CHALLENGES

- a) Staff Safety
- b) Increasing Volume
- c) Excessive Non-Compliant Items



IV. STATS

- a) Load Comparisons 2025/2026
- b) Cost Estimates

V. OPPORTUNITIES

- a) Tagging Non-Compliant Items
- b) Separate Piles
- c) Improve Communications
- d) Ideas from Other Communities
- e) Alternatives and Options

VI. PICTURES

- a) 2026 Spring Clean-Up

VII. COUNCIL CONSIDERATIONS

TOWN OF

BARRHEAD

ALBERTA

I. HISTORY

- Spring Clean Up has been one of the Town's annual projects for over 20 years, beginning in 2006
- Prior to 2018 – Back-alley collection
- Less awareness → less communication → Less residents using the service
- One to two full days, with isolated collections as needed
- Free Service

II. PURPOSE

- Provide landfill services to residents without means to haul items out of Town.
- Offer **large-item** removal services for residents unable to transport items themselves.
- Clean up alleys and back yards throughout the town to improve the community's appearance.

III. CHALLENGES

A. STAFF SAFETY

- Heavy items
- Handling Biohazardous Waste/Dead Animals
- Exposure to drug paraphernalia

B. INCREASING VOLUME

- Waste volumes exceed established collection limits as per advertisements
- Requires increased number of staff and time



III. CHALLENGES (cont'd)

C. EXCESSIVE NON-COMPLIANT ITEMS

- Demolition – drywall, concrete, flooring
- Large trees not cut & bundled
- Fridge/Freezer without Freon Removed
- Heavier items (over 50 lbs)
- Loose Waste/Scattered Debris
- Other large items that don't fit in buckets
- Items not picked up (become unsightly)



TOWN OF

BARRHEAD

ALBERTA

A. LOAD COMPARISONS

IV. STATS

RESOURCES	2025		2026	
<i>Description</i>	Loads	Staff	Loads	Staff
Pick Up w/Trailer - Steel	6	3	12	2
Pick Up - Electronics	15	2	15	2
Pick Up w/Dump Trailer – Large Appliances	9	3	14	2
Pick Up - Tires	7	2	7	2
Dump Truck [#73]	15	2	17	2
Dump Truck [#72]	16	1	17	1
Dump Truck [#77]	16	1	17	1
Loader		1		1
Total Volume & Staff Count	84	15	99	13

IV. STATS - Estimated

B. COST ESTIMATES

2026	Staff	Compensation	Hours	Dump Truck [3]	Pick Up Truck [4]	Dump Trailer [1]	Loader [1]	Fuel	Notes
11-May	13	\$8,840.00	8	\$3,840.00	\$1,120.00	\$1,200.00	\$1,320.00		Approximately 1.5 tanks of fuel was used for each vehicle during cleanup. These costs are estimated.
12-May	13	\$8,840.00	8	\$3,840.00	\$1,120.00	\$1,200.00	\$1,320.00		Dump Trucks [\$4500]
13-May	13	\$8,840.00	8	\$3,840.00	\$1,120.00	\$1,200.00	\$1,320.00		Pick Up [\$1010]
14-May	13	\$5,525.00	5	\$2,400.00	\$700.00	\$750.00	\$825.00		Loader [\$750]
Total	13	\$32,045.00	29	\$13,920.00	\$4,060.00	\$4,350.00	\$4,785.00	\$6,260.00	\$65,420.00

V. OPPORTUNITIES

A. TAGGING

- Maintain collection standards and do not pick up non-compliant waste.
- Make tags for items that are on the non-compliant list.

B. SEPARATE PILES – Homeowner Responsibility.

- Save staff time if items were sorted and put piled appropriated
 - Brush & Wood, Electronics, Metal, furniture, tires, etc.



C. CHANGE OR IMPROVE COMMUNICATIONS

- Define non-compliant items with more clarity
 - Demolition includes anything to do with renovating a property
- Review our communication plan and strategy for this event
 - Add individual informational pamphlets/brochures
 - Provide more direction and clarity.
- Community Clean- up brochure specific to Community Clean-Up:
 - Specific lists of eligible and in-eligible items.



V. OPPORTUNITIES

D. IDEAS FROM OTHER COMMUNITIES

- Limit of 4 large items per household.
 - Items that wouldn't fit in your garbage cart.
 - Recyclables are to be taken to Recycle Depot free of charge during large item pick up week.

- Treasure Hunt before Pick Up
 - Unwanted but usable items left curbside for the taking
 - Items leftover are picked up by TOB as part of Clean-up initiative.

E. ALTERNATIVES AND OPTIONS

- **Residential Clean-up drop-off areas:**
 - Commercial/industrial trash bins located in sectors throughout Town.
 - Offered over a short period of time.
 - Residents dispose of their items at designated drop off areas.
 - Less staff resources and no TOB equipment required.
 - Avoid environmental, health, and safety risks.
- **Enforcement of Unsightly:**
 - For ineligible items left curbside.
 - Resident has deadline to remove.
 - Enforce with fine for unsightly property if not cleaned up.

VI. 2026 PICTURES



VI. 2026 PICTURES



VI. 2026 PICTURES



VI. 2026 PICTURES



VI. 2026 PICTURES



VI. 2026 PICTURES



CONSIDERATIONS FOR COUNCIL

- **TOB Resources**
 - Increased Use
 - Staff and equipment
 - Wear and tear /health and safety
- **Same Service with enhancements?**
 - More detailed communications & strategy
 - Define new rules/parameters
 - Use “non-eligible” Tags for left items
 - Enforcement of Unsightly property
- **Change Service with communications**
 - Residential Drop-off to quadrant stationed industrial bins
 - Provide communications of new process and parameters
 - Decrease use of TOB resources

Thank you
COMMENTS?
QUESTIONS?



HOME OF
BLUE HERON
CLUB



REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director Parks and Recreation

Date: June 9, 2026

Re: Recommendation for Decommissioning Existing Accessibility Lift

1.0 **PURPOSE:**

The purpose of this Request for Decision is to provide Council with a business case supporting the decommissioning and removal of the existing accessibility lift located within the curling rink facility. Administration is recommending removal due to ongoing operational failures, confirmed safety deficiencies, increasing liability concerns, limited practical use, and uncertainty surrounding the long-term viability of continued repairs.

2.0 **BACKGROUND AND DISCUSSION:**

Since November 14, 2024, Administration has been working with Savaria Lifts Ltd., based in Calgary, Alberta, to restore the existing accessibility lift to safe and reliable operating condition. Multiple service technicians have attended the facility over several months to troubleshoot and repair the unit.

Administration notes that Savaria technicians have attended the facility no less than fourteen (14) separate times since November 2024 in attempts to diagnose and repair the lift system. In addition, six (6) scheduled service attendances resulted in either cancellations or technician no-shows, further contributing to operational downtime, scheduling delays, and increased staff coordination requirements.

Despite repeated repair attempts and extensive technician attendance, the lift remains unreliable and unsuitable for regular public use. Although no formal invoices have been received to date for repair efforts, considerable staff time and operational resources have been utilized coordinating service visits, facilitating access.

The most recent service report identified several significant operational and safety deficiencies, including:

- a) A non-functional emergency alarm within the lift cab;
- b) An improperly functioning emergency stop button;

- c) Evidence that the alarm system had previously been unplugged;
- d) Existing components and wiring that do not align with current engineering schematics; and
- e) Replacement components previously discussed that had not been formally confirmed through engineering review.

During the technician's most recent attendance, the lift was temporarily restored to operational status. However, unresolved safety concerns remained, and the unit was subsequently shut down and removed from service.

Savaria further advised Administration that:

- a) A complete cab replacement may be necessary to properly integrate updated operating controls and engineering schematics;
- b) Additional wall reconstruction or replacement work may also be required;
- c) Installation of a replacement fixed lift would require provincial inspection, certification, and ongoing regulatory compliance; and
- d) The lift could alternatively be fully decommissioned if accessibility requirements can reasonably be accommodated through existing infrastructure.

2.1 Current Accessibility Considerations

The facility currently maintains alternative accessible access at the rear of the curling rink through an existing concrete sidewalk connection.

Historical operational experience also indicates that usage of the lift has remained consistently minimal, particularly during winter operations, and significantly lower than originally anticipated overall.

While Administration recognizes the importance of maintaining accessible public facilities, current operational observations suggest the existing lift provides limited practical benefit associated with retaining the system.

2.2 Options Considered

Option 1 – Complete Replacement of Existing Lift

This option would involve the removal and replacement of the existing lift system with a new mobile or fixed accessibility lift.

Advantages:

- (i) Restores dedicated accessibility lift service;
- (ii) Provides updated equipment with current safety features;
- (iii) May reduce short-term maintenance concerns.

Disadvantages:

- (i) Significant capital expenditure;
- (ii) Ongoing maintenance, inspection, and lifecycle replacement costs;
- (iii) Fixed units would require provincial inspection and compliance oversight;
- (iv) Continued long-term operational and liability obligations.

Option 2 – Retrofit Existing Lift Components

This option would involve retrofitting the current lift with a replacement cab, updated controls, revised wiring components, and potential wall reconstruction.

Advantages:

- (i) Lower initial cost compared to complete replacement;
- (ii) Retains portions of the existing infrastructure.

Disadvantages:

- (i) Does not fully eliminate concerns related to aging infrastructure;
- (ii) Continued uncertainty regarding long-term reliability;
- (iii) Potential for additional hidden deficiencies or future failures;
- (iv) Significant investment into a system with limited demonstrated use.

Option 3 – Decommission and Remove Existing Lift (Recommended)

This option would involve the complete removal and decommissioning of the lift and associated infrastructure. Administration further recommends replacing the existing doorway opening with a window assembly to improve visibility into the ice sheet area.

Advantages:

- (i) Eliminates ongoing maintenance and repair liabilities;
- (ii) Removes operational and public safety concerns associated with unreliable equipment;
- (i) Avoids future inspection, certification, and compliance costs;
- (ii) Provides long-term operational certainty;
- (iii) Improves sightlines and spectator viewing opportunities;
- (iv) Represents the most financially responsible long-term solution;
- (v) Alternative accessible access currently exists during summer operations.

Disadvantages:

- (i) Removal of one accessibility access point within the facility;
- (ii) Users requiring lift access during winter operations may require alternative accommodations.

Option 4 – Construct a Permanent Accessibility Ramp

This option would involve constructing a permanent accessibility ramp within the curling rink lobby area. The Town has previously invested funds into engineered drawings for a ramp design for this location. The proposed ramp would be installed in the Southeast section of the lobby, where the current mechanical man lift is situated.

Advantages:

- (i) Provides a permanent accessibility solution.
- (ii) Reduces reliance on the existing mechanical man lift system and associated maintenance requirements.
- (iii) Improves accessibility reliability and ease of use for patrons.
- (iv) Existing engineered drawings may reduce preliminary design costs and timelines.

Disadvantages:

- (i) The ramp would require a significant amount of space within the southeast lobby area.
- (ii) Reduced lobby space may impact patron circulation, gathering space, and overall functionality of the entrance area.
- (iii) Construction costs may be significant depending on final design and building modifications required.
- (iv) Potential impacts to aesthetics and operational use of the curling rink lobby during and after construction.

3.0 ALTERNATIVES:

- 3.1 Council may choose to adopt Administration’s recommendation to decommission and remove the existing accessibility lift system.
- 3.2 Council may choose to direct Administration to pursue any of the other options presented, such as additional repair investigations, retrofitting, or replacement options.

A permanent barrier-free access ramp could be considered. Administration notes that engineered plans for a ramp configuration at this location have already been completed through previous municipal expenditures. The ramp would be positioned within the southeast portion of the lobby in the area currently occupied by the existing mechanical lift system.

Several additional lift manufacturers and suppliers operate within Western Canada, including [Garaventa Lift](#), [Bruno Independent Living Aids](#), and [Pollock Lifts](#). Commercial-grade wheelchair platform lifts designed for public or municipal facilities generally range from approximately \$30,000 to \$70,000 installed depending on enclosure requirements, structural modifications, electrical work, code compliance, engineering, and site conditions. Administration further notes that replacement of the same or equivalent lift system currently installed within the facility is estimated at approximately \$63,000 to \$68,000 based on current market conditions and supplier discussions.

Lower-cost residential or light-duty lift systems are also available within the Alberta market, generally ranging between approximately \$12,000 and \$25,000 installed. However, many lower-cost systems are not designed or rated for commercial or high-frequency public use and may not withstand the extended operational demands associated with a municipal recreation facility. Residential-grade systems may also present concerns related to durability, maintenance frequency, and long-term lifecycle reliability.

4.0 FINANCIAL IMPLICATIONS:

At this time, no formal repair invoices have been received from Savaria for the troubleshooting efforts completed to date. However, based on the contractor's assessment, any viable repair solution would likely require substantial additional investment. To date if we receive an invoice from Saravia Lifts Ltd. we would be in the \$10,000.00 area.

Given the age of the unit, the extent of identified deficiencies, and the historically limited usage of the lift, continued investment does not represent prudent or sustainable use of municipal resources. Decommissioning the unit is anticipated to eliminate:

- a. Future repair costs;
- b. Ongoing maintenance expenses;
- c. Potential inspection and certification requirements;
- d. Operational downtime and associated staff coordination demands;
- e. Future lifecycle replacement obligations.

Should Council choose to pursue replacement of the lift system, provincial inspection, certification, and ongoing compliance oversight would be required for a fixed lift installation.

Administration is not currently aware of any provincial funding opportunities directly related to the proposed decommissioning.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Should Council choose to replace or install a new fixed accessibility lift system, provincial inspection, certification, and ongoing regulatory compliance requirements would apply.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

While removal of the lift would eliminate one accessibility access point, Administration notes that alternative accessible access currently exists during operations.

The recommendation is intended to balance accessibility considerations with long-term operational sustainability, public safety, financial responsibility, and overall facility usability.

8.0 ATTACHMENTS:

Engineered Drawing of Curling Rink Ramp

9.0 ADMINISTRATIVE RECOMMENDATION:

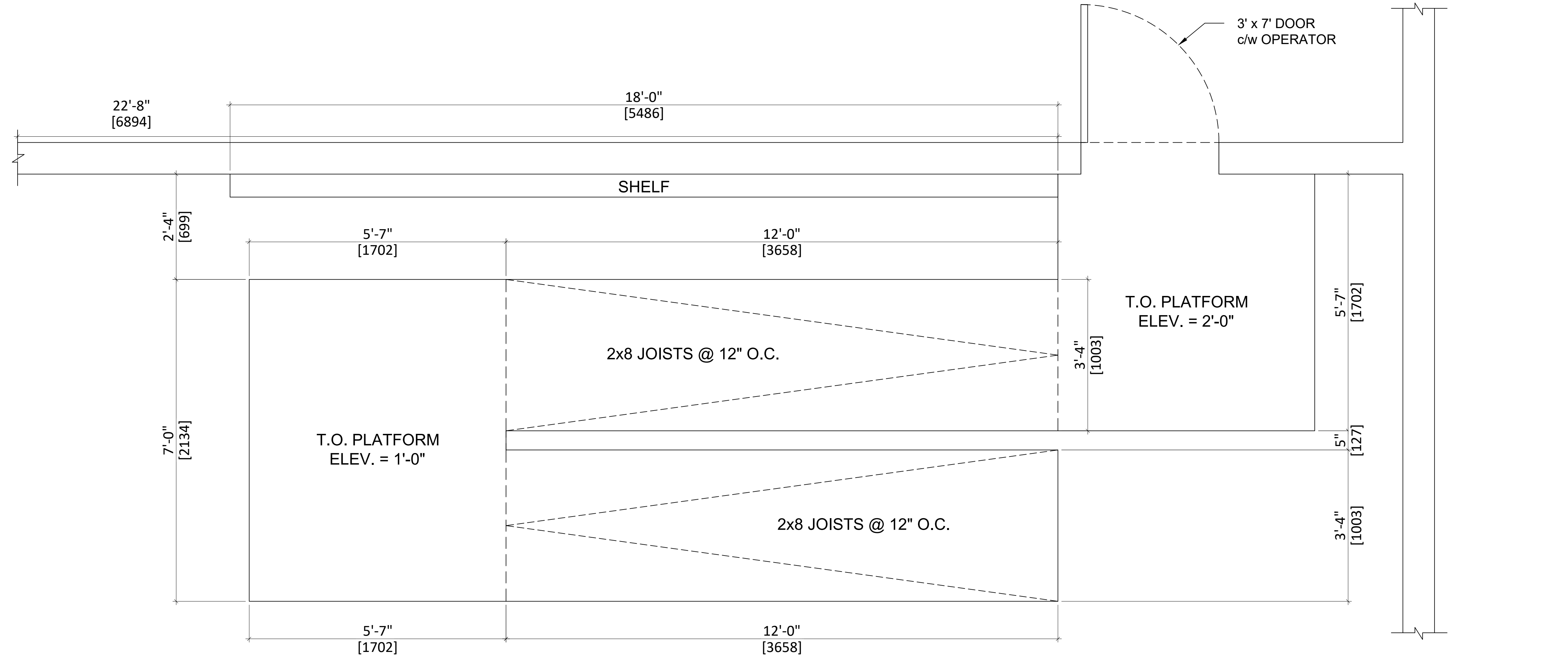
That Council approve Administration's recommendation to decommission and remove the existing accessibility lift system.

10.0 RECOMMENDED MOTION (Public):

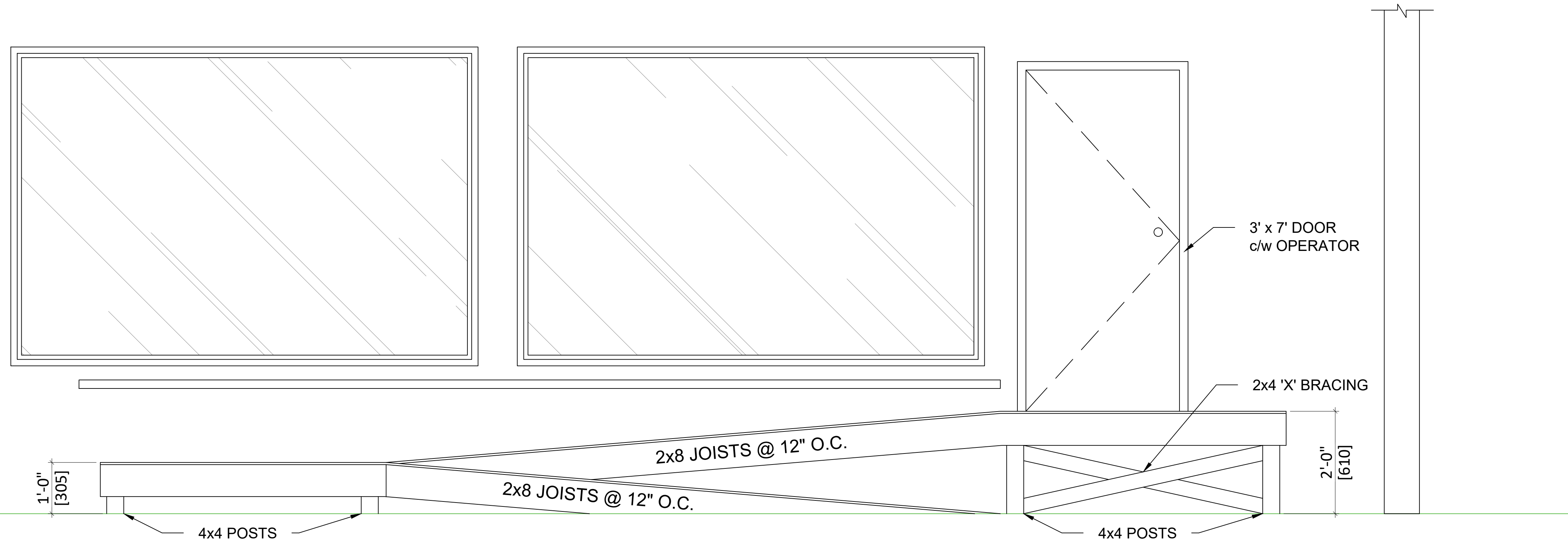
That Council approve the decommissioning and removal of the existing accessibility lift system and direct Administration to proceed with removal and associated facility modifications.

(original signed by the CAO)
Collin Steffes
CAO

Item: 7(b) i



1 RAMP PLAN VIEW
SCALE: 3/4" = 1'0"



2 RAMP ELEVATION
SCALE: 3/4" = 1'0"

FIVE STAR ENGINEERING
PHONE: (780) 499-9007
EMAIL: 4999007@SMALL.COM
52207 RR 233
Sherwood Park, AB T8B 1C5 PERMIT No. 14833

• ALL DIMENSIONS ARE TO BE FIELD CHECKED BEFORE CONSTRUCTION
• ALL EQUIPMENT IS TO BE INSTALLED IN ACCORDANCE WITH THE SUPPLIER'S SPECIFICATIONS
• SPECIFICATIONS ARE TO CONFORM TO THE ALBERTA FIRE CODE AND OTHER RELEVANT CODES AND STANDARDS



BARRHEAD CURLING RINK RAMP
BARRHEAD CURLING RINK
57 AVE. BARRHEAD, AB
CANADA

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

REV	SET	DATE
0	IFC	11/06/2023

Scale: 3/4" = 1'-0"
Drawn: BB
Checked: AB

S1.0

RAMP



REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Parks and Recreation Director

Date: June 9, 2026

Re: Rick Hansen Foundation Grant accessibility improvements at Cecile Martin Park.

1.0 PURPOSE:

To seek Council's direction with the installation of the sensory playground features, included within the Rick Hansen Foundation Grant project at Cecile Martin Park.

2.0 BACKGROUND AND DISCUSSION:

Administration has been contacted by the Accessibility Coalition to explore opportunities to enhance accessibility and inclusive recreation within Cecile Martin Park, to be funded through the Rick Hansen Foundation Grant program.

The Barrhead Accessibility Coalition applied for funding through the Rick Hansen Foundation Grant program and was awarded \$39,745.75 to support the proposed accessibility improvements.

Project proposals include the installation of approximately 103 linear feet of five-foot-wide concrete sidewalk connecting to the washroom areas, as well as four inclusive playground features. The proposed playground components include the Music Time Play Feature, Activity Panel, Quiet Games Panel, and Cozy Cubby, which are intended to support sensory, inclusive, and quiet play opportunities for children and families of varying abilities.

As Administration has continued to evaluate the project, it has recognized that the proposed improvements would benefit from consideration within a broader recreation planning framework. Council has supported undertaking comprehensive recreation planning discussions through future budget deliberations and a potential Recreation Master Plan process. Given the long-term implications associated with park development, playground investment, accessibility improvements, and recreation priorities, Administration is recommending that further work on the proposed project be paused pending further planning and design consideration on the placement of these sensory components.

Administration has contacted by the Accessibility Coalition to explore opportunities to enhance accessibility and inclusive recreation within Cecile Martin Park, to be funded through the Rick Hansen Foundation Grant program.

This includes the need for additional review of playground layout, accessibility design considerations, and the most appropriate location for inclusive play features within Cecile Martin Park. Current inclusive playground design practices generally support locating accessible sensory play areas, in a concentrated area, in proximity to key amenities such as accessible pathways, washroom facilities, seating, and existing playground infrastructure. Preliminary review suggests that the north playground area, adjacent to recently installed accessible pathways and washroom facilities, may provide advantages related to accessibility, caregiver supervision, maintenance, and overall user experience. Additional professional design input would be beneficial prior to advancing any playground improvements.

E.g. City of St. Albert Fountain Park Sensory Playground Equipment



3.0 ALTERNATIVES:

- 3.1 Council may direct Administration to proceed with the proposed Rick Hansen Foundation Grant application and associated accessibility improvements at Cecile Martin Park as planned.
- 3.2 Council may direct Administration to defer the project, pending future Recreation Master Plan discussions and budget deliberations.
- 3.3 Council may request additional design review or alternative playground layouts prior to proceeding with installation

4.0 FINANCIAL IMPLICATIONS:

Implications will include potential project costs associated with concrete installation, playground equipment procurement, freight, and applicable taxes:

Concrete Works:	\$15,615.00
Inclusive Playground Equipment:	\$18,615.00
Freight:	\$500.00
GST:	\$955.75
TOTAL:	\$35,685.75

The Rick Hansen Foundation Grant application was successful. Final costs may vary slightly depending on installation conditions and grant funding approval.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration, Parks and Recreation, and Finance will be involved in project coordination, installation scheduling, and grant administration.

Consultation with a playground designer cost can be sought regarding final placement and accessibility considerations for the proposed equipment features.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None anticipated

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The proposed project supports enhancing accessibility and inclusive recreation opportunities within the community

8.0 ATTACHMENTS:

- Concrete Works Quote
- Playground Equipment Quote
- Rick Hansen Foundation Grant Information

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends the Town continue with the installation of sensory features included within the Rick Hansen Grant and consider features within the North playground area in accordance with design best practices.

10.0 PROPOSED MOTION(S):

That Council direct Administration to proceed with the installation of the sensory playground features, included within the Rick Hansen Foundation Grant project at Cecile Martin Park, with the features to be consolidated within the north playground area in accordance with accessibility and inclusive playground design best practices.

(original signed by the CAO)
Collin Steffes
CAO

RITWAY CONCRETE

PO Box 4715 Stn Main
 AB T7N 1A6
 +17803057656
 Ritwayconcrete@mail.com
 GST/HST Registration No.: 777172081rt0001

Estimate

ADDRESS

Town Of Barrhead Parks and
 Rec

ESTIMATE # 1500

DATE 2026-04-29

ACTIVITY	QTY	RATE	AMOUNT
Concrete Labor:custom labour supply and install 103ft of 5ft sidewalk and 5 pads for equipment at the cecile martin park. Excavate sod and remove, set forms, supply and install granular fill, compact, supply and install 10mm rebar, supply and install 30mpa concrete, broom finish with tool cuts, supply and install densifying sealer.	1	15,615.00	15,615.00

SUBTOTAL	15,615.00
GST @ 5%	780.75
TOTAL	\$16,395.75

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	780.75	15,615.00

Accepted By

Accepted Date

The Client acknowledges and accepts that the Contractor shall, without prejudice, accept no liability in respect of any alleged or actual error(s) and/or omission(s):



Blue Imp is a trademark of
 SF Scott Mfg Co Ltd (est. 1917)
 724 14 Street SW Medicine Hat AB T1A 4V7
 Ph: (403) 526-4170 toll free 1-800-661-1462
 fax: (403) 529-0851 gst# 10481 0841
www.blueimp.com accounting@blueimp.com

Order Confirmation

Q000036091

Date May 5, 2026
 Customer B 12

S.F. Scott Mfg. Co. Ltd.

Bill To: Town of Barrhead
 Box 4189
 5014 - 50 Avenue
 Barrhead AB T7N 1A2

Ship To: Town of Barrhead
 5607 - 47 Street
 ph Shallon Touet prior to delivery
 Barrhead AB T7N 1A1

Ph. (780) 674-3301

Ph. (780) 284-3843

PO Number	FOB	Salesperson	Order Date	Order Number
	PPD & CHG	Once Upon a Playground	May 5, 2026	Q000036091
Ship Via		Payment Terms	Rep Ref	Ship Date
		due on receipt, overdue chg 1.5%	oup330	July 15, 2026

Part Number	Description	Ordered	Shipped	B/O	Tax	Unit Price	Extended Price
i11183	IMP Structure colour - spring green per 3d: i11183-c1-music time	1	0		G	7,389.00	7,389.00
i14866	IMP Structure colour - white posts, lime green/black panel	1	0		G	2,371.00	2,371.00
i16634	IMP Structure colour - metro brown, yellow per 3d: i16634-c1-quiet games	1	0		G	6,528.00	6,528.00
CN-927	Cozy Cubby colour - l.purple, spr.green/f.green panel kr26-047r1 may 4/26	1	0		G	2,327.00	2,327.00
						Net Amount	18,615.00
						Freight	500.00
						GST	955.75
						Total	20,070.75

Contact accounting@blueimp.com for electronic payment options



RBC Barrier Buster Grants Program



April 23, 2026

Barrhead Accessibility Coalition/Town of Barrhead
5014-50 Avenue, Box 4189
Barrhead, Alberta T7N 1A2

Dear **Barrhead Accessibility Coalition/Town of Barrhead**,

RE: Approval Letter for Grant ID#: 2027-30

It is my pleasure to confirm that your application to the RBC Barrier Buster Grants Program, presented by the Rick Hansen Foundation (RHF), has been approved for the **Cecile Martin Park Rest and Regulate Pathway**, in the amount of **\$39,746**.

We received an unprecedented number of applications from across the country, reflecting a strong commitment to removing barriers and improving accessibility. We firmly believe that your project will help people of all abilities to experience greater independence and have an equal opportunity to fully participate in your community.

RHF aims to create an accessible, inclusive, and healthy world, where people with disabilities thrive. In honour of the 40th anniversary of Rick Hansen's Man In Motion World Tour, we are pleased to partner with RBC, the RBC Foundation, and our national partners to provide the RBC Barrier Buster Grants Program.

Please see below for details of the grant agreement. Note that grant approval is conditional upon your organization entering into the enclosed Agreement for Performance of Charitable Activities.

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300 – 3820 rue Cessna Drive, Richmond, BC/C.-B. Canada V7B 0A2 | [w RickHansen.com](http://www.RickHansen.com) | e/c info@RickHansen.com | [t 1 800 213 2131](tel:18002132131)

@RickHansenFdn

Charitable Registration Number / Numéro d'enregistrement d'organisme de bienfaisance : 10765 9427 RR 0001

RBC Barrier Buster Grants Program



Confidentiality

RHF will publicly announce successful grant recipients on Monday, June 1, 2026. Please **keep this award confidential** and refrain from making any public statements until that time. RHF will provide announcement templates for social media, press releases, and email communications in advance.

Grant Acceptance and Pre-Project Requirements

The items below must be completed to secure your grant and release the initial payment of grant funds:

Item	Description	Due date
Agreement for Performance of Charitable Activities	Sign enclosed Agreement electronically to accept Program terms and conditions.	April 29, 2026
Vendor Profile Form	Complete online using your unique Vendor Profile Form link .	April 29, 2026
Pre-Project Site Images	Upload “Before Photos” of the accessibility improvement site to your assigned RHF OneDrive folder .	April 29, 2026

RBC Barrier Buster Grants Program



Project Delivery and Reporting

The following key completion timelines apply:

- Accessibility Infrastructure Improvement: **January 31, 2027**
- Community Engagement Event: **June 4, 2027**

Your organization will be required to comply with reporting requirements in line with the schedule below. Reporting templates and submission instructions will be shared separately.

Item	Description	Due date
Progress Report #1	Update on Project progress.	July 30, 2026
Progress Report #2	Update on Project progress.	October 30, 2026
Progress Report #3	Update on Project progress, including confirmation of accessibility infrastructure improvement.	January 30, 2027
Final Report	Confirm Project completion, outcomes, photos, and financial report.	June 30, 2027
Outcome Report #1	Report on how the Project is being used and its impact.	June 30, 2028
Outcome Report #2	Report on how the Project is being used and its impact.	June 30, 2030



RBC Barrier Buster Grants Program



Payment Schedule

RHF will release grant funds to **Barrhead Accessibility Coalition/Town of Barrhead** according to the following payment schedule:

Payment	Amount	Description	To be paid by
Payment #1	\$35,771	90% of approved grant funds released after Agreement for Performance of Charitable Activities is signed, the Vendor Profile Form is completed, and Pre-Project Site Images are received.	May 31, 2026
Payment #2	\$3,975	Remaining 10% of approved grant funding, adjusted as required based on eligible expenses incurred, after successful completion of Project and approval of the Final Report.	July 15, 2027
Total Grant	\$39,746		



RBC Barrier Buster Grants Program



If you have questions or require assistance, please contact us at access@rickhansen.com.

Congratulations again! Your RBC Barrier Buster project will make meaningful progress toward improving accessibility in your community.

Thank you for your commitment and we look forward to supporting your project and celebrating its impact.

Sincerely,

Doramy Ehling
Chief Executive Officer

Thanks to our National Partners



RBC Barrier Buster Grants Program



RBC Barrier Buster Grants Agreement for Performance of Charitable Activities

1. Definitions

- (a) “Applicant” means the person(s) identified in the Application Form who is authorized to submit an Application on behalf of the applying organization/business.
- (b) “Application” means the application, including all supporting documents submitted by the Applicant for funding under the Program.
- (c) “Application Form” means the Program application form completed and submitted by the Applicant.
- (d) “Approval Letter” means the written communication by Rick Hansen Foundation (RHF) to the Recipient awarding the funds to the Recipient subject to such additional terms and conditions (including, without limitation, terms and conditions for the pay-out of the funds and the amount, manner and timing of, and pre-conditions for, such payments).
- (e) “Budget” means the budget details provided by the Applicant as part of the Application.
- (f) “Claim” and “Claims” shall have the meaning given to such terms in Section 7.
- (g) “Eligibility Criteria” means the criteria set forth for a Recipient to be eligible for funds under the Program
- (h) “Event of Default” has the meaning given to such term in Section 6.
- (i) “Funds” means the funds awarded by RHF to the Recipient on the basis of the Application submitted by the Applicant.
- (j) “Approval Letter” means the agreement between the Recipient and RHF in respect of the funds formed by the Application, the Approval Letter, and any rules, regulations, policies, guidelines, statements or additional terms and conditions incorporated by reference into such agreement.
- (k) “Funds Period” means the period beginning on the date of the Approval Letter and ending upon the receipt and approval of the final report.

RBC Barrier Buster Grants Program



- (l) “Approval Terms” means the Approval Letter and the Agreement for Performance of Charitable Activities.
- (m) “Laws” means all applicable federal, provincial or municipal laws, orders, directives, decisions, ordinances, rules, regulations, bylaws, codes and requirements rendered or promulgated by any legislative body, ministry, department or administrative or regulatory agency or body whatsoever relating to the Recipient or the Project.
- (n) “Permits” means all permits, licenses and authorizations required by the Recipient under applicable Laws, including, without limitation, all permits required in connection with the Project.
- (o) “Personal Information” means any information about an identifiable individual collected, used or disclosed in the course of preparing or evaluating the Application, administering the funds or the Program or carrying out the Project (including, without limitation, the amount of the funds, the general nature of activities supported by the funds, quotes from, photographs of, and other information about the Recipient to illustrate how the funds have improved accessibility in the built environment).
- (p) “Products” means the goods, equipment or services purchased, acquired, engaged for the benefit of the Recipient in accordance with the Project as outlined in the Application and Budget, paid by the Recipient or a third party and reimbursed by RHF.
- (q) “Program” means the RBC Barrier Buster Grants Program initiative of RHF
- (r) “Project” means the project described in the Application Form.
- (s) “Recipient” means the organization legal name and recipient of the funds named in the Application Form.
- (t) “Records” has the meaning given to that term in Section 5(a).
- (u) “RHF” means the Rick Hansen Foundation.

RBC Barrier Buster Grants Program



2. Use of Funds

- (a) The Recipient shall use the funds exclusively for the Applicant's Project as submitted and in accordance with the Approval Letter, and all rules, regulations, policies, guidelines, statements or additional terms and conditions (including any additional terms and conditions established by RHF in the Approval Letter) governing the funds from time to time. If RHF is providing the funds, in whole or in part, with funds received from the federal government or any other government, public body or third party funding, any rules, regulations, policies, guidelines, statements or other terms and conditions governing such government or third party funding shall be incorporated by reference into these Terms and shall apply to the use of the funds or the Products by the Recipient. The Recipient shall use the funds or Products in accordance with its policies and procedures to the extent such policies or procedures do not conflict the requirements of this Section 2(a).
- (b) The following additional terms apply:
- (i) For greater clarity, the Recipient **may not** use any part of the funds for its overhead or other costs or expenses not directly related to Project.
 - (ii) Upon completion or termination of the Project for any reason whatsoever, the Recipient shall promptly repay to RHF any unused portion of the funds, or any portion of the funds that was not used in accordance with the Budget, the Approval Letter or any other document governing the use of the funds.
 - (iii) The Recipient shall complete the Project and any deliverables described in the Application, Budget and Approval Letter within the time periods set forth in the Approval Letter. In the event the Recipient anticipates exceeding any time periods for the completion of the Project or any milestones identified in the Approval Letter, the Recipient must promptly notify RHF in writing. Any request for an extension must be submitted in writing. RHF may, in its sole discretion, approve, deny, or impose conditions on any extension request, including by withholding, suspending, or requiring repayment of all or a portion of

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RBC Barrier Buster Grants Program



the Funds where RHF deems, in its reasonable opinion, that the Project is not progressing as approved or cannot be completed within the required timeframes. If the Recipient fails to notify RHF or request an extension in accordance with the foregoing, RHF may, in its sole discretion exercise any rights or remedies available under the Approval Letter or this Agreement, including repayment of Funds.

- (iv) The Recipient shall not make any changes to the Project, the Budget or any other matter affecting the use of the funds without the prior written consent of RHF.
- (c) The Recipient represents, warrants and covenants to RHF that the funds shall not be used for the direct or indirect benefit of any director, officer, member or employee of RHF or for any of their immediate family members, provided however, that any benefit available to such individuals solely as members of the general public shall not be contrary to this Section 2.

3. Payout of Funds

- (a) The following applies: Subject to RHF's rights under the Approval Letter, RHF shall pay the funds to the Recipient in accordance with the payout terms and conditions set forth in the Approval Letter.

4. Eligibility Criteria and Reporting

- (a) The Recipient represents, warrants and covenants that the Project meets, and shall continue to meet during the Funds Period, the Eligibility Criteria of the Program. The Recipient shall promptly notify RHF in writing if the Recipient no longer meets one or more of the Eligibility Criteria.
- (b) The Recipient shall comply with the reporting requirements set forth in the Approval Letter.
- (c) At the request of RHF, the Recipient shall promptly provide such additional information, documents or material as required by RHF to determine that the Recipient continues to meet the Eligibility Criteria, that the funds are used for the Project and in accordance with the terms of the Approval Letter, Application and Budget and/or to clarify any matter addressed or required to

RBC Barrier Buster Grants Program



be addressed in the Recipient's reports. At the request of RHF, the Recipient shall participate in a meeting with RHF (whether in-person or otherwise) to discuss any of the foregoing matters with RHF.

5. Records, Information Requests, Inspection and Audits

The following provisions shall apply:

- (a) The Recipient shall keep proper books and records, in accordance with generally accepted Canadian accounting principles, consistently applied, in relation to the Project, including, without limitation, records of all revenues (including the Funds and funding from other sources) and expenditures related to the Project, contracts and agreements, invoices, receipts, progress and evaluation reports, Project or financial review or audit reports, and other documents or materials relating to the Project or the use of the funds and all records which the Recipient is required to maintain pursuant to applicable law (the "Records") and, as part of such Records, the Recipient shall maintain a separate general ledger account in respect of the funds. The Recipient shall promptly provide to RHF copies of any Records requested by RHF, acting reasonably. The Recipient shall retain the Records for a period of six (6) years from the end of the Funds Period.
- (b) The Recipient shall promptly provide RHF copies of any Records or other information relating to the funds or the Project requested by RHF, acting reasonably.
- (c) RHF or its authorized agents and representatives shall have the right during business hours, upon twenty-four (24) hours' notice to the Recipient, to enter the Recipient's or the Project's premises and inspect all operations of the Recipient or the Project and to undertake an operational and financial review of the Recipient or the Project. Such inspection and review may require that RHF or its authorized agents and representatives have access to, and take copies of, all Records in the Recipient's possession or under its control relating to the funds or the Project, so that RHF can ascertain how the Recipient has used the funds in respect of the Project and whether the

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RBC Barrier Buster Grants Program



Recipient has complied with terms of the Approval Letter or so that RHF can meet its own reporting or accountability requirements. RHF and its authorized agents and representatives shall have the right, whether as part of an inspection or otherwise, to audit the Recipient's Records relating to the funds or the Project at RHF's expense. The Recipient shall fully co-operate with RHF and its authorized agents or representatives in the exercise of RHF's rights under this Section 5(c).

- (d) RHF will hold in confidence and treat all Records, and the information contained therein, obtained from the Recipient in exercising its rights under this Section 5 and will not disclose any such Records or information contained therein to any person: (a) without the prior written authorization of the Recipient; (b) unless required by applicable Law or in any judicial administrative or other legal proceeding, or pursuant to subpoena, civil investigative demand or other compulsory process; or (c) unless required for RHF to pursue or enforce its rights or remedies under the Approval Letter, in tort, at law or equity or otherwise.

6. Default and Remedies

- (a) During the term of the Approval Letter, the occurrence of one or more of the following events shall be deemed an "Event of Default" by the Recipient (as applicable):
- (i) Any breach by the Recipient of any of Recipient's representations, warranties, covenants or obligations under the Approval Letter;
 - (ii) An act of bankruptcy by the Recipient or if the Recipient becomes the subject of any bankruptcy proceeding under the Bankruptcy and Insolvency Act (Canada) or otherwise or becomes insolvent or if any substantial part of the Recipient's property becomes subject to any levy/seizure, assignment, application for sale for or by any creditor or governmental authority or if a receiver, receiver-manager or similar official is appointed, either privately or judicially over the

RBC Barrier Buster Grants Program



- Recipient or a substantial portion of its property or if the Recipient ceases or threatens to cease to carry on its activities;
- (iii) the Recipient, in the opinion of RHF, acting reasonably, is unable to complete the Project;
- (b) Upon the occurrence of an Event of Default by the Recipient, RHF shall have the right, in its sole discretion, to do any, or any combination, of the following:
- (i) to provide the Recipient with an opportunity to cure the Event of Default within a time period set by RHF in its sole discretion before exercising any of its other rights or remedies;
 - (ii) to withhold or cancel payment of any outstanding instalment of the funds;
 - (iii) to terminate the Approval Letter immediately and without notice to the Recipient; or
 - (iv) to demand that the Recipient repay or reimburse (as the case may be), RHF all or part of the funds paid to, or expended for the benefit of, the Recipient and the Recipient shall be required to make such repayment or reimbursement within five (5) days of the date of such demand.

The foregoing rights or remedies are cumulative and not exclusive to each other, and any such remedy will not be deemed or construed to affect any right or remedy, which RHF is entitled to seek in the Approval Letter, tort, law, equity or otherwise.

7. Indemnity

The Recipient shall indemnify, defend and hold harmless RHF, its directors, officers, members, employees and agents (the “Indemnified Parties”) from and against all claims, demands, losses, actions, causes of action, suits, proceedings, costs, charges, fines, penalties, fees or expenses (including legal fees on a solicitor and client basis), assessments, judgments, damages and liabilities whatsoever (each a “Claim” and collectively “Claims”) which the Indemnified Parties, or any of them, may sustain, suffer, incur, be a party to, or be liable for in

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RBC Barrier Buster Grants Program



connection with (i) any breach, violation or non-performance by the Recipient of any covenants, representations, warranties, agreements or obligations of the Recipient under the Approval Letter, Agreement for Performance of Charitable Activities, or applicable Laws; (ii) the negligent or willful misconduct by Recipient; or (iii) any Claims sustained by or brought against RHF by a third party arising out of, related to or in connection with the Project, the Application, the funds, the Approval Letter, the Agreement for Performance of Charitable Activities, or the Program. This indemnity will survive the termination or expiration of the Approval Letter.

8. Release

The Recipient hereby releases RHF from any and all liability related to or in connection with all Claims sustained by or brought against the Recipient by a third party arising out of, related to or in connection with the Project, the Application, the funds, the Products, the Approval Letter, the Agreement for Performance of Charitable Activities, or the Program, and the Recipient shall not seek recovery or indemnity from RHF in respect of any Claim whatsoever sustained by or brought against the Recipient by a third party arising out of, related to or in connection with the Project, the Application, the funds, the Products, the Approval Letter, the Agreement for Performance of Charitable Activities, or the Program.

9. Limitation of Liability

RHF shall not be liable to the Recipient for any losses or liabilities sustained or incurred by the Recipient, except for such losses and liabilities as may directly result from the breach by RHF of any provision of the Approval Letter and, in any event, any liability of RHF to the Recipient (whether in tort, contract, law, equity or otherwise) shall be limited to an amount equal to the funds. Under no circumstances shall RHF be liable to the Recipient for any punitive, exemplary, aggravated, special, indirect, incidental or consequential damages.

10. Compliance with Laws

Recipient covenants and agrees that it shall perform its obligations under the Approval Letter and Agreement for Performance of Charitable Activities and carry

RBC Barrier Buster Grants Program



out the Project in compliance with all applicable Laws and that it shall obtain and maintain all Permits for the duration of the Project or the term of the Approval Letter, whichever is longer.

11. Public Recognition and Privacy

- (a) The Recipient shall acknowledge RHF's support of the Project as outlined in the Approval Letter, as well as any RHF partners, sponsors and funders as requested by RHF, and the receipt of the funds in all external communications (whether to the general public, the media, other funding entities or otherwise) made by the Recipient in connection with the Project, provided however that RHF shall have the right to limit or terminate such requirement in respect to specific communications, categories of communications or generally as RHF deems appropriate in its sole discretion.
- (b) The content of any press or media releases, public statements or other external communications by the Recipient referring to RHF or the funds shall be subject to RHF's prior written approval, acting reasonably. Further, the Recipient shall immediately notify RHF of opportunities to raise public awareness or the profile of the Project or the funds and shall cooperate with RHF to ensure that RHF's contribution to the Project is adequately reflected at such opportunities.
- (c) Notwithstanding any of the foregoing, the Recipient shall not refer to "Rick Hansen", or RHF in connection with any fundraising activities of the Recipient, whether for the Project or otherwise, without the prior written consent of RHF.
- (d) RHF shall have the right to use the Recipient's name, Project information, and any information, data, outcomes, photographs, testimonials, stories, or other content provided by the Recipient, including information contained in reports submitted by the Recipient, for RHF's communications, reporting, education, evaluation and promotional purposes in all of RHF's communications in respect of the funds.
- (e) The Recipient agrees to be contacted by RHF to participate in surveys, interviews, or feedback activities related to the Program. RHF may use

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RBC Barrier Buster Grants Program



information collected through such activities to support program planning, monitoring, evaluation, learning, and reporting.

12. Governing Law and Jurisdiction

The Approval Letter and Agreement for Performance of Charitable Activities will be governed by and construed in accordance with the substantive laws of British Columbia and the federal laws of Canada applicable in British Columbia, without regard to the conflict of law rules of such laws that would apply a different law. Each party hereby irrevocably attorns to the exclusive jurisdiction of the courts of the Province of British Columbia.

13. Notices

All notices required or permitted hereunder will be given in writing and sent by e-mail, or sent by pre-paid registered mail, or hand-delivered at the following address:

If to RHF:

Rick Hansen Foundation 300-3820 Cessna Drive Richmond British Columbia
Email: access@rickhansen.com

If to the Recipient: To the address (including email address) provided in the Application Form.

All notices will be deemed to have been received: (a) when delivered if delivered prepaid registered mail or by hand, and (b) when a legible e-mail is received by the receiving party if received before 5:00 pm Pacific time on a business day, or on the next business day, if such email is received on a day which is not a business day in British Columbia or after 5:00 pm Pacific time on a business day. Any party may change its address for notices from time to time by written notice in accordance with this Section 13. Each party hereby irrevocably consents to service of process in the manner provided for delivery or faxing of notices in this Section (for clarity,

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RBC Barrier Buster Grants Program



nothing in this Approval Letter will affect the right of any party to serve process in any other manner permitted by law).

14. Remedies Not Exclusive

The remedies provided to RHF under this Agreement are cumulative and not exclusive to each other, and any such remedy will not be deemed or construed to affect any right which RHF is entitled to seek at in contract, law or equity or by statute.

15. Waiver

No failure or delay on the part of RHF in exercising any power or right under this Agreement will operate as a waiver of such power or right. No single or partial exercise of any right or power by RHF under this Agreement will preclude any further or other exercise of such right or power. No modification or waiver of any provision of this Agreement and no consent to any departure by Recipient from any provision of this Agreement will be effective until the same is in writing. Any such waiver or consent by RHF will be effective only in the specific instance and for the specific purpose for which it was given. No notice to or demand on the Recipient in any circumstances will entitle the Recipient to any other or further notice or demand in similar or other circumstances.

16. Severability

If any covenant or other provision of the Approval Letter or Agreement for Performance of Charitable Activities is invalid, illegal, or incapable of being enforced by reason of any rule of law or public policy, then such covenant or other provision will be severed from and will not affect any other covenant or other provision of the Approval Letter or Agreement for Performance of Charitable Activities, and the Approval Letter or Agreement for Performance of Charitable Activities will be construed as if such invalid, illegal, or unenforceable covenant or provision had never been contained. All other covenants and provisions of this Approval Letter or Agreement for Performance of Charitable Activities will, nevertheless, remain in full force and effect and no covenant or provision will be

RBC Barrier Buster Grants Program



deemed dependent upon any other covenant or provision unless so expressed herein.

17. Entire Agreement

The Approval Letter, Application and the Agreement for Performance of Charitable Activities, and any documents and agreements to be delivered pursuant supersede all previous invitations, proposals, letters, correspondence, negotiations, promises, agreements, covenants, conditions, representations and warranties with respect to the subject matter of the Approval Letter. There is no representation, warranty, collateral term or condition or collateral agreement affecting the Approval Letter or Agreement for Performance of Charitable Activities, other than as expressed in writing in this Agreement. No change or modification of the Approval Letter or Agreement for Performance of Charitable Activities will be valid unless it is in writing and signed by each party.

18. Relationship of the Parties

The parties are independent contractors. Nothing herein contained shall be construed so as to create an agency relationship, an employment relationship, a partnership, or a joint venture between the Recipient and RHF. Neither party is or will be agent of the other for any purpose and has and will have no authority to bind the other in any manner, except as expressly agreed to in writing.

19. Survival

Sections 7 to and including 9, 11, 12, and 14 and this Section 19 and all other representations, warranties or covenants, which by their nature or context are intended to survive the termination or expiration of the Approval Letter and shall survive the termination, cancellation, or expiration of the Approval Letter.

20. Assignment

The Recipient shall not assign the Approval Letter or any of its rights, benefits, obligations or liabilities under or in respect of the Approval Letter.

RBC Barrier Buster Grants Program



21. Priority of Approval Letter

In the event of a conflict or in consistency of any provision of the Approval Letter or Agreement for Performance of Charitable Activities with any other provision, the Approval Letter shall prevail.

22. Enurement

The Approval Letter and Agreement for Performance of Charitable Activities will enure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and assigns.

Acceptance


By signing below, the Recipient agrees to the terms and conditions set out in this Agreement for Performance of Charitable Activities and the Approval Letter.

I have authority to bind the Recipient

Legal Name of Organization: Town of Barrhead

Name: Barrhead Accessibility Coalition/Town of Barrhead

Title: Director of Corporate Services

Signature: 

Date: Apr 24, 2026






Barrhead Accessibility Coalition-Town of Barrhead Approval Letter

Final Audit Report

2026-04-24

Created:	2026-04-23
By:	Cara Riesterer (criesterer@rickhansen.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMmqBSd9s6YLoMPwkXW0ijjo9kKd6uSuu

"Barrhead Accessibility Coalition-Town of Barrhead Approval Letter" History

-  Document created by Cara Riesterer (criesterer@rickhansen.com)
2026-04-23 - 9:18:55 PM GMT
-  Document emailed to Barrhead Accessibility Coalition/Town of Barrhead (jmantay@barrhead.ca) for signature
2026-04-23 - 9:19:00 PM GMT
-  Email viewed by Barrhead Accessibility Coalition/Town of Barrhead (jmantay@barrhead.ca)
2026-04-24 - 3:53:25 PM GMT
-  Document e-signed by Barrhead Accessibility Coalition/Town of Barrhead (jmantay@barrhead.ca)
Signature Date: 2026-04-24 - 5:06:25 PM GMT - Time Source: server
-  Agreement completed.
2026-04-24 - 5:06:25 PM GMT

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: June 9, 2026

Re: Council Procedural Review

1.0 PURPOSE:

To present the findings and recommendations arising from the independent Governance Documents Review completed by Todd Brand Consulting and seek Council's direction regarding amendments to the Town's Procedural Bylaw and related governance documents.

2.0 BACKGROUND AND DISCUSSION:

In April of 2026, the Town engaged Todd Brand Consulting to undertake a review of the Town's Procedural Bylaw and selected governance documents to ensure alignment with legislative requirements, parliamentary best practices, and principles of effective municipal governance. The review was also an imperative step before customizing and implementing recently acquired Escribe (Meeting and Agenda Management Software).

The review examined the Procedural Bylaw, Request for Decision template, Council Delegation Request process, agenda structure, minutes format, notice of motion procedures, and related governance practices. The consultant noted that the Town's governance framework contains many strong practices and effective provisions while identifying opportunities to improve clarity, consistency, transparency, and usability.

The review emphasized that procedural bylaws should be enabling documents that protect rights, clarify processes, and support effective decision-making by Council and Administration.

The Review identified several key themes:

2.1 Procedural Bylaw Improvements:

- Clarification of provisions related to Council structure, appointments, quorum, agendas, and meeting procedures.

- Greater reliance on majority vote processes rather than unanimous agreement requirements where appropriate.
- Improved organization and readability through restructuring and simplification of several sections.
- Removal or relocation of provisions better suited to policy documents, resource guides, or the Council Code of Conduct.
- Alignment with Robert's Rules of Order Newly Revised and accepted parliamentary practices.
- Addition of guidance regarding electronic meetings, Committee of the Whole procedures, and organizational meetings.

2.2 Public Participation and Delegation Processes:

- Review of authority delegated to the Mayor regarding delegation requests.
- Clarification of public presentation requirements and expectations.
- Improved delegation procedures that balance public participation with Council's decision-making responsibilities.
- Removal of language that could be interpreted as requiring Council to respond or take action on matters raised by delegations.

2.3 Governance Documentation:

- Simplification of Notice of Motion procedures and forms.
- Review of Request for Decision templates and associated guidance.
- Improved agenda and minute practices to focus on decisions and actions rather than procedural motions.

Administration agrees with the consultant's general observations that several provisions can be simplified, clarified, or reorganized to improve usability and governance effectiveness while maintaining compliance with the Municipal Government Act.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1** Council may choose to accept the report with no immediate action and postpone direction to Administration until the June 23 Council Meeting.
- 3.2** Council may choose to direct Administration to implement all recommended changes immediately.

4.0 FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with receiving the review and authorizing Administration to prepare amendments. Any future costs associated with legal review, governance consulting, or implementation would be brought forward through future budget processes if required.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration will work with Legislative Services and Communications to review and obtain further resources and legal advice to prepare the redlined procedural bylaw and final summary of governance revisions.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Any changes to process, templates, and procedures will be communicated with Administration and Council. Processes and templates affecting the Public will be disseminated on our website.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The recommendations support Council's commitment to good governance and accountability; transparent and accessible decision-making; effective Council and Committee operations; continuous organizational improvement; and meaningful public engagement.

8.0 ATTACHMENTS:

8.1 CONFIDENTIAL Governance Review Recommendation Report (As per Section 29(1)(a) of Access to Information Act.

9.0 ADMINISTRATIVE RECOMMENDATION:

Given the nature of the consultant's review, Administration recommends seeking Council's direction to receive the report and authorize Administration to draft a consolidated amendment package. This approach allows Administration to evaluate the consultant's recommendations, obtain legal review where necessary (particularly regarding MGA, public hearings, and in-camera provisions), and return with a redlined Procedural Bylaw and supporting governance document with revisions for Council's consideration.

10.0 PROPOSED MOTION(S):

That Council receive the Governance Documents Review prepared by Todd Brand Consulting for information.

That Council direct Administration to prepare amendments to the Procedural Bylaw and related governance documents based on the review findings and return with proposed revisions for Council consideration.

(original signed by the CAO)
Collin Steffes
CAO

TODD BRAND Consulting

P.O. Box 70008 Creekside PO, Airdrie, AB, T4B 0V9 | 403-608-2710 | toddbrand@hotmail.com

May 7, 2026

Dear Town of Barrhead,

Thank you for the opportunity to provide a review of your procedural bylaw and other selected governance documents.

A municipal procedural bylaw is a guide for the fair, efficient and effective governance of Council.

Some of the essential characteristics of an effective procedural bylaw include:

- a holistic protection of both individual and organizational rights
- logical flow making it simple to find relevant sections
- easy to understand; plain language over complex legal terminology
- sensible, natural to embrace it willingly
- concise, clear, and brief; no more than the essential information

A well written procedural bylaw is an enabling document that protects rights, clarifies process, and assists both the Council and Administration to accomplish its work. It also informs the public of how Council conducts its business.

With these goals in mind I have reviewed your municipal procedure bylaw and provide the recommendations and notes that follow.

Note: The abbreviation RONR is used to refer to Robert's Rules of Order Newly Revised, 12th edition.

Respectfully Submitted,



Todd Brand,
Professional Registered Parliamentarian
Certified Parliamentarian-Teacher

The author of this report, Todd Brand, CP-T, PRP, is qualified and credentialed by the American Institute of Parliamentarians & the National Association of Parliamentarians to offer professional advice on parliamentary procedure including advice on applicable procedural bylaws. The author is not a lawyer and does not offer this review as a professional legal opinion.

Procedure Bylaw Review

Restrictions, Limitations & Notes

1. The author of this report did not report on formatting, punctuation, spelling or grammatical errors unless it significantly affected the meaning or interpretation of the clause.
2. Sections that were not reviewed in this report:
 - Definitions - please see Item #3 in my recommendations for advice on this section.
 - 6.4 Pecuniary Interest
 - not in the author’s scope of expertise
 - 6.10 Public Hearings & Bylaws
 - The rules around Public Hearings are very detailed in the MGA and are not fully within the expertise of the author of this report.
 - 6.11 In Camera
 - The rules for In Camera are very detailed in the MGA and this area is better addressed by legal counsel.
3. Notes in **red font** are considered by the author to be the most important for consideration.

Procedural Bylaw Location	Issue	Suggestion
3.0 (5) Structure Of Council	This implies that each Councillor can only serve once.	Clarify language.
3.0 (6) Structure Of Council	This gives the ability for special treatment by the Mayor. Typically this type of action is required to be supported by the Chair (Mayor) and agreed to by a majority of Council.	Consider adjusting authority to require Council to agree.
3.0 (7) Structure Of Council	This is unusual wording. Typically the Mayor is made ex officio in a clause such as this, but it is not at the Mayor’s discretion, rather, the appointment is automatic. Whether the Mayor exercises their right to participate ex officio is at the Mayor’s discretion.	Clarify and simplify.
6.1 Rules of Order	The correct reference is <i>current edition of Robert’s Rules of Order Newly Revised</i> .	Correct.
6.1 (2) Rules of Order	This language, while correct, could be considered unnecessary and could be used to suggest that all matters require full deliberation which is often not the case. I am not convinced this wording is helpful or needed.	Consider removing.
6.2(1) Quorum	The word simple is not a correct parliamentary term and is subject to misinterpretation. The correct phrase is “majority” in this case or “majority vote” in	Remove word simple.

	other cases. This correction will be needed elsewhere in the bylaw as well.	
6.2 Quorum	What happens if no quorum is reached? Additional instructions here would be helpful.	Add instructions of what happens when quorum is not reached in 30 minutes.
6.3 (1) Conduct of Members of Town Council	This sounds like language and provisions that is better suited to a Code of Conduct. Also it seems some of this section applies to Committees but not all. Committees are not in the title and therefore should not be referenced here (alternatively, Committees could be added to the title).	Consider removing.
6.3 (3) Conduct of Members of Town Council	This is odd language and should be removed.	Consider removing.
6.3 (6-8) Conduct of Members of Town Council	Public should not be mentioned here. This section is about Council.	Remove public.
6.5 (2) Agendas	Normally this is by majority vote of Council or a Committee and does not require the whole entity to agree.	Change to majority vote.
6.5 (4) Agendas	This item should be in Schedule A rather than here.	Place in Schedule A.
6.7 Meeting Etiquette	Not all of this section is “etiquette” and none of this is necessary information.	Consider removing.
6.8 Regular, Special, Organizational and Council Committee Meetings	Consider dividing this section into separate headings. Currently it is a large section and finding info here is challenging.	Separate into sections.
6.8 (10) Regular, Special, Organizational and Council Committee Meetings	This appears to be a wording error as a meeting is not an entity. Perhaps “Committees will set the date, time and location of its meetings”?	Correct.
6.8 (13) Regular, Special, Organizational and Council Committee Meetings	Is this for all meetings including Council?	Clarify scope.
6.9 Order of Business	This clause appears to contradict itself and is wordy. In basic terms, a majority of those at the meeting should have the right to change any aspect of the agenda and it should always be debatable. Also, Committees should not be required to have Public Hearings and Councillor Reports as this provision currently requires.	Simplify and clarify.

	Another idea to consider here is softening the language that this order “shall” be used to this “order will typically be used”. There is not a lot of upside to making the usual order of business rigid and inflexible.	
6.9 (2) Order of Business	This seems out of place here and also begs the question... when are these reports given since Committee Reports are not on the Order of Business?	Clarify and perhaps move this item to a more suitable location in the bylaw.
6.9 (3) & (9) Order of Business	Unsure why minutes are dealt with twice?	Clarify.
6.9 (3)(6) Order of Business	Old Business is an improper term and should be replaced with Unfinished Business	Correct.
6.9 (3)(13) Order of Business	“Tabled Items” is not a proper step in a meeting. This might be referring to postponed items (which is different) but in that case, postponed items should automatically come up under “Unfinished Business”.	Remove.
6.12 & 6:14 Rights in Debate & Voting	I suggest removing these items as RONR is already authorized in 6.1. On the other hand, if debate rights or voting are going to be handled DIFFERENTLY than what is in RONR, then these sections should outline those differences.	Remove.
6.13 Motions	This section should be removed and any needed or helpful information included in a resource sheet. Find more discussion on this in #2 under Additional Procedural Bylaw Comments & Suggestions.	Remove to a resource sheet.
6.18 Spokespersons	These types of provisions are usually found outside the procedure bylaw.	Move to appropriate policy or bylaw.
Schedule A (2) - Making a Presentation at a Council Meeting	This is a lot of power for the Mayor to control the issues that members of the public bring to the meeting. Consider whether there should be a mechanism for Council to make this decision instead.	Consider who should have this authority.
Schedule A - Making a Presentation at a Council Meeting	On the final paragraph, I suggest examining the wording. I take this to mean what it says which is that if a member of public were to say “ I believe Council spent too much money on XYZ” that this person would be stopped, warned and if continuing would be removed from the meeting for breach of rules since this is a negative comment about Council.	Consider impact of current wording and clarify desired intent and result.

Notice Of Motion Amendment & Notice of Motion Form/Schedules

The guideline I used for examining these items is that it should be clear and reasonably simple for any Council member to get business onto the floor for debate and decision. Requiring notice is a very important and healthy step in the process and having some conditions on what must be included in support of the motion can be helpful as long as it is not unduly burdensome. Any information required of the mover should clearly aid in helping Council to make the best decision possible on the matter.

Amendment Considerations

1. (1) Consider removing the word new as the matter may or may not be new.
2. (1)(a) This does not read properly... change to “must:” and add the word “provide” to items (i) and (ii)
3. (1) (b) New business is not really the best fit for placement as no business (decision) will be made about a notice of motion. Consider having a separate line in the Order of Business called Notices of Motion.
4. (1)(c) I would suggest “At the meeting in which the notice of motion is introduced...”
5. (1)(c/d) are confusing to me. Typically there is no discussion of a notice of motion at all. There is nothing to discuss nor can I think of any relevant questions. It is simply a step that is required by the bylaw to notify of an upcoming motion. The final sentence of (d) seems misplaced.
6. (a) I don’t understand this step.
7. (e) Typically a notice of motion will not require any work of Administration. An important adjustment to this could be that when the notice of motion comes forward at a meeting, perhaps there can be a vote by Council whether to require Administration prepare a report. This would be a better practice than allowing one Councilor, in effect, to be able to demand a report be made simply by introducing a notice of motion.

Schedule B - Notice of Motion Considerations

1. The use of a title and whereas clauses should be removed as the practice of writing formal resolutions for a typical Town Council is unnecessary and overly complicated.
2. Instead of “Therefore, THAT Council consider”, I suggest “I move to/that”
3. I am not sure what the addition(al) motions refer to.

Schedule C - Council Member Motion Considerations

1. Consider just using this form as the one and only form needed for the notice process. Here is how I would order the form:
 - a. 1.0 Purpose
 - b. 2.0 Motion
 - c. 3.0 Background & Council Strategic Plan Alignment
 - i. include at minimum how the motion aligns with Council’s Strategic Plan
 - d. 4.0 Attachments (optional)

Additional Procedural Bylaw Comments & Suggestions

1. While reviewing your procedural bylaw I came across many good practices and wordings. To save time, and focus on areas of possible improvement, I did not highlight those, but I commend the many excellent provisions found in the Town of Barrhead procedural bylaw.
2. To elaborate further on my suggestion to remove 6.13 please consider the following. The Town has already authorized all of RONR in its entirety. The purpose of this section (if needed at all) should be to outline the rules that Council wishes to be DIFFERENT from RONR. A common example is reducing speaking time in debate from ten minutes per each speech to say, five minutes, per speech. A “cheat sheet” of motions that could be used in a meeting is more helpful to Councillors and Committee members. Please also note that the current wording of some of the rules in this section is not clear and contains numerous inaccuracies.
3. My recommendation for the definitions section is that ONLY definitions not defined elsewhere in the bylaw but that are actually mentioned somewhere in the bylaw be included. This is to prevent confusion and discrepancies. This means there are many definitions that I would consider for removal. The three examples below should help provide a lens for this.
 - a. e.g. CAO - This is used in the bylaw but the only place it is defined is in the definitions section. This is good practice.
 - b. e.g. In Camera - This is defined later in the bylaw and should NOT be included in the definitions section.
 - c. e.g. Emergent Items - This term appears in the definitions and nowhere else in the bylaw. This item should be removed and if it is an important concept it could appear instead in a suitable section of the bylaw.
4. There is a tendency for this bylaw (and this is not uncommon) to use wording that may have been chosen since it sounds more “legal” or “formal”. A procedural bylaw is an enabling document and should be easy to read and understand. The most simple yet precise words should be chosen.
5. The following areas of information may be useful to add to the Town of Barrhead procedural bylaw:
 - a. Electronic Meeting Rules (e.g. connection, rules for in camera, how to be recognized)
 - b. If Committee of the Whole is part of the practice of the Council, more information on what that is may be helpful.
 - c. More details on Organizational meeting - although current referral to the Act is fine if this provides enough clarity for your Council and Administration.

Meeting Documents Review

1. Agenda (January 13, 2026 sample)

- a. Please see applicable notes in the bylaws review; items addressed there will not be repeated here.
- b. This is a more simple and easy to read agenda than what some Councils use and that is a good thing!
- c. Consider whether it would be helpful to note which items require a decision of Council.

2. Request for Decision

- a. 1.0 The wording of the purpose for this form is unclear to me.
- b. The rest of this form seems easy to understand and the questions asked are ones that should be helpful for Council to make the best possible decision.
- c. One other heading might be "Bylaw or policy changes required (if any)"

3. Minutes (January 13, 2026 sample)

Format of Minutes

- a. Overall these minutes are well done and easy to follow.
- b. It is not necessary to note when guests or Admin enter or leave a meeting.
- c. It is best practice not to include the specifics of what was said during Good of the Council since these are not decisions of Council and indeed, all other Council members may be in disagreement with what is said.

Notes on Procedural Practices

- a. For all reports of any kind (delegations, bank statements, councillor, Admin, Committee) I encourage that no motions of any kind (approve, receive for information, acknowledge, etc.) follow the report. A report is informational and there is no decision to be made nor is there any logical negative vote. The exception is if there are motions/recommendations following the report... these can be voted on if the motions are in order.
 - a. The minutes can simply note that a presentation was made.
- b. No motion is needed to end a recess, the meeting is simply called back to order.

4. Council Delegation Request

- a. Request Form
 - i. Representing - if an individual resident can present, this box should include wording such as "resident" or "individual"
 - ii. Under "please note" if these are the ONLY reasons the Mayor (maybe Council; see above report) can deny a request then this is fine. If not, perhaps less restrictive wording would be better.
- b. Requirements & Info
 - i. Five days is a short amount of time. Consider ten or even fourteen days.
 - ii. Suggested wording for point 4 in top box:

1. Delegations are to present information to Council. Council will not discuss or debate the information but after the presentation is concluded Council members are permitted to ask questions of the delegation for clarification of that information.
- iii. **Caution needed here. As currently written, Council is now forced to respond and take action on something they may have no interest in. The first clause is very problematic... this removes all notice requirement and will be challenging to handle.**
 1. **Suggested alternative wording**
 - a. **Following your presentation, Council will thank you for your presentation and Council may or may not take future action on the issue at a future meeting.**
- iv. Protocol
 1. Excellent to have this section. Suggested revision to 3/4:
 - a. The Delegation may only speak directly to the Mayor (or Council member who is presiding).
 - b. Address the presiding officer as:
 - i. Your Worship or Mayor (last name)
 - ii. Councillor (last name) (if a Councillor is presiding) *or perhaps this could be*
 - iii. Deputy Mayor (last name)(if a Councillor is presiding)
- v. Positive Experience
 1. **Consider removing this entire section but if retained...**
 - a. **...this section is problematic:**
 - i. Title is implying that this often is not positive
 1. Perhaps "Further Information" is better
 - ii. Number 3 - this should be the default, no answers should be given at this meeting and perhaps ever. The term "non-answer" though often has a negative connotation.
 - iii. Number 5. They cannot ask about anything; they can only present information.
 - iv. Number 6 - no member of Public should have the power to force or require a decision of Council. Bringing information is valuable and that is the purpose of an open delegation. Embedded in the information can be an ask of Council but my no means should Council be forced to respond one way or another. Of course Council may choose to address many of the delegation issues but that should be their choice.



NOTICE OF MOTION

To: Town Council
Presented By: Councillor Dausen Kluin
Date: May 26, 2026
Re: Alberta Disability Assistance Program (ADAP)

Submitted in accordance with Section 6.13 of Bylaw 06-2025 Council Procedural Bylaw

This notice of motion is read into the Council record on May 26, 2026.

The motion as read will be debated on June 9, 2026

TITLE: Municipal Advocacy of AISH program

WHEREAS: on August 13, 2025 the Alberta Government released the ADAP Discussion Guide proposing that all current AISH recipients be moved to the new Alberta Disability Assistance Program (ADAP)

AND WHEREAS: the Alberta government has passed Bill 12, which introduced the Alberta Disability Assistance Program (ADAP)

AND WHEREAS; starting July 2026, the new Alberta Disability Assistance Program will become operation and there will be a single combined application for both ADAP and AISH.

THEREFORE, THAT Council consider:

- 1.0 A Motion to advocate for the Disability community by sending a letter to the Province of Alberta requesting them to pause the changes to the AISH program.

SIGNATURE: 

DATE: May 26/26

REQUEST FOR DECISION

To: Town Council
From: Jodie Lyons, Municipal Coordinator
Date: June 9, 2026
Re: Privacy Management Program Framework

1.0 **PURPOSE:**

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

2.0 **BACKGROUND AND DISCUSSION:**

The Protection of Privacy Act (POPA) came into force on June 11, 2025, replacing the privacy provisions formerly contained within the Freedom of Information and Protection of Privacy Act (FOIP). Under POPA, public bodies are required to establish and implement a Privacy Management Program (PMP) that is proportionate to the volume and sensitivity of personal information in our custody or control.

Administration is developing a Privacy Management Program with the accompanying Privacy Management Policy to establish a framework for the collection, use, disclosure, protection, retention, and destruction of personal information held by the Town of Barrhead. The Program identifies governance responsibilities, designates a Privacy Officer, establishes privacy breach response procedures, outlines requirements for Privacy Impact Assessments (PIAs), and provides for ongoing staff training, monitoring, and compliance activities.

Work is currently underway with departments to develop the Town's Directory of Personal Information Banks (PIBs). PIBs are just one of the requirements under POPA. This process involves identifying all the collections of personal information organized by individuals' names or identifiers required by the Town to provide our services or perform our functions.

The Privacy Management Program is intended to support legislative compliance, enhance accountability and transparency, protect personal information entrusted to the Town, and promote public confidence in the Town's information management practices. The Program will apply to all departments, employees, elected officials, contractors, and volunteers who collect, use, or access personal information on behalf of the Town.

Approval of the Privacy Management Policy represents an important step toward ensuring the Town meets its obligations under POPIA and aligns with guidance issued by the Office of the Information and Privacy Commissioner of Alberta (OIPC).

3.0 ALTERNATIVES:

- 3.1 Council may recommend changes to Policy 12-032, the Privacy Management 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:

Implementation of the Privacy Management Program will require participation from all Town departments. Departments will be responsible for complying with established privacy policies and procedures, participating in privacy training, maintaining appropriate records management practices, supporting Privacy Impact Assessments where required, and reporting privacy incidents or breaches in accordance with established procedures. The Privacy Officer will work collaboratively with all departments to ensure ongoing compliance and continuous improvement of the Privacy Management Program.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The Privacy Management Program has been developed to align with Alberta's Protection of Privacy Act, the Protection of Privacy Regulation, and guidance provided by our legal team and the Office of the Information and Privacy Commissioner of Alberta. Adoption of the Policy and Program will assist the Town in meeting legislated requirements relating to privacy governance, security safeguards, privacy impact assessments, breach management, and accountability.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The Privacy Management Program will demonstrate the Town's commitment to protecting the personal information of residents, employees, contractors, and other stakeholders. Establishing a formal privacy framework supports transparency, accountability, and public trust while reducing the risk of privacy breaches, complaints, and regulatory investigations. The Program will also provide residents with clear processes regarding access to, and correction of personal information maintained by the Town.

8.0 ATTACHMENTS:

- 8.1 Privacy Management Program Implementation Framework
- 8.2 Policy 12-032 – Privacy Management Policy
- 8.3 The Chief Administrative Officer Bylaw 02-2016

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve Policy No. 12-032, the Privacy Management Policy, and receive the Town of Barrhead Privacy Management Program Framework (in progress) as presented.

Approval of the Policy will establish the governance framework necessary to support the Town's compliance with Alberta's Protection of Privacy Act and demonstrate the Town's commitment to responsible stewardship of personal information. The Program provides a structured approach to privacy management, including accountability measures, employee training, privacy impact assessments, breach response procedures, and continuous monitoring and improvement.

10.0 PROPOSED MOTION:

That Council approve Policy # 12-032, the Privacy Management Policy as presented.

(Original signed by the CAO)

Collin Steffes

CAO

Privacy Management Program (PMP)

IMPLEMENTATION SHEET & FRAMEWORK

Protection of Privacy Act - Section 25 of POPA requires that each public body establish and maintain a PMP, which consists of documented policies and procedures that promote the public body's compliance with its duties under this Act.

A PMP is an evolving set of policies, procedures and tools developed by a public body to ensure privacy is protected and ensures that a public body's internal policies and procedures that align with POPA.

PMP FRAMEWORK

Implementation Schedule & Deliverable Status

Privacy Management Program		
Deliverable (Key Milestone)	Status	Target Date
• Privacy Governance Framework	Prepared	June 11
• Privacy Officer Designation	Prepared	June 11
• Privacy Policy Suite	Prepared	June 11
• Information Classification Standard	Prepared	June 11
• PIB Content Collection & Development	In Progress	June 30
• Safeguards & Security	In Progress	June 30
• PI Lifecycle Management	Not started	June 30
• PIA Framework & Templates	In progress	July 31
• Breach Response Plan	In Progress	July 31
• Staff Training Program	In Progress	July 31
• Vendor Privacy Standards	Not Started	Aug 15
• Audit & Review Schedule	Not Started	Aug 15
• Public Privacy Notices	Not Started	Aug 15
• Risk Register	Not Started	Aug 15
• Documentation & Recordkeeping	Not Started	Aug 15
• Third-Party Management Contracts/Oversight	Not Started	Aug 15

1. Purpose

This Privacy Management Program (PMP) establishes the framework through which the Town of Barrhead ensures compliance with Alberta's Protection of Privacy Act (POPA), associated regulations, and guidance from the Office of the Information and Privacy Commissioner (OIPC).

The PMP is designed to: - Protect personal information under the custody or control of the Town - Ensure lawful collection, use, disclosure, and retention of information - Embed privacy into all municipal programs, services, and systems - Support transparency, accountability, and public trust.

2. Scope

This PMP applies to: - All Town of Barrhead departments - Employees, Elected Officials, contractors, and volunteers - All personal information in any format (electronic, paper, verbal).

3. Governance & Accountability

3.1 Privacy Officer

The Town designates a Privacy Officer responsible for: - Oversight of POPA compliance - Managing access and privacy requests - Leading breach response - Advising on Privacy Impact Assessments (PIAs).

3.2 Roles & Responsibilities

- **Council:** Governance oversight
- **CAO:** Executive accountability for compliance
- **Department Heads:** Operational compliance within departments
- **Employees:** Day-to-day privacy protection responsibilities

3.3 Delegation of Authority

A formal delegation order defining authority for: - Access request decisions - Disclosure approvals - Breach notifications.

4. Policies & Procedures Framework

The Town maintains documented policies covering: - Collection, use, and disclosure of personal information - Access to information and correction requests - Records retention and disposition - Information security - Privacy breach response.

All policies are reviewed at least every 2 years.

5. Information & Data Governance

5.1 Information Inventory

The Town maintains an inventory of: - Personal information banks (PIBs) - Data flows between departments and third parties.

5.2 Classification

Information is classified as: - Personal information - Sensitive personal information – non- personal information.

5.3 Lifecycle Management

Procedures govern: - Collection (minimum necessary) - Use (authorized purposes only) - Disclosure (lawful and documented) - Retention (per records schedules) - Secure destruction.

6. Risk Management & PIAs

6.1 Privacy Impact Assessments

PIAs are required for: - New programs or services - New technologies or systems - Changes involving personal information.

6.2 Risk Register

The Town maintains a privacy risk register identifying: - Key risks - Mitigation measures - Responsible parties.

6.3 OIPC Engagement

Where required, PIAs are submitted to the OIPC.

7. Safeguards & Security

7.1 Administrative Safeguards

- Policies and procedures
- Staff training
- Access controls

7.2 Technical Safeguards

- Password and authentication controls
- Encryption
- System monitoring and logging

7.3 Physical Safeguards

- Secure offices and file storage
- Controlled access to facilities

8. Collection, Use & Disclosure

8.1 Collection

Personal information is collected only: - For authorized municipal purposes and directly from individuals where possible.

8.2 Use & Disclosure

Information is used or disclosed only: - For the purpose it was collected - As authorized by POPA.

8.3 Data Sharing Agreements

Formal agreements are required for sharing with: - Service providers and other public bodies.

9. Privacy Breach Management

9.1 Definition

A privacy breach includes unauthorized access, use, disclosure, or loss of personal information.

9.2 Response Process

1. Contain the breach
2. Assess risk of harm
3. Notify Privacy Officer immediately
4. Notify affected individuals and OIPC (if required)

9.3 Breach Log

All breaches are documented and reviewed for improvement.

10. Individual Rights

10.1 Access Requests

The Town provides access to records in accordance with POPA timelines.

10.2 Corrections

Individuals may request corrections to their personal information.

10.3 Complaints

Complaints are investigated and responded to in a timely manner.

11. Training & Awareness

11.1 Mandatory Training

All staff must complete privacy training: - At onboarding and every 2 years thereafter.

11.2 Role-Based Training

Additional training for: - Managers - IT staff/contractor - HR staff.

11.3 Awareness

Ongoing awareness through: - Reminders - Campaigns - Updates on policy changes.

12. Monitoring & Continuous Improvement

12.1 Audits

Regular audits assess compliance with this PMP.

12.2 Metrics

The Town tracks: - Number of access requests - Breaches - Training completion rates.

12.3 Review Cycle

The PMP is reviewed annually and updated as needed.

13. Documentation & Recordkeeping

The Town maintains records of: - PIAs - Breach reports - Training completion - Policies and procedures.

This PMP is made available upon request.

14. Third-Party Management

14.1 Contracts

All service providers must: - Sign privacy and confidentiality agreements - Comply with POPA requirements.

14.2 Oversight

The Town monitors third-party compliance through: - Reviews - Audits (where appropriate).

POLICY # 012-032

Privacy Management Program

Resolution Number:	TBA
Original Approval Date:	June 9, 2026
Review Due Date:	June 2028
Revised Policy Date:	

POLICY STATEMENTS:

1. The Town of Barrhead will maintain a Privacy Management Program containing procedures, guidelines, and tools in compliance with section 25 of the *Protection of Privacy Act*, SA 2024, c P-28.5.
2. The Chief Administrative Officer designates the Municipal Coordinator as the Privacy Officer for the Town. The Privacy Officer can be contacted at:

Town of Barrhead
 Box 4189, 5014 – 50 Avenue
 Barrhead, Alberta T7N 1A2
 (780) 674-3301 or town@barrhead.ca
3. Town staff, volunteers, and contractors must abide by this Policy and its procedures, guidelines, and tools always. Where there is a question about this Policy, obligations under the ATIA or the POPA, or whether an event constitutes an Incident, Town staff, elected members, and volunteers should contact the Privacy Officer.
4. Town staff and volunteers will be required to undergo training in relation to this Policy and its procedures every 2 years. Failure to complete training may result in disciplinary action up to and including termination.
 - a. Elected members of the Town may attend training in relation to this Policy and its procedures but are not required to do so.
5. Town staff and volunteers who fail to abide by this Policy and its procedures may be subject to disciplinary action up to and including termination.

- a. Contractors found to be in violation of this policy and its procedures may be subject to suspension or termination of their contract.
6. Incidents must be reported to the Privacy Officer in accordance with the Town's Incident Response Procedure.
7. Complaints must be reported to the Privacy Officer in accordance with the Town's Complaint Procedure.
8. If the Town receives a request to correct Personal Information, the Correction of Personal Information Procedure will be followed.
9. The Town will complete Privacy Impact Assessments in accordance with the POPA and the Regulation.
10. Individuals may provide consent for the collection, use, or disclosure of Personal Information, Data Derived from Personal Information, or Non-Personal Data electronically, but consent must be provided to the Town in writing, unless otherwise provided in this Policy.
 - a. Constructive consent may be provided where signage is posted at a Town event or facility clearly indicating that participation or access to the event or facility constitutes the providing of consent for the collection of Personal Information.
11. Systems containing Personal Information, Data Derived from Personal Information, or Non-Personal Data will be monitored on an ongoing basis to assess security measures and mitigate risk.
12. Written admin, technical, and physical safeguards will be implemented in accordance with the POPA and the Regulation, including without limitation, those specific safeguards outlined in Schedule "A".

PURPOSE:

This policy establishes a framework through which it operates in compliance with Alberta's Protection of Privacy Act (POPA), associated regulations, and the Office of the Information and Privacy Commissioner (OIPC).

The Town's Privacy Management Program will guide all stakeholders in:

- Protecting personal information under the custody or control of the Town,
- Ensuring lawful collection, use, disclosure, and retention of information,
- Embedding privacy into all programs, services, and systems, and
- Support transparency, accountability, and public trust.

SCOPE:

This policy applies to all municipal staff, volunteers, and contractors. This Policy applies to all records within the custody and control of the Town of Barrhead.

DEFINITIONS:

ATIA means the Access to Information Act, SA 2024, c A-1.4, as amended from time to time.

Commissioner means the Information and Privacy Commissioner appointed under the ATIA.

Complaint means a complaint received by the Town pursuant to section 38(2) of the POPA.

Data Derived from Personal Information means data (i) created by data matching, and (ii) that identifies any individual whose Personal Information was used in the data matching.

Incident means the loss of, unauthorized access to, or unauthorized disclosure of Personal Information in the custody or under the control of the Town where a reasonable person would consider that there exists a real risk of significant harm to an individual as a result of the loss, unauthorized access, or unauthorized disclosure.

MGA means the Municipal Government Act, RSA 2000, c M-26, as amended from time to time.

Non-Personal Data means data, including data derived from Personal Information, that has been generated, modified or anonymized so that it does not identify any individual, and includes Synthetic Data.

Personal Information has the same meaning as in the POPA.

Personal Information Bank means a collection of personal information that is organized and maintained for a specific purpose and can be retrieved using an individual's name or another personal identifier.

POPA means the Protection of Privacy Act, SA 2024, c P-28.5, as amended from time to time.

Privacy Officer means the Town staff member(s) designated as Privacy Officer(s) by the Chief Administrative Officer in accordance with the Chief Administrative Officer Bylaw 2-2016 and section 209 of the MGA.

Regulation means the Protection of Privacy (Ministerial) Regulation, AR 143/2025, as amended from time to time.

Required Persons means those persons identified in section 10(2) of the POPA to which notice must be given in the event of an Incident, and which includes the impacted individual, the Minister of Technology and Innovation, and the Commissioner.

Synthetic Data means artificial data created to maintain the structure and patterns of real data without being linked to any individual in the original data set.

Town means the municipal corporation of the Town of Barrhead.

RESPONSIBILITIES:

1. The Chief Administrative Officer is responsible for:
 - a) Designating and supporting a Privacy Officer;
 - b) Ensuring appropriate administrative structures, resources, and procedures are established to support privacy compliance.
 - c) Ensuring staff training is in place so employees understand their obligations under POPA.
 - d) Ensuring the privacy management program is documented and maintained
 - e) Supporting periodic review, assessment, and updates to the program.

2. The Privacy Officer is responsible for:
 - a) Administering the requirements of the POPA and the ATIA;
 - b) Providing access request decisions and disclosure approvals;
 - c) Receiving Complaints and Incident reports;
 - d) Providing notice of an Incident to Required Persons;
 - e) Correcting Personal Information, where requested, in accordance with the Correction of Personal Information Procedure;
 - f) Administering training for Town staff, elected members, and volunteers;
 - g) Reviewing the Town's Privacy Management Program every 2 years and updating applicable policies and procedures, as required.
 - h) Promoting, leading by example and advancing compliance with the obligations under the ATIA and POPA.
 - i) Report back to senior leadership on compliance with the POPA and any privacy risks and mitigation strategies.

3. Town staff, volunteers, and contractors are responsible for:
 - a) Adhering to this Policy and all associated procedures;
 - b) Abiding by the ATIA and the POPA;
 - c) Reporting an Incident to the Privacy Officer;
 - d) When the recipient of a Complaint, reporting the Complaint to the Privacy Officer; and
 - e) Completing training as required by the Privacy Officer and this Policy.

SECURITY CLASSIFICATION SYSTEM:

1. Records of the Town shall be classified into the following groups:
 - a. **PUBLIC:** Applies to data and information that, if compromised, will not result in injury to individuals or the Town.
 - b. **SENSITIVE:** Applies to data and information that, if compromised, could cause injury to individuals or the Town.

- c. **PROTECTED:** Applies to data and information that, if compromised, could cause serious injury to individuals or the Town.

ASSOCIATED PROCEDURES:

- Complaint Procedure
- Correction of Personal Information Procedure
- Incident Response Procedure
- Non-Personal Data (AI) and Automated Systems Procedure

ACCESSIBILITY:

The Town's Privacy Management Program is available to the public, upon request, subject to any withholdings required or permitted by law.

REVIEW PERIOD:

This Policy and its procedures shall be reviewed and assessed every 2 years and updated as required.

THE CHIEF ADMINISTRATIVE OFFICER BYLAW

A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITON OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS, Section 205 subsection (1) of the Municipal Government Act, RSA 2000 Chapter M-26, as amended, provides that a municipal council must establish by bylaw the position of Chief Administrative Officer, and

WHEREAS, Section 205 of Municipal Government Act provides Council the power to give the position of Chief Administration Officer any title considered appropriate; and

WHEREAS, Section 203 of the Municipal Government Act provides Council with the authority to delegate any of its powers, duties or functions to the Chief Administrative Officer.

NOW THEREFORE, the Council of the Town of Barrhead duly assembled in a regular meeting, hereby enacts as follows:

- 1. That the position of Chief Administrative Officer (CAO) for the Town of Barrhead is hereby established;
2. That the duties and responsibilities of the CAO shall be those duties and responsibilities contained in the Municipal Government Act, in particular, but not limited to, those duties and responsibilities contained in Section 207 and Section 208 of the Municipal Government Act and provided in the job description of the CAO as approved from time to time by Council;
3. That the CAO shall also exercise the powers, duties or functions delegated by Council under Section 203 of the Municipal Government Act and such additional duties as may from time to time be prescribed by Council of the Town of Barrhead either by bylaw or resolution;
4. That pursuant to Section 209 of the Municipal Government Act the CAO may delegate any of the CAO's powers, duties or functions under this or any other enactment or by bylaw to a designated officer or an employee of the Municipality.
5. That the terms and conditions of employment of the CAO shall be those terms and conditions contained in the Employment Contract entered into by the CAO and the Town of Barrhead and those conditions of Section 203 of the Municipal Government Act;
6. The Town of Barrhead Bylaw 11-96 is hereby rescinded; and
7. That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this 26th day of January, 2016

Read a second time this 26th day of January, 2016

Read a third time this 26th day of January, 2016 and passed.

TOWN OF BARRHEAD

Mayor Gerry St Pierre

CAO, Martin Taylor

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes

Date: July 8, 2025

Re: FCSS Governance Transition and Consultant Engagement

1.0 **PURPOSE:**

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

2.0 **BACKGROUND AND DISCUSSION:**

FCSS Governance Transition

Barrhead & District FCSS currently operates through an independent society structure that delivers Family and Community Support Services programming on behalf of the participating municipalities.

Over the past several months, representatives of the Town of Barrhead, Barrhead County, Woodlands County, and the FCSS Board have participated in discussions regarding the future governance and administrative structure of FCSS. Through those discussions, participating municipalities and the FCSS Board have discussed and expressed support in principle for transitioning FCSS from the existing society model to a municipally administered structure, with the Town of Barrhead serving as the administering municipality.

The proposed transition represents a significant organizational change involving governance, administration, finance, human resources, operational oversight, intermunicipal agreements, provincial reporting requirements, and stakeholder communications. Administration believes careful planning and coordination will be required to ensure continuity of services while establishing an effective municipal governance structure.

Given the scope and complexity of the transition, Administration believes independent third-party expertise would assist participating organizations in developing a structured transition plan, identifying risks and opportunities, supporting stakeholder engagement, and guiding implementation activities.

Consultant Support

To support this work, Administration requested a proposal from Transitional Solutions Inc. (TSI), a municipal advisory consulting firm with experience in municipal restructuring, governance reviews, organizational transition, and FCSS-related operational reviews.

The proposal provided by TSI includes two phases of work.

Phase 1 – Assessment and Stabilization Review

Including:

- governance and operational review
- staffing and reporting review
- financial and administrative review
- stakeholder interviews
- transition risk assessment
- stabilization recommendations

Phase 2 – Transition Planning and Integration Support

Including:

- transition roadmap development
- governance recommendations
- organizational alignment considerations
- staffing and human resource alignment considerations
- implementation sequencing
- transition communications support

The proposal provides a fixed fee of \$28,500 plus GST for completion of Phases 1 and 2.

Regional Cost Sharing

Administration has continued discussions with regional partners regarding the sharing of consultant costs associated with the transition.

Woodlands County has previously indicated a willingness to contribute toward the consultant engagement based on its proportionate participation in the regional FCSS partnership.

Barrhead County recently considered the proposed consultant engagement and discussed several potential cost-sharing models. Barrhead County Council expressed support for the engagement and indicated a preference that Barrhead & District FCSS participate in funding the transition process. Based on those discussions, Barrhead County authorized a contribution of up to \$13,000 toward the engagement.

The FCSS Board is scheduled to consider participation in project funding prior to Council's consideration of this matter. At the time of writing, the Board's decision is not yet known.

Administration notes that sufficient support now exists among regional partners to proceed with retaining the consultant and commencing the review and transition planning process. Final cost-sharing allocations can be confirmed following completion of discussions with participating municipalities and the FCSS Board.

Timing Considerations

Administration further notes that all participating organizations have now discussed the proposed transition in principle and regional funding discussions have advanced to a point where consultant engagement can proceed.

Based on the consultant's fixed fee of \$28,500 plus GST, Administration has worked with regional partners to identify several potential cost-sharing approaches. Woodlands County has previously authorized a contribution toward the project and Barrhead County has authorized a contribution of up to \$13,000.

Barrhead County has further indicated a preference that Barrhead & District FCSS participate in the cost of the transition.

The FCSS Board is scheduled to consider this matter prior to Council's consideration of this report. Should the FCSS Board approve a contribution toward the project, the remaining consultant costs would be shared among the participating partners in accordance with a mutually agreed funding arrangement.

Should the FCSS Board decline participation, Administration notes that sufficient municipal support exists to proceed with the engagement and finalize an alternative cost-sharing arrangement among the participating municipalities.

3.0 **ALTERNATIVES:**

Option 1 – Authorize Consultant Engagement (Recommended)

Council could authorize Administration to retain Transitional Solutions Inc. to undertake the FCSS Transition Review and Integration Support project.

Advantages:

- supports a structured and coordinated transition process
- provides independent expertise and oversight
- assists with governance and organizational planning
- supports regional collaboration and stakeholder engagement
- reduces transition-related risks

Disadvantages:

- consulting costs will be incurred
- final cost-sharing allocations remain subject to confirmation

Option 2 – Proceed Without Consultant Support

Council could direct Administration to manage the transition internally.

Advantages:

- avoids consulting costs

Disadvantages:

- increases administrative workload
- increases governance and transition risks
- reduces access to specialized transition expertise
- may impact implementation timelines

4.0 FINANCIAL IMPLICATIONS:

The proposed consulting engagement consists of:

- fixed fee of \$28,500 plus GST
- approved travel expenses billed at cost

Potential funding sources currently identified include:

- contribution from Woodlands County
- contribution from Barrhead County of up to \$13,000
- potential contribution from Barrhead & District FCSS, subject to Board approval
- remaining balance funded by participating municipal partners

Depending on the final cost-sharing arrangement, the Town of Barrhead's contribution is anticipated to range between approximately \$8,500 and \$13,000 plus GST.

Administration believes the Town's contribution can be accommodated within existing budget capacity.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The FCSS transition process will require coordination among:

- Senior Administration
- Finance
- Human Resources
- Legislative Services
- Legal Counsel
- Community Services
- Communications

Additional administrative and staffing implications may arise during implementation.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The transition to a municipally administered FCSS model will require coordination with the Province of Alberta to ensure continued compliance with FCSS legislation, funding requirements, and reporting obligations.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The transition of FCSS from an independent society model to municipal administration represents a significant governance change and may attract public interest.

Administration believes the use of an independent consultant may assist in:

- supporting transparency and due diligence
- providing objective review and recommendations
- supporting stakeholder confidence
- assisting with orderly transition management
- facilitating collaboration among participating organizations

Clear communication with stakeholders, staff, regional partners, and the public will be important throughout the transition process.

8.0 ATTACHMENTS:

Transitional Solutions Inc. – FCSS Transition Review and Integration Support Proposal

9.0 ADMINISTRATIVE RECOMMENDATION:

That Council authorize Administration to engage Transitional Solutions Inc. to complete the FCSS Transition Review and Integration Support project for the fixed fee of \$28,500 plus applicable GST and approved travel expenses, and further direct Administration to finalize cost-sharing arrangements with participating municipalities and Barrhead & District FCSS.

10.0 PROPOSED MOTIONS:

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

(original signed by the CAO)
Collin Steffes, CAO



**TOWN OF BARRHEAD –
FCSS TRANSITION REVIEW AND
INTEGRATION SUPPORT
QUOTE**

Submitted on May 22, 2026

May 22, 2026
Collin Steffes, CAO
Town of Barrhead

Re: Quote for FCSS Transition Review and Integration Support

Transitional Solutions Inc. (TSI) is pleased to provide the Town of Barrhead with this quote for consulting services related to the review, transition planning, and integration support associated with the transition of Family and Community Support Services (FCSS) operations into the municipal framework.

TSI understands that the Town, alongside its municipal partners, is working toward the transition of FCSS governance and operations from the current external society model into a municipally administered structure.

The engagement will also require consideration of regional stakeholder relationships, partner municipality interests, and future advisory and governance coordination mechanisms associated with the transition process.

TSI further understands that the transition must be approached carefully to ensure continuity and stability of community-based FCSS services, alignment with municipal administrative processes, and appropriate governance and operational oversight throughout the transition period.

TSI has extensive experience supporting municipalities through organizational restructuring, governance reviews, interim municipal support, FCSS reviews, and operational transition initiatives. Our team brings practical municipal leadership experience and understands the operational, political, governance, and staffing considerations associated with organizational transition work.

Should you require any additional information, please do not hesitate to contact Tiffany at tiffany.edgecombe@tsi-inc.ca or 825-982-4986. We look forward to further discussing our proposal with you,

Respectfully,



Erica Thomas, MBA, Ec. D.
CEO, Transitional Solutions Inc.

1. Project Understanding

TSI understands that the Town of Barrhead and participating municipal partners are seeking support to:

- Assess the current operational and governance structure of the existing FCSS organization;
- Identify operational, governance, staffing, and administrative considerations associated with the transition;
- Support the stabilization and continuity of FCSS services during transition;
- Develop a practical transition and integration roadmap;
- Align FCSS operations with the Town’s municipal administrative framework; and
- Provide optional implementation and transition advisory support during the integration period.

TSI recognizes that organizational transition work of this nature requires a practical, measured, and collaborative approach. Maintaining continuity and stability of community-based FCSS services throughout the transition process, supporting staff through transition, clarifying governance structures, and ensuring alignment with municipal administrative practices are critical to the long-term success of the integration process.

TSI further recognizes the sensitive nature of organizational transition work and will conduct this engagement in a professional and confidential manner with appropriate discretion throughout the process.

2. Proposed Scope of Services

Phase 1 – Assessment & Stabilization Review

TSI will complete an initial review of the current FCSS organizational structure, governance model, administrative practices, and operational framework to identify key transition considerations and immediate operational priorities.

Activities May Include:

- Review of current governance and oversight structure;
- Review of existing administrative and operational processes;
- Review of staffing structure and reporting relationships;
- Review of available policies, agreements, contracts, and service arrangements;
- Review of financial and administrative oversight processes;
- Stakeholder interviews with municipal representatives and key FCSS personnel;
- Assessment of operational continuity considerations; and
- Identification of immediate transition-related risks and priorities.

Deliverables:

- Initial findings and observations summary;
- Identification of key transition considerations and operational risks;
- Stabilization and continuity recommendations; and
- Summary briefing with Administration.

Phase 2 – Transition Planning & Integration Support

Following completion of the review phase, TSI will work with the Town to develop a practical transition framework and implementation roadmap to support the integration of FCSS services into the municipal structure.

Activities May Include:

- Development of future-state governance recommendations;
- Review of reporting structure and organizational alignment considerations;
- Staffing integration and administrative alignment considerations;
- Review of compensation and benefits alignment considerations;
- Identification of policy and process integration requirements;
- Development of implementation sequencing and transition milestones;
- Support regarding transition communication considerations; and
- Preparation of transition recommendations and implementation roadmap.

Deliverables:

- Implementation considerations and priority action recommendations;
- Transition roadmap and implementation framework;
- Governance and organizational structure recommendations;
- Staffing and administrative integration considerations;
- Transition timeline and sequencing recommendations; and
- Final summary report and presentation to Administration and/or Council.

3. Optional Transition Implementation Support

At the Town's discretion, TSI can provide additional advisory support during implementation and transition activities following completion of the review and planning phases.

This support is intended to provide operational guidance and transition coordination assistance while maintaining municipal operational authority and decision-making responsibility within the Town's administrative structure.

Optional Support May Include:

- Transition coordination support;
- Administrative advisory support;
- Attendance at key meetings;
- Ongoing implementation guidance;
- Support related to governance transition activities;
- Remote and onsite advisory support as required.

Proposed Level of Support:

- Up to two (2) days per week equivalent;
- Combination of onsite and remote support;
- Support may commence beginning September 2026 and continue as required based on implementation needs and municipal direction.

Important Clarification:

Municipal operational authority, financial authority, staffing authority, and decision-making responsibility shall remain with the Town and designated municipal representatives at all times.

4. Project Team

TSI proposes the following core project team for this engagement:

Doug Lagore – Senior Municipal Advisor & Project Lead

Doug brings more than 40 years of senior municipal leadership experience, including extensive CAO, city administrator, official administrator, municipal inspection, governance, and organizational review experience. His background includes serving as CAO or senior executive for multiple municipalities and regional/public-sector organizations, along with TSI consulting work in intermunicipal collaboration, strategic planning, organizational reviews, CAO advisory services, FCSS needs assessment, and Municipal Affairs-designated assignments.

For this engagement, Doug’s experience is directly aligned to the Town’s need for practical, senior-level guidance through a sensitive FCSS transition. He has previously supported FCSS-related work, including the Town of Strathmore FCSS Needs Assessment, and has direct experience restructuring municipal services, advising municipalities through governance and administrative complexity, and identifying appropriate reporting, oversight, and implementation pathways.

Doug will lead the municipal governance, operational assessment, transition planning, and senior advisory components of the project. His role will include reviewing current governance and administrative arrangements, identifying transition risks and operational priorities, advising on the future municipal structure, and supporting the development of a practical integration roadmap that aligns FCSS operations with the Town’s municipal framework.

Tiffany Edgecombe – Organizational Transition and Change Management Advisor

Tiffany brings more than 15 years of experience leading organizational change, operational transition, stakeholder engagement, and systems integration initiatives across municipal and emergency services environments. Her experience includes supporting organizational restructuring, governance alignment, leadership transition, policy and process implementation, and operational change management within complex public-sector environments.

Tiffany specializes in the people-side of organizational transition, including stakeholder alignment, change adoption, communication, and team engagement. She has extensive experience facilitating organizational change through collaborative engagement processes, helping organizations navigate structural transition while maintaining operational continuity and supporting staff through change.

Her background in systems analysis, governance implementation, and cross-functional organizational alignment will support the Town’s transition planning, stakeholder engagement, organizational integration, and implementation activities throughout the engagement.

ADDITIONAL TSI SUBJECT MATTER EXPERTISE MAY BE INCORPORATED AS REQUIRED, INCLUDING MUNICIPAL FINANCE, GOVERNANCE, ORGANIZATIONAL STRUCTURE, AND OPERATIONAL ADVISORY SUPPORT.

5. Proposed Schedule

TSI understands the Town is seeking timely support related to FCSS transition planning and organizational integration activities. Subject to project authorization, stakeholder availability, and access to relevant information, TSI proposes the following schedule:

<i>Phase</i>	Estimated Timeline
<i>Project Initiation & Information Review</i>	June 2026
<i>Stakeholder Meetings & Assessment Activities</i>	June – July 2026
<i>Transition Planning & Draft Recommendations</i>	July – August 2026
<i>Final Report & Presentation</i>	By End of August 2026
<i>Optional Transition Implementation Support</i>	Beginning September 2026, as required

TSI will work collaboratively with Administration to refine timelines as required to support operational priorities, stakeholder availability, and municipal scheduling considerations.

6. Fees

Fixed Fee – FCSS Transition Review & Integration Support

TSI proposes a fixed-fee approach for the assessment, transition review, and integration planning components of this engagement. The proposed fee includes all activities and deliverables associated with Phases 1 and 2 of the project, including stakeholder engagement, operational and governance review activities, transition planning, final reporting, and presentation of findings and recommendations. The fixed-fee structure is intended to provide clarity and predictability for the Town throughout the engagement.

<i>Scope Component</i>	Fee
<i>Phase 1 – Assessment & Stabilization Review</i>	Included
<i>Phase 2 – Transition Planning & Integration Support</i>	Included
<i>Final Report & Presentation</i>	Included
Total Fixed Fee	\$28,500.00 + GST

*NOTE – travel costs associated with on-site engagement will be billed to the Town at cost.

Optional Transition Implementation Support

TSI recognizes that organizational transition and municipal integration initiatives often require additional implementation support following completion of the assessment and planning phases. Maintaining access to external advisory support during the early stages of implementation can assist municipalities in managing transition-related risks, maintaining continuity of operations and services, supporting governance alignment, and ensuring that transition activities remain consistent with the approved implementation framework.

For organizational transitions of this nature, continued advisory support during the initial implementation period is commonly beneficial to assist Administration in addressing emerging operational considerations, stakeholder questions, implementation sequencing, and organizational alignment matters as they arise throughout the transition process.

TSI can provide optional transition implementation support beginning September 2026 to assist the Town throughout the early stages of integration and implementation activities.

<i>Optional Support Component</i>	Fee
<i>Transition Advisory Support (up to 2 days/week equivalent)</i>	\$7,500/month + GST
<i>All travel related expenses (mileage, accommodation, meals, etc.)</i>	Billed at cost

Additional support requirements beyond the included level of effort may be addressed through a mutually agreed scope amendment or additional consulting rates.

7. Assumptions

This quote is based on the following assumptions:

- The Town will provide access to relevant available documentation and information required to complete the engagement;
- Key stakeholders will participate in interviews and meetings as reasonably required;
- The Town will coordinate access to appropriate municipal and FCSS representatives;
- Legal review and legal advice remain the responsibility of the Town’s legal counsel;
- Existing financial information provided to TSI will be relied upon as presented;
- The engagement is advisory and facilitative in nature.

8. Exclusions

The following items are specifically excluded from this scope unless otherwise agreed in writing:

- Forensic accounting or audit services;
- Legal review or legal opinions;
- Workplace investigations;
- Collective bargaining support;
- Formal HR disciplinary processes;
- Financial certification or assurance services;
- Assumption of operational, financial, or statutory authority of the municipality or FCSS organization;
- Full-time interim executive or operational management services beyond the optional advisory support outlined herein.



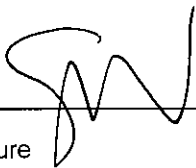
**CFYE Regular Board Meeting Minutes
Thursday March 19, 2026
1:00 – 4:00 PM
Community Futures Yellowhead East**

In Attendance:	Serena, Patricia, Esther, Tyson, DecolynneJo, Charmaine, Ed
Virtual Attendance:	Terry
Regrets:	Grant, Kerri
1) Call to Order	Meeting Called to Order: Board Chair: Serena Lapointe called the meeting to order at 1:06 PM
2) Consent Agenda	2.0 Adoption of Consent Agenda <u>Motion # 89</u> Moved by: Patricia MacNeil <i>Motion to accept the consent agenda as provided</i> <p align="right">CARRIED</p>
3) Regular Agenda	3.0 Adoption of Regular Meeting Agenda: <u>Motion # 90</u> Moved by: Patricia MacNeil <i>Motion to accept the agenda as provided</i> <p align="right">CARRIED</p>
4) Chair Report	4.1 CFYE 1 – Year Contract Extension <u>Motion # 91</u> Moved by: Charmain Botros <i>Motion to accept Board Chair report as information</i> <p align="right">CARRIED</p> 4.2 CFNA Board Chair & Managers Meeting <u>Motion# 92</u> Moved by: Patricia MacNeil <i>Motion made directing the Executive Director to develop a briefing note for the board members to support consistent messaging on the one-year extension (rather than a renewal) of the Prairies Can contract and its impact on staff retention, particularly in rural communities.</i> <p align="right">CARRIED</p>
5) IRC Updates	5.1 Legal Updates – N/A <u>Motion # 93</u> Moved by: Charmaine Botros <i>Motion to accept IRC Legal updates as provided. Recommendation to bring IRC Report ahead of Chairs report, to allow staff the option to leave the meeting as required.</i> <p align="right">CARRIED</p> 5.2 Youth Loan Program <ul style="list-style-type: none">• Policy Update• Staff Request <u>Motion # 94</u> Moved by: Tyson Bergsma <i>Motion made directing ED to create a new Youth Loan Policy Draft, to include a provision for staff, board and family the ability to apply for the loan. Ed is to bring back the draft to board for final decision.</i> <p align="right">CARRIED</p>

<p>6) Old News</p>	<p>6.1: Virtual Board Training Update</p> <ul style="list-style-type: none"> • Cost, Registered #, Overview <p><u>Motion # 95</u> Moved by: Ed Gifford <i>Motion to accept as per discussion and information shared.</i></p> <p style="text-align: right;">CARRIED</p> <p>6.1 Recommendations provided to share with facilitator: Consideration of Bandwidth for some participants, more time spent in breakout rooms, change the groups up, rather than keeping the same, much of the workbook content had spelling errors, and material that was outdated.</p> <p>6.2: Business Proposal Update - Small Business Incubator Discussion held regarding next steps with the Business Incubator project. Board Members requested some additional background information regarding the project. ED to provide to board members</p> <p>6.3: RIAMS – Project Update Discussion held regarding some councils either not understanding the project and the benefits and or those councils who are not taking advantage of the program material.</p> <p>Board requested background information be provided to the new board members to get a better understanding of the program to be able to share with their council</p> <p>Board discussion held around having ED and RIAMS Consultant put together some additional information to possibly share with council and possible in person presentations. ED to discuss with RIAMS Consultant the information that came from the meeting.</p> <p>6.4: Lemonade Day Discussion held, asking for board members to go back to their council to confirm participation this year. Request went out to councils awhile back, still waiting to hear back from a few.</p> <p>6.5 CED Position Update: Discussion held</p> <p>6.6 Tenant Update – ED updated board that the tenant had moved all her belongings from the building.</p> <p><u>Motion # 96</u> Moved by: Esther Sonnen berg <i>Motion to accept Old News report as information</i></p> <p style="text-align: right;">CARRIED</p>
<p>7) New Business</p>	<p>7.1 HR – Bereavement Policy – RFP Provided</p> <p><u>Motion # 97</u> Moved by: Patricia MacNeil <i>Motion made directing the ED to develop a Bereavement Policy, based on the median criteria outlined in the RFP document, with the inclusion of provisions for critical illness, additional leave for travel exceeding 300 kilometers, and a clause subject to management discretion, for final approval.</i></p> <p style="text-align: right;">CARRIED</p>

	<p>7.2 - ED Invitation RRRF Program-</p> <p>7.3 Fall Symposium – CFYE Host Office – Pre-Symposium Event</p> <p><u>Motion # 98</u> <u>Moved by: Tyson Bergsma</u> <i>Motion to accept as information.</i></p> <p style="text-align: right;">CARRIED</p> <p>7.4 Ongoing Board Training Discussion</p> <ul style="list-style-type: none"> • Orientation Process, Areas of Interest • Method of Delivery <p><u>Motion # 99</u> <u>Moved by: Esther Sonnenberg</u> <i>Motion made requesting ED to provide board members with a list of organizational acronyms and an Org Chart</i></p> <p style="text-align: right;">CARRIED</p> <p>7.5 ED Annual Performance Review – 8 year anniversary May</p> <p><u>Motion # 100</u> <u>Moved by:</u> <i>Motion made requesting ED to share the different 360 performance review templates with the board members, so board members can review and provide information back to Board Chair as soon as possible on their recommended template to be used for ED's 8 year review due in May.</i></p> <p style="text-align: right;">CARRIED</p>
<p>8) In Camera</p>	<p>8.0 In Camera: N/A</p>
<p>9) Roundtable</p>	<p>9.0 Stakeholder Roundtable:</p> <p>Swan Hills: Terry shared information regarding the school and pool roofs being damaged in the last wind storm.</p> <p>Woodlands County: Patricia shared information gained at RMA conference, regarding the GOA, having implemented and new AI Acadamey.com site, as well shared information regarding the difference between men and women’s adaptation to AI and the risk it is posing to women. Whitecourt/Woodlands collective meeting was very positive.</p> <p>Mayerthorpe: Esther shared information regarding the MP meeting in relation to Mayerthorpe 100 year anniversary, as well as challenges with their meeting with RCMP and increases in cost of maintaining RCMP policing contract.</p> <p>Barrhead County: Tyson shared County looking at By-laws in relation to AI Data Centres, as well shared similar concerns with new rcmp policing contract</p> <p>AB Beach: DecolynneJo shared that her business is expanding to include a second business, as well as an online store and a pop up in New Brunswick, as well her interest in looking for land to possibly expand further.</p>
<p>TOB Regular Council Agenda Package</p>	<p>Page 106 of 111</p>
	<p>June 9, 2026</p>

	<p>Onoway: Ed shared his oil/gas business is facing challenges with the oil/gas volatility. Shared information from his role as the Ag Chair for Lac Ste Anne County and the concern regarding the province being short 1000 vets in Alberta, and the universities looking at increasing space for enrollment.</p> <p>Barrhead: Charmaine shared the town has approved a new Chicken Byaw, as well as shared information regarding the number of different training sessions she has participated in over the past month.</p> <p>Whitecourt: Serena shared information about a local business owner adding;</p>
<p>10) Correspondence</p>	<p>10.0 Correspondence: - N/A</p>
<p>11) Adjournment</p> <p>12) Next Meeting</p>	<p>11.0 Meeting Adjourned: 4:00 PM</p> <p>12.0 No April Meeting – Next Meeting: MAY 21, 2026</p>

Signature 

Date May 21/26

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: June 9, 2026

Re: Access to Information Bylaw

1.0 PURPOSE:

To present Council with Bylaw No. 06-2026, Access to Information, and to seek Council's approval through all three readings.

2.0 BACKGROUND AND DISCUSSION:

The proposed bylaw establishes the municipal administrative structure for access to information and privacy under Alberta's Access to Information Act and Protection of Privacy Act. It designates the Chief Administrative Officer as the Head of the public body and provides fees in accordance with the provincial regulation. The draft is intended to give the Town a clear process for handling requests and privacy administration and brings the Town into compliance under both Acts.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Council may choose to give first reading to the bylaw as presented

3.2 Council may choose to refer the bylaw back to administration for revision.

4.0 FINANCIAL IMPLICATIONS:

The bylaw may create minor administrative costs associated with request processing, records management, training, and fee administration. Any fees collected may offset some of those costs where permitted under the provincial framework.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

There are little implications resulting from the passing of this Bylaw. Administration, Finance, and Legislative Services will likely have the greatest operational involvement to communicate and share the bylaw internally and with the public.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The bylaw supports compliance with Alberta's *Access to Information Act* and *Protection of Privacy Act* and aligns municipal administration with provincial requirements.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

This bylaw may be of public interest because it relates to openness, privacy protection, and access request fees. Clear designation of the Head and a consistent fee structure may improve accountability and public confidence.

8.0 ATTACHMENTS:

8.1 Proposed Bylaw 06-2026 Access to Information

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council pass all three readings to Bylaw No. 06-2026, Access to Information as presented.

10.0 PROPOSED MOTION(S):

That Council gives first reading to Bylaw No. 06-2026, Access to Information.

That Council gives second reading to Bylaw No. 06-2026, Access to Information.

That Council presents Bylaw No. 06-2026, Access to Information for third reading.

That Council gives Bylaw No. 06-2026, Access to Information third and final reading.

(original signed by the CAO)
Collin Steffes
CAO

TOWN OF BARRHEAD

BYLAW NO. 06-2026

ACCESS TO INFORMATION

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, in the province of Alberta, to establish Access to Information and the Protection of Privacy Acts related administrative Structures and Fees.

WHEREAS Section 7 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, provides that a council may pass bylaws for municipal purposes;

AND WHEREAS under the authority of, and subject of the provisions the *Access to Information Act* s.87, 98(a) and the *Protection of Privacy Act* s.55, as amended (hereinafter referred to as "ATIA and POPA"), Town of Barrhead Council designates a person or group of persons as the head of the local public body for the purposes of these Acts.

AND WHEREAS, under the authority of and subject of the provisions the *Access to Information Act* s.96, 98(b), Council may set fees the local public body requires to be paid for services rendered;

NOW THEREFORE the Council of the Town of Barrhead, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

This Bylaw shall be referred to as the "**Access to Information Bylaw**"

2. PURPOSE

The purpose of this Bylaw is to establish the administrative structure in relation to the *Access of Information Act* and the *Protection of Privacy Act* and to set fees thereunder.

3. DEFINITIONS

In this Bylaw, unless otherwise specified, the words used in this Bylaw have the same meaning as defined in the *Access to Information Act* and the *Protection of Privacy Act*.

- a) "**Applicant**" means a person who makes a request for access to a record under section 1 of the *Access to Information Act*;
- b) "**ATI Coordinator**" means a designated official within an Alberta public body responsible for administering the *Access to Information Act*;
- c) "**ATIA and POPA**" refers to the *Access to Information Act* Statutes of Alberta, 2025 Chapter A-1.4 and *Protection of Privacy Act*, Statutes of Alberta, 2024 Chapter P-28.5 as amended.
- d) "**Chief Administrative Officer**" means the chief administrative officer of the Town or delegate;
- e) "**Council**" means the Council of the Town of Barrhead in the Province of Alberta;
- f) "**Employee**" Includes a person who performs a service for the Town as an appointee, volunteer or student or under a contract or agency relationship with the Town;
- g) "**Head**" means a head as defined in the *Access to Information Act*;
- h) "**Privacy Officer**" means an individual designated by the head of a public body to oversee the organization's overall privacy compliance under the *Protection of Privacy Act*;
- i) "**Town**" means the municipal corporation of the Town of Barrhead including any board, committee or commission, panel agency or corporation that is created or owned by the Town of Barrhead and all members or officers appointed or chosen by the Town of Barrhead.

4. DESIGNATED HEAD

- a) The Chief Administrative Officer for the Town of Barrhead is appointed as Head for the purposes of the ATIA and POPA.

5. FEES AND CHARGES

- a) Where an applicant is required to pay a fee for services to which the Access to Information Act, SA 2024, c A-1.4, and the *Protection of Privacy Act*, SA 2024, c P-28.5 apply, the fee payable is the maximum set out in the *Access to Information Act Regulation*, Alberta Regulation 133/2025, Schedule 1: Fees, as amended or repealed and replaced from time to time.

6. GENERAL

- a) This Bylaw shall take full force and effect on the day of its final passing.

Read a first time this 9 day of June 2026

Read a second time this 9 day of June 2026

Read a third time, by unanimous consent, this 9 day of June 2026

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes