



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, APRIL 22, 2025 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 – April 8, 2025
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 p.m. Michelle Jones, Executive Director, Community Futures Yellowhead East
 - (b) Delegation at 5:45 p.m. Sheldon Flett, Director of Public Works
6. Old Business
 - (a) Ripple Connection Requests
7. New Business
 - (a) Funding Sponsorship Request – Lazy Daze Light Horse Club
 - (b) Policy 27-001, Health and Safety Policy Revision
 - (c) Financial Statement Report to March 31, 2025
 - (d) Monthly Bank Statement for the month ended March 31, 2025

8. Reports

- (a) Public Library Report – Cr. Rod Klumph
- (b) FCSS and Indigenous Committee Reports – Cr. Anthony Oswald
- (c) Municipal Planning Commission – Cr. Sawatzky and Cr. Anthony Oswald

9. Minutes

- (a) There are no Minutes

10. Bylaw

- (a) Procedures Bylaw Amendment – Bill 20

11. Correspondence Item

- (a) No Correspondence to Review

12. For the Good of Council

13. Tabled Items

14. Closed Session

15. Adjourn

PRESENT Mayor McKenzie, Crs: T. Assaf , D. Kluin, R. Klumph, A. Oswald, D. Sawatzky and D. Smith

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

OTHERS Barry Kerton, Barrhead Leader

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

AGENDA The agenda was reviewed.

095-25 Moved by Cr. Assaf that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of March 25, 2025, were reviewed.

096-25 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of March 25, 2025 be approved as presented.

CARRIED UNANIMOUSLY

JOINT ELECTION AGREEMENT WITH PEMBINA HILLS SCHOOL DIVISION

That Council authorize an Agreement between the Town and Pembina Hills School Division to hold a Joint Election on October 20, 2025.

097-25 Moved by Cr. Sawatzky that Council authorize the Agreement between the Town and Pembina Hills School Division to hold a Joint Election on October 20, 2025, in conjunction with the 2025 municipal election.

CARRIED UNANIMOUSLY

2025 MUNICIPAL ELECTION SPECIAL BALLOTS

That Council approve the offering of Special Ballots during the October 20, 2025, municipal election.

098-25 Moved by Cr. Klumph that Council approve the offering of Special Ballots during the October 20, 2025, municipal election.

CARRIED UNANIMOUSLY

099-25 Moved by Cr. Assaf that Council approve that applications for Special Ballot packages be accepted by any of the following methods: in writing, by telephone, by fax, in person, by email for the October 20, 2025, municipal election.

CARRIED UNANIMOUSLY

100-25 Moved by Cr. Klumph that completed Special Ballot Packages be accepted until closing of the voting station on election day for the October 20, 2025, municipal election

CARRIED UNANIMOUSLY

**2025 MUNICIPAL ELECTION –
INSTITUTIONAL VOTING
STATIONS**

For Council to establish institutional voting stations for the October 20, 2025, municipal election.

101-25 Moved by Cr. Oswald that Council designate the following locations for Institutional Voting Stations for the October 20, 2025, municipal election:

- Shepherd’s Care – Time to be determined
- Keir Care Centre – Time to be determined
- Barrhead Healthcare Centre - Time to be determined
- Hillcrest – Time to be determined
- Jubilee Manor – Time to be determined
- Golden Crest - Time to be determined
- Klondike Place - Time to be determined

The times of the institutional votes will be determined by the Town’s Returning Officer and coordinated with the various Facility Managers.

CARRIED UNANIMOUSLY

**2025 MUNICIPAL ELECTION –
ADVANCE VOTING
STATIONS**

For Council to authorize an advance vote for the October 20, 2025, municipal election.

102-25 Moved by Cr. Smith that Council authorize Administration to hold an Advance Vote for the October 20, 2025, municipal election.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of March 25, 2025, were reviewed:

- Agricultural Society

103-25 Moved by Cr. Klumph that the Agricultural Society Report to Council presented by Cr. Oswald as of April 8, 2025, be accepted as information.

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services – December 23, 2024
- Barrhead & District Family & Community Support Services – February 4, 2025
- Barrhead & District Family & Community Support Services – February 20, 2025
- Community Futures Yellowhead East – February 20, 2025

104-25 Moved by Cr. Assaf that the Minutes to Council be accepted as information and as presented.

- Barrhead & District Family & Community Support Services – December 23, 2024
- Barrhead & District Family & Community Support Services – February 4, 2025
- Barrhead & District Family & Community Support Services – February 20, 2025
- Community Futures Yellowhead East – February 20, 2025

CARRIED UNANIMOUSLY

**BYLAW 03-2025, PROPERTY
TAX BYLAW**

Proposed Bylaw 03-2025, the Property Tax Bylaw, was presented.

105-25 Moved by Cr. Smith that Council give Bylaw 03-2025, the Property Tax Bylaw, first reading.

CARRIED UNANIMOUSLY

106-25 Moved by Cr. Sawatzky that Council give Bylaw 03-2025, the Property Tax Bylaw, second reading.

CARRIED UNANIMOUSLY

107-25 Moved by Cr. Oswald that Council give Bylaw 03-2025, the Property Tax Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

108-25 Moved by Cr. Assaf that Council give Bylaw 03-2025, the Property Tax Bylaw, third reading.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Asaf gave kudos to the 90+ year young residents’ birthdays at Hillcrest. It was a fun and entertaining event. Crs. Smith and Oswald were also in attendance and they were pleased to have good conversations with the children of the residents.

Cr. Oswald gave a shout out to the FCSS staff, volunteers, and groups for completing a successful Food Drive. Crs. Sawatsky echoed the compliments.

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

109-25 Moved by Cr. Smith that Council go in closed session at 5:50 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

110-25 Moved by Cr. Sawatzky that the Council come out of closed session at 6:27 p.m.

CARRIED UNANIMOUSLY

OFFER TO SELL EXTENSION

111-25 Moved by Cr. Assaf that Council approve an extension on the Offer to Sell Agreement for Part of S.E. 29-59-03-W5, and Lot 1, Block 1, Plan 1323264 (containing in total 11.059 acres, more or less), to January 31, 2026.

CARRIED UNANIMOUSLY

ADJOURN

112-25 Moved by Cr. Klumph that the Council Meeting be adjourned at 6:28 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

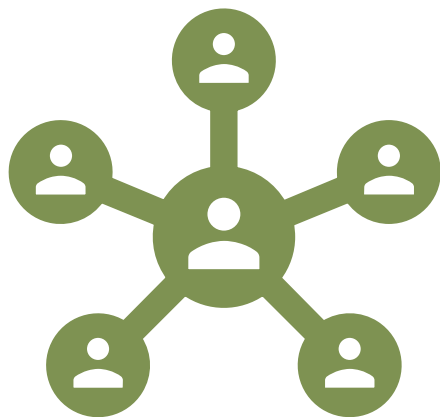
CAO, Collin Steffes



- 2024-2025
- Annual Review

Community Futures

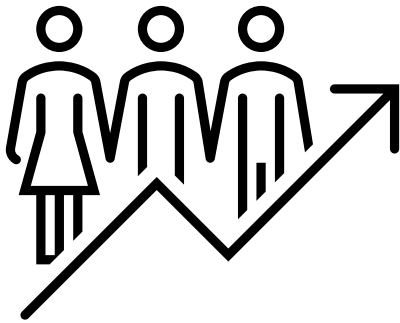
Yellowhead East



Community Futures Is:

Canada's Largest
Community
Economic Development
Network!

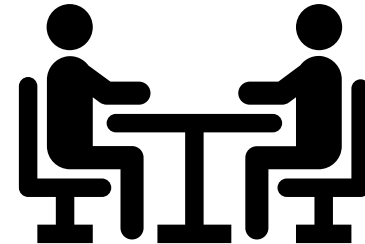
DELIVERING RESULTS – DRIVING ECONOMIC DEVELOPMENT



- Business Support



Economic Growth



Regional Strategy

CFYE Board of Directors:

- A diverse team of experienced and trusted elected officials, accountable to its stakeholders for governance of the organization, sound lending best practices and accountability of public funds, while providing the over arching strategic direction of operations.



CFYE Milestones & Achievements



Regional Business Growth

- Business Development
- Job Creation
- Business Training
- Business Advisory Services



Economic Diversification

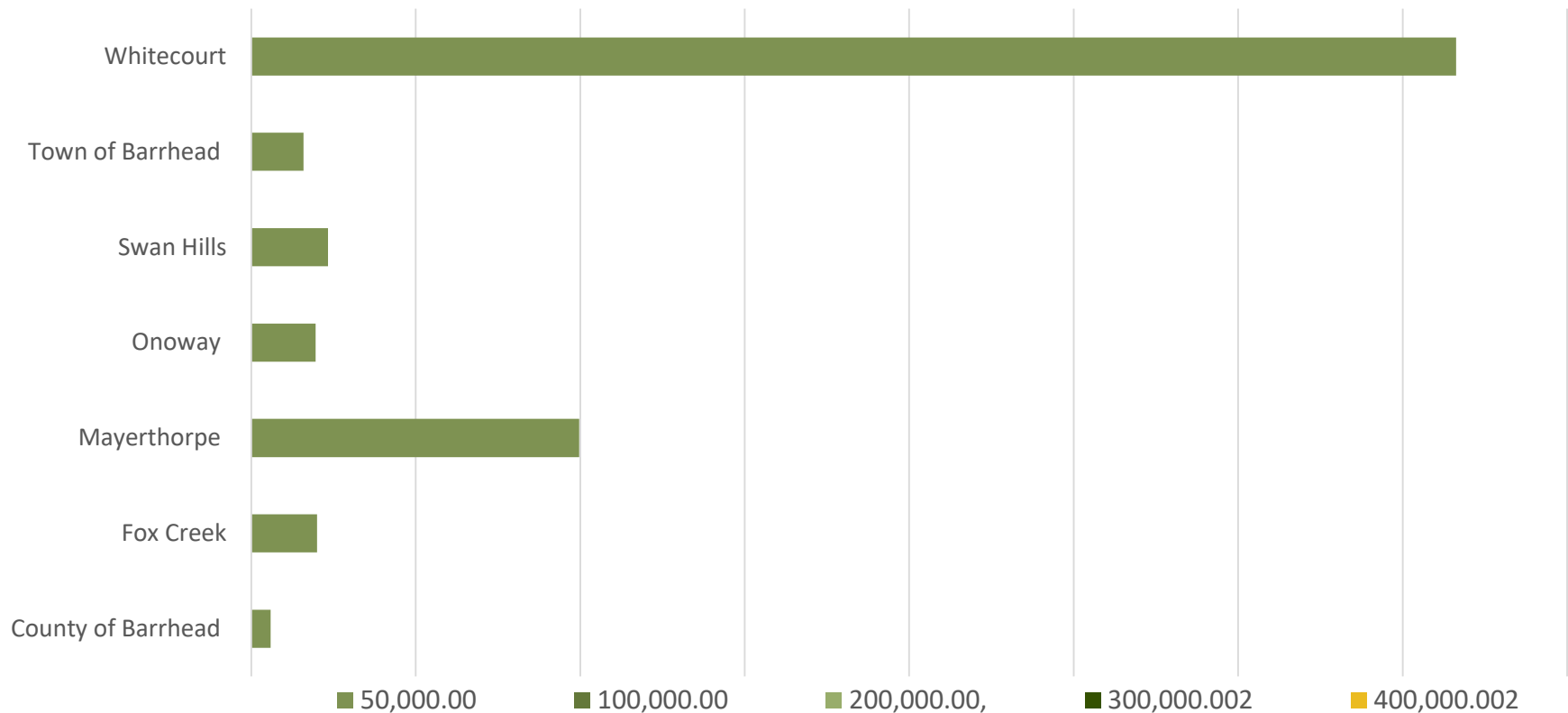
- Demographic Diversity
- Economic Diversity
- Economic Investment
- Risk Tolerance



Community Commitment

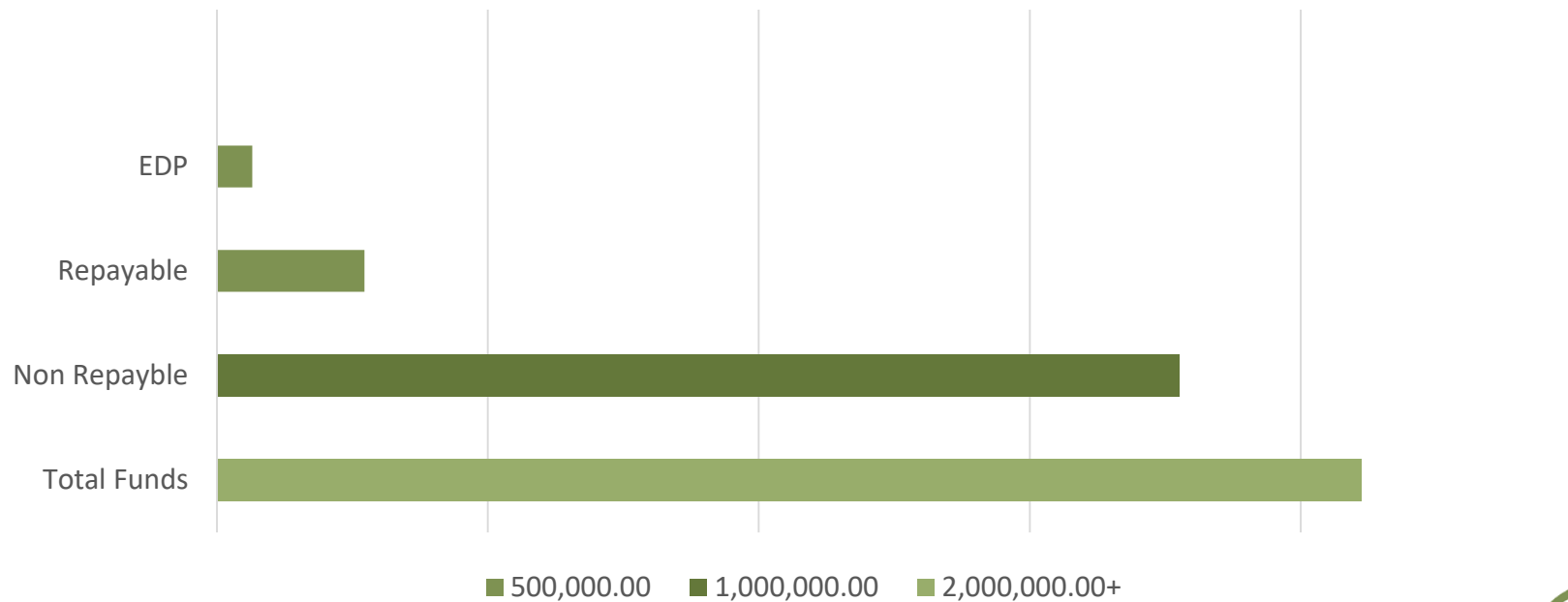
- Regional Partnerships
- Stakeholder Investment
- Economic Impact

CFYE Regional Investment



OPPORTUNITY FOR INVESTMENT

CFYE Investment Pool





The Economic Landscape

- Key regional stats and trends driving our planning.

Resilience

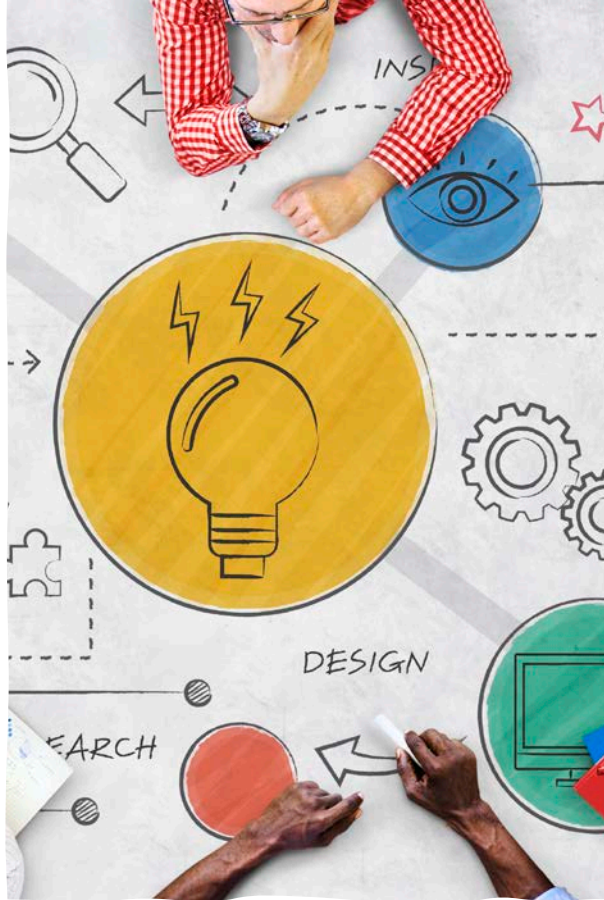
- Strengthening local economies and building adaptive capacity.





Sustainability

- Supporting smart, inclusive growth and long-term viability.



Economic
Growth
Investment .
Attraction .

- Encouraging innovation, small business, and investment.



Community Futures

Yellowhead East

Future Direction

- New initiatives | Regional strategy | Workforce development



Call to Action / Engagement

- Be a champion. Be an advocate. Help build our future.



REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay

Date: April 22, 2025

Re: Ripple Connection Requests

1.0 **BACKGROUND:**

Vernice Aiken from the Ripple Connection met with Council on March 11, 2025, to discuss government cutbacks and possible areas of financial support.

Council made the following motion:

Moved by Cr. Oswald that Council direct Administration to investigate areas of possible support for the Ripple Connection.

Carried Unanimously

Administration has researched the following two options of financial support, with the noted outcomes:

1. Listing the Ripple Connection as an additional insured under the Town's insurance policy.

Several years ago, the Town was required to remove all of the additional insureds from their policy. Administration recently inquired with our insurance company whether or not we were able to add insureds under our policy again, and we were told we are not. However, the Ripple Connection can apply for their own insurance policy through our provider if they choose. This information has been provided to the Ripple Connection.

2. Adding the Ripple Connection under our utility umbrella.

Administration discussed this possibility with our utility provider and we could add the Ripple Connection under our umbrella. They would not see any kind of savings for the gas portion of their utility bills; however, they could expect a savings of approximately \$34.00 per month (based on their February power bill) on their power bills.

The Town currently has the following four organizations listed under our utility umbrella:

- Barrhead & District Historical Society
- Barrhead & District Family & Community Support Services
- Barrhead Curling Club
- Blue Heron Support Services Association

ADMINISTRATIONS RECOMMENDATION:

Any time an organization is listed under the Town's utility umbrella, if a default occurs on their gas or power bills, the unpaid bill is ultimately the responsibility of the Town.

Administration does not recommend accepting this liability on behalf of the organization based on the limited savings it will result in.

2.0 ALTERNATIVES:

Council can endorse or decline adding the Ripple Connection under the Town's utility Umbrella, with the understanding that if they are added, the Town is ultimately responsible for any default in their utility payments.

3.0 FINANCIAL IMPLICATIONS:

The Town would be responsible for any default in the Ripple Connection's utility payments if they are added under the Town's utility umbrella.

4.0 INTERDEPARTMENTAL IMPLICATIONS:

None anticipated.

5.0 SENIOR GOVERNMENT IMPLICATIONS:

None anticipated.

6.0 POLITICAL/PUBLIC IMPLICATIONS:

Providing support to external agencies to serve the community provides positive optics.

7.0 ATTACHMENTS:

None

8.0 RECOMMENDED MOTION:

That Council declines adding the Ripple Connection to the Umbrella Policy to avoid potential liability with future unpaid utilities.

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay

Date: April 22, 2025

Re: Financial Sponsorship Request from Lazy Daze Light Horse Club

1.0 PURPOSE:

For Council to consider the Financial request sponsorship request to the Lazy Daze Light Horse Club for their Annual Fall and Flingy Barrel Jackpot event September 6 and 7th, 2025.

2.0 BACKGROUND AND DISCUSSION:

This is the 7th annual event, bringing approximately 200 competitors of all ages to the Town from all over Alberta for the two-day event. With competitors' families, a large number of visitors will be coming to the community.

The event is free to the public to attend and watch the competitions; and the sponsorship will be used to support the event.

Sponsorship can be in the form of a monetary gift or a prize for the silent auction.

ADMINISTRATIVE RECOMMENDATION:

As support for this type of initiative is already budgeted and available and it directly contributes to tourism and activities occurring in the community, as well as drawing visitors, that Council endorse some form of monetary sponsorship.

3.0 ALTERNATIVES:

- 3.1 Council may direct Administration to provide monetary support through the Grants to Community Organizations (Miscellaneous) funding budget. There are funds available in this account.
- 3.2 Council may direct Administration to provide a prize to the organization for the silent auction.
- 3.3 Council may accept the request as information and provide no support to the event.

4.0 FINANCIAL IMPLICATIONS:

Funds will be derived from the Grants to Community Organizations fund, and/or from our promotional items.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Public perception of supporting local events that draw visitors to the community.

8.0 ATTACHMENTS:

8.1 Request for funding.

9.0 RECOMMENDATION:

That Council directs Administration to provide support to the Lazy Daze Light Horse Club with monetary sponsorship as determined.

(original signed by the CAO)

Collin Steffes
CAO

Date:

Dear:

On behalf of the Lazy Daze Light Horse Club, we would like to request a sponsorship in support of our 7th Annual Fall and Flingy Barrel Jackpot which is held at the Barrhead Ag Grounds on September 6th/7th 2025

Any sponsorship would be greatly valued to help make our event the best it can be! We are seeking both monetary sponsorships to help put on our event as well as items for our silent auction. Your business or company will be verbally recognized at our event, as well as advertised on our Facebook event page. We will also display any banners or signs around the arena if you have one available. Your name will be exposed to all the riders and their families as well as the spectators. Last year we had approx. 200 competitors of all ages and their families from all over Alberta come out for the weekend. Our event is free to come and watch, there will be barrels, poles and some other fun action filled events!!

We would be pleased if you would consider the Fall & Flingy Barrel Jackpot as a worthwhile opportunity to promote your business throughout central Alberta and to support this popular family orientated event. If you are providing us with a prize item or money contribution, your donation will be tax deductible and receipts will be issued, if requested, as we are a registered non-profit society.

Cheques may be made payable to the Lazy Daze Light Horse Club, e-transfers can be sent to lazydazehc@yahoo.com (put sponsorship in the comments)

Please do not hesitate to contact us for further information. In helping to reduce costs and with consideration for the environment, please consider this letter as our personal thanks for your generosity. We very much appreciate your support!

Yours Sincerely, Lazy Daze Light Horse Club

Contacts:

Monica Kippers Ph:780-305-9665

Rachel Paradis Ph:780-305-4699

Jordan Branden Ph:780-254-0008

Box19 Site2 RR3, Barrhead AB, T7N 1N4

Sponsorship Levels

Platinum \$1500+

Gold \$1000-\$1499

Sliver \$500-\$999

Bronze \$100-\$499

Copper under \$100

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes, CAO

cc: File

Date: April 22, 2025

Re: Policy 27-001, Health and Safety Policy Review Date

1.0 PURPOSE:

To approve Policy 27-001, Health and Safety Policy Review Date.

2.0 BACKGROUND AND DISCUSSION:

Health and Safety COR Auditing with AMHSA : To award the full points within the audit, the policy must be **signed by the current senior manager**, and must include:

A declaration of management commitment to health and safety that addresses physical, psychological, and social well-being. General health and safety responsibilities of managers, supervisors, workers and contractors. The expectation that employees will comply with applicable legislation and the organization's own health and safety standards.

3.0 ALTERNATIVES:

3.1 That Council approves the review date for Policy 27-001, Health and Safety Policy, as presented.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Town of Barrhead Health and Safety Policy 27-001

9.0 RECOMMENDATION:

That Council approves the review date for Policy 27-001, Health and Safety Policy as presented.

(original signed by the CAO)

Collin Steffes
CAO

Town of Barrhead Health and Safety Policy



The Town of Barrhead's most valuable asset are its employees; therefore, we are committed to the protection of their physical, Psychological and social well being.

Employees at every level are responsible and accountable for the municipality's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence expected by the Town of Barrhead.

Management will set an example and provide leadership in the health and safety program. Supervisors will set safe work practices and procedures, and provide proper equipment and training. Employees are responsible for following all procedures, as well are expected to observe the Alberta Occupational Health & Safety Act, Regulation and Code.

Contractors and their employees are expected, in addition to observing the Alberta Occupational Health & Safety Act, Regulation and Codes, to be familiarized and comply with the Town of Barrhead Health & Safety Policies, Directives, Safe Work Practices and Procedures.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal.

David McKenzie, Mayor

Collin Steffes, CAO

October 13, 2020
Council Approval Date

Review Date

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

cc: File

Date: April 22, 2025

Re: Financial Statement Reports to March 31, 2025

1.0 PURPOSE:

For Council to accept the Financial Statement Report to March 31, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with interim financial information to provide some insight on the Town's financial activities for both the operational and capital budgets.

3.0 ALTERNATIVES:

3.1 Council receives the Financial Statement Reports to March 31, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Financial Statement Report to March 31, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:


- 8.1 Financial Statement Report to March 31, 2025
- 8.2 Operating Financial Statement by Department for the three months ending March 31, 2025
- 8.3 Operating Financial Statement by Category for the three months ending March 31, 2025
- 8.4 Net Municipal Requirements – Operating for the three months ending March 31, 2025
- 8.5 Assets & Liabilities for the three months ending March 31, 2025
- 8.6 Capital Financial Statement by Department for the three months ending March 31, 2025
- 8.7 Capital Financial Statement by Category for the three months ending March 31, 2025


9.0 RECOMMENDATION:


Council accepts the Financial Statement Reports to March 31, 2025, as information.


(original signed by the CAO)


Collin Steffes
CAO


	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by DEPARTMENT			
3		For the Three Months Ending March 31, 2025			
4		Mar	2025		
5		2025	Budget	Variance	Variance %
6	REVENUES				
7	Taxes		-7,521,270	-7,521,270.00	0.00%
8	Franchise, Interest, Tax Penalties	-384,329.82	-1,284,000	-899,670.18	29.93%
9	Council	-1,275.88	-6,000	-4,724.12	21.26%
10	Administration	-41,409.77	-74,980	-33,570.23	55.23%
11	RCMP	-5,500.00	-45,340	-39,840.00	12.13%
12	Fire	-204,642.50	-976,290	-771,647.50	20.96%
13	ERC	-7,175.00	-28,700	-21,525.00	25.00%
14	Town Fire/Town ERC		-1,000	-1,000.00	0.00%
15	Disaster Services		-50	-50.00	0.00%
16	Enforcement Services	-12,859.81	-30,850	-17,990.19	41.68%
17	Public Health		-10,060	-10,060.00	0.00%
18	Common Services	-7,876.20	-22,250	-14,373.80	35.40%
19	Roads	1,641.20	-202,920	-204,561.20	(0.81%)
20	Water	-500,857.31	-3,043,280	-2,542,422.69	16.46%
21	BRWC		-50,000	-50,000.00	0.00%
22	Sewer	-122,305.44	-808,500	-686,194.56	15.13%
23	Trade Waste	-40,025.66	-242,410	-202,384.34	16.51%
24	Landfill	-52,369.84	-339,520	-287,150.16	15.42%
25	Recycle	-44,402.85	-244,230	-199,827.15	18.18%
26	New Landfill		-5,050	-5,050.00	0.00%
27	FCSS	-101,691.51	-406,770	-305,078.49	25.00%
28	Cemetery	-6,700.00	-22,650	-15,950.00	29.58%
29	Development	-3,160.22	-34,600	-31,439.78	9.13%
30	Subdivision		-75,000	-75,000.00	0.00%
31	Recreation Administration	-2,220.67	-64,280	-62,059.33	3.45%
32	Arena	-75,137.79	-380,220	-305,082.21	19.76%
33	Pool	-89,602.81	-518,030	-428,427.19	17.30%
34	Parks		-171,720	-171,720.00	0.00%
35	Rotary Park		-17,500	-17,500.00	0.00%
36	Bowling Alley	-3,987.20	-4,080	-92.80	97.73%
37	Curling		-14,750	-14,750.00	0.00%
38	Tourism		-5,500	-5,500.00	0.00%
39	Twinning		-4,350	-4,350.00	0.00%
40	Contingency/General		-40,560	-40,560.00	0.00%
41	Total Revenue	-1,705,889.08	-16,696,710	-14,990,820.92	10.22%
42					
43	EXPENSES				
44	Mayor	14,840.81	65,430	50,589.19	22.68%
45	Council	66,276.83	277,230	210,953.17	23.91%
46	Administration	293,541.76	1,042,460	748,918.24	28.15%
47	Computer	54,143.78	71,750	17,606.22	75.46%
48	RCMP	16,285.61	306,490	290,204.39	5.31%
49	Fire	252,127.25	976,290	724,162.75	25.71%
50	ERC	16,964.00	57,400	40,436.00	29.55%
51	Town Fire/Town ERC	90,442.50	375,470	285,027.50	24.09%
52	Disaster Services		750	750.00	0.00%
53	Enforcement Services	49,621.90	162,510	112,888.10	30.53%
54	Safety	26,891.68	90,390	63,498.32	29.75%
55	Public Health		10,060	10,060.00	0.00%
56	Common Services	145,587.37	552,920	407,332.63	26.06%
57	Roads	215,864.24	1,388,210	1,172,345.76	15.55%


	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Operating Financial Statement by DEPARTMENT				
3	For the Three Months Ending March 31, 2025				
4		Mar	2025		
5		2025	Budget	Variance	Variance %
58		6,218.75	24,880	18,661.25	24.99%
59		4,843.10	31,450	26,606.90	15.40%
60		433,607.83	2,127,130	1,693,522.17	20.38%
61	BRWC	288,796.20	966,150	677,353.80	29.89%
62	Sewer	52,547.40	808,500	755,952.60	6.50%
63	Trade Waste	46,906.46	242,410	195,503.54	19.32%
64	Landfill	67,848.07	339,520	271,671.93	19.24%
65	Recycle	59,556.85	244,230	184,673.15	24.39%
66	New Landfill		18,630	18,630.00	0.00%
67	FCSS	120,978.72	483,920	362,941.28	25.00%
68	Cemetery	1,495.29	45,150	43,654.71	3.31%
69	Development	49,984.75	182,530	132,545.25	27.38%
70	Communications	40,872.44	166,110	125,237.56	24.61%
71	Economic Development	19,623.80	63,730	44,106.20	30.79%
72	Subdivision #1	1,800.00	75,000	73,200.00	2.40%
73	Recreation Administration	124,450.22	485,450	360,999.78	25.64%
74	Arena	226,121.08	774,580	548,458.92	29.15%
75	Pool	500,712.78	1,741,760	1,241,047.22	28.73%
76	Parks	48,034.07	325,730	277,695.93	14.41%
77	Sportsground	17,359.36	65,420	48,060.64	26.54%
78	Rotary Park	202.03	6,750	6,547.97	2.99%
79	Bowling Alley	5,802.62	8,030	2,227.38	72.26%
80	Curling	17,104.31	28,900	11,795.69	59.18%
81	Walking Trail	2,158.58	43,710	41,551.42	4.94%
82	Museum		300	300.00	0.00%
83	Tourism/Culture	15,101.17	181,970	166,868.83	8.30%
84	Twinning	2,112.83	8,700	6,587.17	24.29%
85	Library	25,920.00	131,700	105,780.00	19.68%
86	Requisition	356,393.94	1,630,480	1,274,086.06	21.86%
87	Contingency/General	982.33	50,500	49,517.67	1.95%
88	Total Expenses	3,780,122.71	16,680,680	12,900,557.29	22.66%
89					
90	(Surplus)/Deficit	2,074,233.63	-16,030	-2,090,263.63	
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	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by CATEGORY			
3		For the Three Months Ending March 31, 2025			
4		Mar	2025		
5		2025	Budget	Variance	Variance %
6	REVENUES				
7	Taxes		-7,521,270	-7,521,270.00	0.00%
8	Sales of Goods & Services	-822,032.34	-4,929,430	-4,107,397.66	16.68%
9	Penalties and Costs on Taxes	-25,040.49	-49,000	-23,959.51	51.10%
10	Licenses & Fees	-52,459.81	-70,450	-17,990.19	74.46%
11	Concessions and Franchises	-312,839.44	-1,045,000	-732,160.56	29.94%
12	Return on Investments - Operati	-46,449.89	-190,000	-143,550.11	24.45%
13	Rentals	-103,934.30	-371,220	-267,285.70	28.00%
14	Donations	-500.00	-2,850	-2,350.00	17.54%
15	Tipping Fees, Reimbursements	-22,866.30	-229,930	-207,063.70	9.94%
16	Federal Grants		-2,880	-2,880.00	0.00%
17	Provincial Grants	-82,404.26	-687,520	-605,115.74	11.99%
18	Local Government Contributions	-237,362.25	-1,479,350	-1,241,987.75	16.05%
19	Transfers From Operating Reserve		-117,310	-117,310.00	0.00%
20	Underlevies		-500	-500.00	0.00%
21	Total Revenue	-1,705,889.08	-16,696,710	-14,990,820.92	10.22%
23					
24	EXPENSES				
25	Salaries & Wages	1,129,401.13	4,450,760	3,321,358.87	25.38%
26	Employer Costs/Benefits	288,025.84	1,090,370	802,344.16	26.42%
27	Training & Development	15,142.40	84,100	68,957.60	18.01%
28	Mayor/Council Fees & Per Diems	55,884.00	238,200	182,316.00	23.46%
29	Mayor/Council Travel & Subsistence	5,544.16	42,500	36,955.84	13.05%
30	Election Fees		15,000	15,000.00	0.00%
31	Fire Fighter & Guardian Fees	57,734.89	217,250	159,515.11	26.58%
32	Fire Guardian Mileage	1,783.07	6,500	4,716.93	27.43%
33	Travel & Subsistence	4,747.87	38,940	34,192.13	12.19%
34	Memberships	11,011.74	15,350	4,338.26	71.74%
35	Freight & Postage	6,288.25	39,390	33,101.75	15.96%
36	Telephone & Internet	14,854.44	66,330	51,475.56	22.39%
37	Appreciation/Promotional Events	1,975.00	47,200	45,225.00	4.18%
38	Contracted/Professional Services	573,560.47	2,368,440	1,794,879.53	24.22%
39	Repairs & Maintenance General	20,367.20	516,800	496,432.80	3.94%
40	Building Maintenance	38,133.06	179,500	141,366.94	21.24%
41	Equipment & Vehicle Maintenance	62,107.38	417,250	355,142.62	14.88%
42	Leases, Licenses	12,756.01	189,040	176,283.99	6.75%
43	Insurance	324,138.74	334,920	10,781.26	96.78%
44	Materials & Supplies, Chemicals	168,217.07	1,189,990	1,021,772.93	14.14%
45	Gas, Power, Water	235,493.12	1,262,830	1,027,336.88	18.65%
46	Asset Retirement Accretion		18,980	18,980.00	0.00%
47	Requisitions/Adjustments	356,393.94	1,630,480	1,274,086.06	21.86%
48	Contribution to Other Local Government	6,218.75	24,880	18,661.25	24.99%
49	Contribution to Boards & Agencies	242,341.22	1,020,900	778,558.78	23.74%
50	Contribution to Capital		865,030	865,030.00	0.00%
51	Add to Operating Reserve		7,650	7,650.00	0.00%
52	Debenture, Bank Charges, Write-Offs	147,020.63	301,600	154,579.37	48.75%
53	Underlevies	982.33	500	-482.33	196.47%
54	Total Expenses	3,780,122.71	16,680,680	12,900,557.29	22.66%
55					
56	(Surplus)/Deficit	2,074,233.63	-16,030	-2,090,263.63	
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	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Net Municipal Requirements - Operating			
3		For the Three Months Ending March 31, 2025			
4		Net Municipal 2025			
5		Financial Requirement	Budget	Variance	Variance %
6	DEPARTMENT				
7	Taxes		-7,521,270	-7,521,270.00	0.00%
8	Other	-384,329.82	-1,284,000	-899,670.18	29.93%
9	Mayor	14,840.81	65,430	50,589.19	22.68%
10	Council	65,000.95	271,230	206,229.05	23.97%
11	Administration	252,131.99	967,480	715,348.01	26.06%
12	Computer	54,143.78	71,750	17,606.22	75.46%
13	RCMP	10,785.61	261,150	250,364.39	4.13%
14	Fire	47,484.75	0	-47,484.75	0.00%
15	ERC	9,789.00	28,700	18,911.00	34.11%
16	Town Fire/Town ERC	90,442.50	374,470	284,027.50	24.15%
17	Disaster Services		700	700.00	0.00%
18	Enforcement Services	36,762.09	131,660	94,897.91	27.92%
19	Safety	26,891.68	90,390	63,498.32	29.75%
20	Common Services	137,711.17	530,670	392,958.83	25.95%
21	Roads	217,505.44	1,185,290	967,784.56	18.35%
22	Airport	6,218.75	24,880	18,661.25	24.99%
23	Storm Sewer	4,843.10	31,450	26,606.90	15.40%
24	Water	-67,249.48	-916,150	-848,900.52	7.34%
25	BRWC	288,796.20	916,150	627,353.80	31.52%
26	Sewer	-69,758.04	0	69,758.04	0.00%
27	Trade Waste	6,880.80	0	-6,880.80	0.00%
28	Landfill	15,478.23	0	-15,478.23	0.00%
29	Recycle	15,154.00	0	-15,154.00	0.00%
30	New Landfill		13,580	13,580.00	0.00%
31	FCSS	19,287.21	77,150	57,862.79	25.00%
32	Cemetery	-5,204.71	22,500	27,704.71	(23.13%)
33	Development	46,824.53	147,930	101,105.47	31.65%
34	Communications	40,872.44	166,110	125,237.56	24.61%
35	Economic Development	19,623.80	63,730	44,106.20	30.79%
36	Subdivision	1,800.00	0	-1,800.00	0.00%
37	Recreation Administration	122,229.55	421,170	298,940.45	29.02%
38	Arena	150,983.29	394,360	243,376.71	38.29%
39	Pool	411,109.97	1,223,730	812,620.03	33.59%
40	Parks	48,034.07	154,010	105,975.93	31.19%
41	Sportsground	17,359.36	65,420	48,060.64	26.54%
42	Rotary Park	202.03	-10,750	-10,952.03	(1.88%)
43	Bowling Alley	1,815.42	3,950	2,134.58	45.96%
44	Curling	17,104.31	14,150	-2,954.31	120.88%
45	Walking Trail	2,158.58	43,710	41,551.42	4.94%
46	Museum		300	300.00	0.00%
47	Tourism	15,101.17	176,470	161,368.83	8.56%
48	Twinning	2,112.83	4,350	2,237.17	48.57%
49	Library	25,920.00	131,700	105,780.00	19.68%
50	Requisition	356,393.94	1,630,480	1,274,086.06	21.86%
51	Contingency/General	982.33	9,940	8,957.67	9.88%
52					
53	Total Net Financial Requirement	2,074,233.63	-16,030	-2,090,263.63	
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	A	B
1	TOWN OF BARRHEAD	
2	ASSETS & LIABILITIES	
3	For the Three Months Ending March 31, 2025	
4		March
5		2025
6	ASSETS	
7	Cash & Investments	8,144,951.48
8	Taxes Receivable	-431,581.77
9	Receivables - Utilities, GST, Other	759,117.16
10	Inventory	48,394.57
11	Engineering Structures - Assets	81,496,565.17
12	Accum. Amort. Engineering Structures	-45,917,975.92
13	Buildings - Assets	28,288,815.59
14	Accum. Amort. Buildings	-7,707,547.84
15	Machinery & Equipment - Assets	13,464,119.62
16	Accum. Amort. Machinery & Equipment	-4,772,225.46
17	Land - Assets	1,389,708.70
18	Land Improvements - Assets	2,925,211.07
19	Accum. Amort. Land Improvements	-1,298,588.13
20	Vehicles - Assets	4,176,062.21
21	Accum. Amort. Vehicles	-1,900,171.27
22	TOTAL ASSETS	78,664,855.18
23		
24	LIABILITIES & EQUITY	
25	Employer Liabilities - Payroll	-242,097.15
26	Deposits & Trusts	-75,519.34
27	Operating Reserves	-1,013,434.29
28	Deferred Revenues & Liabilities	-120,518.40
29	Asset Retirement Obligations	-650,791.84
30	Capital Reserves	-8,339,677.76
31	Payables & Holdbacks	-382,150.14
32	Pool - Long Term Loan Payable	-3,715,818.75
33	Equity in Fixed Assets	-65,777,363.15
34	Accumulated Surplus	-325,725.81
35	TOTAL LIABILITIES	-80,643,096.63
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	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Capital Financial Statement by DEPARTMENT			
3		For the Three Months Ending March 31, 2025			
4		Mar	2025		
5		2025	Budget	Variance	Variance %
6	CAPITAL REVENUES				
7	5-1201 Administration		-80,000	-80,000.00	0.00%
8	5-2301 Fire	-200,000.00	-850,000	-650,000.00	23.53%
9	5-2303 ERC		-11,900	-11,900.00	0.00%
10	5-3101 Common Services		-30,000	-30,000.00	0.00%
11	5-3201 Roads		-48,200	-48,200.00	0.00%
12	5-4101 Water		-408,080	-408,080.00	0.00%
13	5-4201 Sewer		-1,100,430	-1,100,430.00	0.00%
14	5-4301 Trade Waste		-50,000	-50,000.00	0.00%
15	5-4302 Landfill		-75,000	-75,000.00	0.00%
16	5-4303 Recycle		-365,280	-365,280.00	0.00%
17	5-4304 New Landfill		-5,050	-5,050.00	0.00%
18	5-6201 Communications		-55,000	-55,000.00	0.00%
19	5-7202 Arena		-206,900	-206,900.00	0.00%
20	5-7203 Pool		-125,500	-125,500.00	0.00%
21	5-7204 Parks	-17,000.00	-123,000	-106,000.00	13.82%
22	5-7205 Sportsground		-114,700	-114,700.00	0.00%
23	5-7209 Curling Rink		-14,450	-14,450.00	0.00%
24	5-7401 Tourism		-155,000	-155,000.00	0.00%
25	5-9701 Contingency	-258,318.15	-189,500	68,818.15	136.32%
26	5-9702 Offsite		-10,000	-10,000.00	0.00%
27	TOTAL CAPITAL REVENUES	-475,318.15	-4,017,990	-3,542,671.85	11.83%
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30	CAPITAL EXPENDITURES				
31	6-1201 Administration	23,763.97	80,000	56,236.03	29.70%
32	6-2301 Fire	213,415.30	850,000	636,584.70	25.11%
33	6-2303 ERC		11,900	11,900.00	0.00%
34	6-3101 Common Services		30,000	30,000.00	0.00%
35	6-3201 Roads	759.15	48,200	47,440.85	1.58%
36	6-4101 Water	7,804.90	408,080	400,275.10	1.91%
37	6-4201 Sewer	13,870.40	1,100,430	1,086,559.60	1.26%
38	6-4301 Trade Waste		50,000	50,000.00	0.00%
39	6-4302 Landfill		75,000	75,000.00	0.00%
40	6-4303 Recycle	5,373.20	365,280	359,906.80	1.47%
41	6-4304 New Landfill		5,050	5,050.00	0.00%
42	6-6201 Communications		55,000	55,000.00	0.00%
43	6-7202 Arena	68,492.00	206,900	138,408.00	33.10%
44	6-7203 Pool	9,369.05	125,500	116,130.95	7.47%
45	6-7204 Parks	32,578.00	123,000	90,422.00	26.49%
46	6-7205 Sportsground	3,900.00	114,700	110,800.00	3.40%
47	6-7209 Curling Rink		14,450	14,450.00	0.00%
48	6-7401 Tourism		155,000	155,000.00	0.00%
49	6-9701 Contingency		189,500	189,500.00	0.00%
50	6-9702 Offsite		10,000	10,000.00	0.00%
51	TOTAL CAPITAL EXPENDITURES	379,325.97	4,017,990	3,638,664.03	9.44%
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	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Capital Financial Statement by CATEGORY				
3	For the Three Months Ending March 31, 2025				
4		Mar	2025		
5		2025	Budget	Variance	Variance %
6	<u>CAPITAL REVENUES</u>				
7	Return on Investment/Rev. from Own Source		-52,600	-52,600.00	0.00%
8	Sale of Fixed Assets	-17,000.00	-27,000	-10,000.00	62.96%
9	Federal Grants		-332,810	-332,810.00	0.00%
10	Provincial Grants	-458,318.15	-342,500	115,818.15	133.82%
11	County/Other Municipal Contributions		-465,950	-465,950.00	0.00%
12	From Capital Reserves		-1,733,650	-1,733,650.00	0.00%
13	From Operating Function		-865,030	-865,030.00	0.00%
14	From Other Capital Function		-188,450	-188,450.00	0.00%
15	Developers Levy Payments		-10,000	-10,000.00	0.00%
16	TOTAL CAPITAL REVENUE	-475,318.15	-4,017,990	-3,542,671.85	11.83%
17					
18	<u>CAPITAL EXPENDITURES</u>				
19	Engineering Structures	14,629.55	480,500	465,870.45	3.04%
20	Building Additions	43,021.05	514,860	471,838.95	8.36%
21	Equipment Additions	104,360.07	323,500	219,139.93	32.26%
22	Land Improvement Additions	3,900.00	301,000	297,100.00	1.30%
23	Vehicle Additions	213,415.30	1,290,500	1,077,084.70	16.54%
24	To Other Capital Functions		185,000	185,000.00	0.00%
25	Add to Capital Reserves		922,630	922,630.00	0.00%
26	TOTAL CAPITAL EXPENDITURES	379,325.97	4,017,990	3,638,664.03	9.44%
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TOWN OF BARRHEAD FINANCIAL STATEMENT REPORT TO MARCH 31, 2025

Council approved the 2025 Operating and Capital Budgets on January 14, 2025. During the budget process Council reviewed all budget line items, set priorities, and established the municipal property tax rates for 2025. The Operating Budget was approved at \$ 16.6 million and Capital Budget at \$4 million. To continue providing the same level of services and programs for the residents of the Town, Council increased the Municipal portion of the property tax rates for both residential and non-residential properties by 1%.

On March 31st actuals would typically be at approximately 25% levels, however total property tax revenues are accounted for when levied in May, and entries for transfers to capital for projects and reserves are done at year end.

The March 31, 2025, Financial Statements indicate that all departments are doing very well with the various budget items.

A summary of the Operating and Capital Budgets on March 31, 2025 follows.

A. **OPERATING FINANCIAL STATEMENT BY DEPARTMENT** (See Attached A-1, A-2)

The Operating Financial Statement by Department provides summarized details by each department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

On average most of the revenues by department are currently less than 25%, with an overall total of 10.22% of the 2025 budgeted revenues. It should be noted that only one utility billing has been processed in this report, which affects the revenues for Water, Sewer and Trade Waste. Bowling Alley Revenues on Line 36 are at 97% of budget due to the invoice for their annual insurance already being processed. Roads Revenues on Line 19 are at -0.81% due to a 2024 invoice being cancelled in 2025. All Transfers from Operating Reserves are completed at Year End.

As this report is for the first quarter of 2025, tax revenue on Line 7 is not calculated yet. These revenues will be displayed as of the levy date of May 9, 2025, and will therefore be included in the next Financial Statements for quarter two.

Expenses are on par with where we would expect them to be in the first quarter, for an overall total of 22.66% of the 2025 budgeted expenses. Some expenses are already paid in full for the entire year, such as insurance and several annual memberships.

Entries for the various departmental contributions to capital for projects and reserves are completed at the end of the year.

OPERATING FINANCIAL STATEMENT BY CATEGORY (See Attached B-1)

The Operating Financial Statement by Category provides the same information as in (A-1, A-2) but is summarized by the various categories (Taxes, Sales of Goods & Services, Grants, Salaries, Contracted Services, Equipment Maintenance, Insurance, Utilities, etc.), with total operating revenues followed by total operating expenses.

Upon a review of this operating report on March 31, 2025, many of the revenue categories are close to 25%, keeping in mind that the taxes are recorded when levied in May. Business Licenses have been processed for 2025, which is why Line 10, Licenses and Fees, is at 74%. Grants are generally received later in the year, and Transfers from Operating Reserves are completed at year end.

For the expense section, many expenses are close to the 25% mark. Some items are paid for early in the year so they will be at a higher %, such as insurance (line 43).

As noted, the Contribution to Capital of \$ 865,030, as listed on line 50 of the report, is done at the end of the year so it will be 0% at this time.

Overall, all Departments are doing very well keeping within their budgets.

B. NET MUNICIPAL REQUIREMENTS – OPERATING (See Attached C-1)

The Net Municipal Requirements – Operating provides similar information as in Sections A and B; however, it provides more specific details for each department. Column A (Net Municipal Financial Requirement) indicates the Net Operating Surplus/Deficit on March 31, 2025, for each Department. Column B (2025 Budget) is the Net Budget required for the full year (Revenues less Expenses), while Columns C and D are the Variance columns.

As most of the Net Municipal Financial Requirements are at close to 25% of the total 2025 budget, this report indicates that most departments are on track to stay within their allocated budgets in 2025.

County contributions towards recreation are generally received in the third quarter. As previously noted, entries for contributions to capital and reserves are completed at year end.

C. ASSETS & LIABILITIES (See Attached D-1)

The Assets report lists the Cash & Investments of \$ 8.1 million (line 7) as of March 31, 2025. A portion of these funds will be utilized during the year for operations and for capital projects that have been undertaken in 2025.

The Taxes Receivable of -\$431,581 (line 8) lists the actual amount of 2025 taxes that were pre-paid at the end of March. When levies are calculated in May, it will be reflected in this number.

The Receivables of \$ 759,117 (line 9) is the amount owing for any outstanding Utility bills, invoicing for Landfill fees, bulk water, licenses, and GST to be recovered from the government.

The Liabilities & Equity section shows the various operating and capital reserves as well as the deferred revenues which is for government grants that have been received but not expended yet.

The Pool debenture of \$3.7 million (line 32) is the total on December 31, 2024, with the 2025 payment amounts to be applied at the end of the year.

D. **CAPITAL FINANCIAL STATEMENT BY DEPARTMENT** (See Attached E-1)

The Capital Financial Statement by Department shows all the capital revenues and expenditures by Department (Fire, Water, Sewer, Arena, Pool, etc.). The revenues are listed first, followed by the expenditures.

Most Capital Revenues will come from reserves, grants, or contributions from operating. The entries for most of these will be completed at the 2025 year-end, so it is not unusual for many of these revenues to be at 0% on this report. The MSI Capital Grant has been received and a large portion of it was transferred into Contingency (Line 25) for future project determination.

The Capital Expenditures show the expenses to March 31, 2025. Several of the capital projects are in progress and will be completed in 2025, and will be reflected in future quarterly financial statements.

E. **CAPITAL FINANCIAL STATEMENT BY CATEGORY** (See Attached F-1)

The Capital Financial Statement by Category lists the same information as in E-1 but by category (Grants, From Capital Reserves, From the Operating Function, Engineering Structures Addition, Equipment Additions). Capital Revenues are listed, followed by Capital Expenditures.

As noted previously, most Capital Revenues will be recorded later in the year and the Capital Expenditures are based on the payments that have been made to date as many projects are still in progress for this year.

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: April 22, 2025

Re: Monthly Bank Statement to March 31, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to March 31, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

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

3.0 ALTERNATIVES:

3.1 Council receives the Monthly Bank Statement to March 31, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to March 31, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to March 31, 2025

9.0 RECOMMENDATION:

Council accepts the Monthly Bank Statement to March 31, 2025, as information.

(original signed by the CAO)

Collin Steffes
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED MARCH 31, 2025**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	4,861,685.71	4,500,000.00
Receipts	1,523,552.14	
Interest	13,048.71	
Transfers from/to Term Deposits		0.00
Cancelled Cheques		
SUBTOTAL	6,398,286.56	4,500,000.00
Disbursements	2,252,956.64	
Debentures/Interest	145,284.50	
School Requisition	356,393.94	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	3,643,651.48	4,500,000.00

PER BANK:		
Balance at end of month	3,666,621.52	4,500,000.00
Outstanding Deposits	87,283.50	
SUBTOTAL	3,753,905.02	4,500,000.00
Outstanding Cheques	110,253.54	
NET BALANCE AT END OF MONTH	3,643,651.48	4,500,000.00

**TERM DEPOSIT SUMMARY
FOR MONTH ENDED MARCH 31, 2025**

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	3.58	09-Dec-24	Maturity Date Jun. 9, 2025
Servus	\$	2,500,000.00	3.18	13-Feb-25	Maturity Date May 14, 2025

**COUNCIL REPORTS
AS OF APRIL 22, 2025**

		Meeting (since last council)
Agricultural Society	Cr. Oswald (Alt. Cr. Kluin)	_____
Barrhead Accessibility Coalition	Cr. Kluin	_____
Barrhead Cares Coalition	Cr. Assaf	_____
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	_____
Barrhead Attraction & Retention Committee	Mayor McKenzie	_____
Barrhead & District Social Housing Association	Cr. Smith	_____
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith	_____
Barrhead Regional Airport Committee	Mayor McKenzie and Cr. Assaf	_____
Barrhead Regional Landfill Committee	Cr. Sawatzky and Cr. Klumph	_____
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith (Alt. Cr. Oswald)	_____
Capital Region Assessment Services Commission	Cr. Klumph	_____
Chamber of Commerce	Cr. Oswald	_____
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	_____
Economic Development Committee	Committee of the Whole	_____
Enhanced Policing School Resource Officer Committee	Cr. Sawatzky (Alt. Mayor McKenzie)	_____
Family & Community Support Services Society	Cr. Kluin and Cr. Oswald	_____ <u>X</u> _____
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	_____
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____ <u>X</u> _____
Municipal Emergency Advisory Commission	Cr. Assaf, Cr. Kluin and Cr. Smith	_____
Municipal Planning Commission	Cr. Assaf, Cr. Oswald and Cr. Sawatzky (Alt. Cr. Smith)	_____ <u>X</u> _____
Subdivision & Development Appeal Board	Cr. Klumph	_____
Twinning Committee	Cr. Klumph	_____
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____
<u>Other Community Reports</u>		
Barrhead & District Indigenous Committee	Cr. Oswald	_____ <u>X</u> _____

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: April 22, 2025

Re: Draft Bylaw 04-2025 "The Procedural Bylaw" (To repeal Bylaw 06/2014)

1.0 PURPOSE:

That Council receive the Request for Decision to repeal Bylaw 06-2014 and replace with Bylaw 04-2025, "The Procedural Bylaw".

And that Council approve Bylaw 24-2025 attached that reflects the Bill 20 amendments to offer electronic options for public hearings on planning and development matters as required under Part 17 of the *Municipal Government Act* (MGA) 2024

2.0 BACKGROUND AND DISCUSSION:

1) Municipal Government Act Requirements:

- a. Certain land use planning matters required public hearings prior to council decisions. (Part 17)
- b. Previous to Bill 20, municipalities were not required to provide electronic options for public hearings.

2) Bill 20: The Municipal Affairs Statutes Amendment Act, 2024

- a. Bill 20 introduced amendments to the *Municipal Government Act* (MGA) 2024.
- b. Changes to the *Municipal Government Act* (MGA) 2024 now require municipalities to offer electronic options for public hearings on planning and development matters. These options may include online or using a telephone.
- c. Municipalities, must by bylaw, provide for electronic means of public hearings.
- d. Final day to establish a bylaw is April 30. 2025.

3) Council Procedural Bylaw No. 06-2014

- a. The Town currently has The Procedural Bylaw 06-2014 in effect that makes rules for calling meetings and governing its proceedings including Public Hearing procedures.
- b. The current Bylaw does not speak to public hearings offered as electronic meetings.

- c. Administration proposes Council repeal the current Procedural Bylaw and pass an updated Bylaw to include the new requirements brought forth under Section 199 (2.1) of the *Municipal Government Act* (MGA) 2024.
- d. Legal opinion was received from Reynolds Mirth Richards & Farmer LLP to ensure proper terminology and provisions within the new Bylaw.

4) Changes reflected in Draft Bylaw 04/2025

Element or Section	Included/ Not Included	Change/Addition
Preamble	Included: "This bylaw shall not be repealed, amended or suspended, except according to the Act."	Removed and Replaced "This bylaw shall not be repealed, amended or suspended, except according to the <i>Municipal Government Act</i> ."
Preamble	Not Included:	WHEREAS , Bill 20, being an Act to amend the <i>Municipal Government Act</i> received royal assent on May 30, 2024; and WHEREAS , Bill 20 requires municipalities to offer electronic options for public hearings on planning and development matters;
6.8(15)	Included: "When two (2) or more elected officials participate in Council or committee meetings through an electronic device or other communication facilities, that meeting will be deemed to be a meeting through electronic communication or as per the <i>Municipal Government Act</i> ."	Removed and Replaced "When one (1) or more elected officials participate in Council or committee meetings through an electronic device or other communication facilities, the meeting will be deemed an electronic meeting as per the <i>Municipal Government Act</i> ."
6.10(2)(b)	Included: "That the Public Hearing notice was advertised in the local newspaper."	Removed and Replaced "That the Public Hearing notice was advertised in the local newspaper and on the Town's Website."
6.10(8)-(15)	Not Included	(8) Pursuant to Section 199 (2.1) of the <i>Municipal Government Act</i> , Public Hearings under Part 17 may be conducted electronically in accordance with this Section of this Bylaw. (9) Public Hearings may be conducted by the following electronic means: (a) Telephone; or (b) Zoom or other electronic platform approved by Council. (10) Where an attendee of a Public Hearing wishes to attend the Public Hearing

		<p>electronically, notice must be provided to administration at least one (1) week prior to the commencement of the Public Hearing.</p> <p>(11) Where administration receives a request to conduct a Public Hearing electronically, administration shall issue a notice to the public via the Town's website no less than two (2) days before the commencement of the Public Hearing that the Public Hearing will be conducted via electronic means, with such notice setting out the meeting website link, or telephone number required to access the Public Hearing.</p> <p>(12) Where the Municipal Government Act requires information to be publicly available in respect to the Public Hearing, it will be included as part of the Notice of Hearing and posted on the Town's website until the hearing is closed.</p> <p>(8) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at an electronically-conducted Public Hearing the names of all Council members present.</p> <p>(9) Council members may also attend a Public Hearing via electronic means, in accordance with the procedure set out in Section 6.8(15) of this Bylaw.</p> <p>(10) Electronic access to a Public Hearing may be restricted or suspended in accordance with Section 197 of the Municipal Government Act and Section 6.11(4) of this Bylaw.</p>
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3.0 ALTERNATIVES:

3.1 No alternatives to be considered.

4.0 FINANCIAL IMPLICATIONS:

4.1 None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

- 5.1 Municipal Coordinator to collaborate with Director of Planning, Economic Development & Legislative Services, and Communications Manager to finalize logistical meeting tools and website changes.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

- 6.1 None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

- 7.1 Electronic options for public hearings will ensure more residents are aware and informed, and may participate in local planning and development matters.

8.0 ATTACHMENTS:

- 8.1 Municipal Affairs – Changes to the *Municipal Government Act* (MGA) 2024 Planning and Development Public Hearings information sheet.
- 8.2 Draft Procedural Bylaw

9.0 RECOMMENDATION:

That Council repeal Bylaw 06-2014 and pass the Procedural Bylaw 04-2025 with three (3) readings.

RECOMMENDED MOTION (Public):

That Council adopt Procedural Bylaw 04-2025

(original signed by the CAO)
Collin Steffes
CAO

Changes to the *Municipal Government Act (MGA)* 2024

Planning and Development Public Hearings

Relevant *MGA* sections

- *MGA* s. 199
- *MGA* s. 216.1
- *MGA* s. 216.4

Previous *MGA* requirements

For planning and development matters, the *MGA* requires public hearings prior to council decisions for certain land use planning matters.

- S. 692 requires a public hearing to be held prior to second reading of a bylaw that adopts or amends a statutory plan or land use bylaw.
- S. 674 and 676 require a public hearing prior to the sale, lease, or disposal of municipal reserve, community services reserve, and school reserves as well as prior to disposal or lease of a conservation or environmental reserve.

Prior to the changes, municipalities were not required to provide electronic options for public hearings and municipalities could hold additional public hearings on planning and development matters beyond legislated requirements.

What has changed

To enable greater public participation in public hearings, changes to the *MGA* in Bill 20 require municipalities to offer electronic options for public hearings on planning and development matters. This may include using a telephone, or online options.

Electronic options for public hearings will ensure more residents are aware and informed of, and may participate in, local planning and development matters.

Municipalities must, by bylaw, provide for electronic means of public hearings to be established within six months from the coming into force of the amendments.

Municipalities will now be restricted from offering any additional public hearings addressing council consideration of residential or mixed-use planning developments if those hearings are not already mandated by legislation (in the *MGA* or other legislation).

Limiting municipalities to only holding public hearings for planning and development matters that are required in legislation will ensure that development follows legislated timelines without undue delays. The public will still be able to engage through the required public hearings without municipalities holding additional public hearings.

What municipalities need to know

A bylaw providing for electronic means of public hearings must be established by April 30, 2025 (within six months from the coming into force of the amendments).

Effective date

These changes took effect upon proclamation of Bill 20 on October 31, 2024.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
<https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>

Contact us

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Email:	ma.advisory@gov.ab.ca

TOWN OF BARRHEAD

BYLAW NO. 04-2025

(Repeals Bylaw 06-2014)

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL COMMITTEES

WHEREAS Section 145 (b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS the *Municipal Government Act* provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees; and

WHEREAS, Bill 20, being an *Act* to amend the *Municipal Government Act* received royal assent on May 30, 2024; and

WHEREAS, Bill 20 requires municipalities to offer electronic options for public hearings on planning and development matters;

NOW THEREFORE, the Council of the Town of Barrhead enacts as follows:

This bylaw shall not be repealed, amended or suspended, except according to the *Municipal Government Act*.

SHORT TITLE

1.0 This bylaw is called “**The Procedural Bylaw**”.

DEFINITIONS

2.0 In this bylaw:

- (1) “Business Day” means a day on which the municipal offices are open for business.
- (2) “Chair” means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.
- (3) “CAO” means the Chief Administrative Officer for the municipality or his/her designate.
- (4) “CEO” (Chief Elected Officer) means the Mayor.
- (5) “Committee of the Whole” means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting may be passed.
- (6) “Town” means the Town of Barrhead, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Town.
- (7) “Council” means the duly elected Council of the Town of Barrhead.
- (8) “Council Committee” means a committee appointed by Council under section 146 of the *Municipal Government Act (MGA)* to provide advice and make recommendations to Council (excepting the Library Board).
- (9) “Presentation” means any person or persons that have the permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
- (10) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication.
- (11) “Emergent items” shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention. When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a unanimous vote of Council.

- (12) “*Freedom of Information and Protection of Privacy Act*” or “*FOIP*” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.
- (13) “In Camera” means at a meeting closed to the public to discuss Labour, Land or Legal. No motions may be made or passed at such a meeting.
- (14) “Meeting” means duly constituted regular or special open meetings of Council where bylaws and resolutions are formally ratified.
- (15) “Member” means a member of Council, duly elected and continuing to hold office.
- (16) “*Municipal Government Act*” means the *Municipal Government Act* RSA 2000, chapter M-26.1 of the Statutes of Alberta as amended or legislation substituted therefore.
- (17) “Motion” means a formal proposal by a member of Council in a meeting, that the group take certain action.
- (18) “Notice of Motion” is the means by which a Member of Council brings business before Council.
- (19) “Person” means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- (20) “Point of Order” means a demand that the Chair enforce the rules of procedures.
- (21) “Point of Privilege” means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
 - a) Organization and existence of Council,
 - b) Comfort of members,
 - c) Conduct of employees or members of the public in attendance at the meeting.
- (22) “Postpone” means to delay the consideration of any matter to a definite time when further information is to be available.
- (23) “Public Hearing” is a Meeting:
 - a) To hear matters pursuant to the *Municipal Government Act*; or
 - b) Other matters which Council directs be considered at a Public Hearing.
- (24) “Quorum” as outlined in the *Municipal Government Act* is the majority of all the Councillors that comprise the Council.
- (25) “Special Resolution” means a resolution passed by two-thirds majority of all members.
- (26) “Table” means a motion to delay consideration of any matter during the same meeting.

STRUCTURE

3.0 Of Council:

- (1) The Council of the Town of Barrhead shall consist of seven (7) Members of Council, being one (1) Mayor and six (6) Councillors.
- (2) All 7 members of Council shall be elected by a vote of all eligible voters of the Town of Barrhead.
- (3) The Chief Elected Official shall be designated and addressed as Mayor.
- (4) Councillors shall be addressed as Councillor.
- (5) Councillors shall each serve a two-month term as Deputy Mayor, rotating in the manner as agreed upon by Council.
- (6) The Mayor at the discretion of the Mayor may permit the Deputy Mayor as per the Organizational Meeting; to chair a meeting of Council when the Mayor is in attendance.
- (7) The Mayor may, at the discretion of the Mayor, be an ad hoc member of all Council committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.

- (8) Seating of Councillors shall be as determined by the Mayor at the yearly organization meeting of Council.

APPLICATION

- 4.0 The following rules shall be observed and shall be the rules and regulation for the order and conduct of business in all regular and special meetings of Council and its committees, all In Camera meetings.

SEVERABILITY

- 5.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

MEETINGS AND PROCEEDINGS

- 6.0 This bylaw covers the following areas:
- (1) Rules of Order
 - (2) Conduct
 - (3) Pecuniary Interest
 - (4) Agendas
 - (5) Notice of Meeting
 - (6) Meeting Etiquette
 - (7) Regular, Special, Organizational and Committee meetings
 - (8) Order of Business
 - (9) Presentations
 - (10) Public Hearings
 - (11) In Camera Meetings
 - (12) Rights in Debate
 - (13) Motions
 - (14) Voting
 - (15) Bylaws, Resolutions and Policies
 - (16) Minutes
 - (17) Spokespersons

Rules of Order:

- 6.1 Rules of Order:
- (1) All meetings of Council will follow the provisions of this Procedural Bylaw and will be carried out using the provisions of the Municipal Government Act and Roberts Rules of Order.
 - (2) The conduct of all Town business is controlled by the general will of the Council and committee members – the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.
 - (3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
 - (4) All remarks must be directed to the Chair, and be courteous.
 - (5) Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.
- 6.2 Quorum
- (1) A quorum of Council meetings will be a simple majority of Council.
 - (2) A wait of thirty (30) minutes will be allowed to establish a quorum.
- 6.3 Conduct of Members of Town Council

- (1) Councillors and committee members shall carry out required duties to the best of their ability, be accountable for their decisions and actions, and strive to create a courteous, respectful atmosphere.
- (2) The presiding Chair shall maintain order and decorum at all Council meetings, and rule on points of order, citing the applicable governing rule or authority.
- (3) The presiding Chair shall encourage questions, treating them impartially, with sound judgment.
- (4) No speaker shall be interrupted by private conversations or comments, except on a point of order or point of privilege.
- (5) No member of Town Council may give specific direction to any staff member at any committee meeting; any direction shall come from the full Council at a duly assembled meeting, as delegated to the CAO or designate.
- (6) Any member of Council or the public shall not speak on a matter not before the meeting and shall not shout, use profane, vulgar or offensive language.
- (7) Members of Council and the public shall not make public personal comments about any staff or Council members.
- (8) Any member of the public who, while in the Council Chamber, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the presiding officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be subject to removal from the Council Chambers by the RCMP.

6.4 Pecuniary Interest

- (1) Anyone with a pecuniary interest as defined in Section 169 of the *Municipal Government Act* shall declare that interest, and shall not participate in any debate or decision concerning the matter. Such pecuniary interest shall be recorded in the minutes.

6.5 Agendas

- (1) The CAO or designate shall be responsible for preparing meeting agendas, including input from members of Council, Town staff, and other participants as required.
- (2) An agenda may be amended by agreement of the whole Council or committee at the start of any meeting.
- (3) Meeting agendas shall be made available at least two business days prior to the time of the meeting.
- (4) Agenda items and applications from delegations shall be accepted up to Wednesday noon, prior to the meeting and approved at the discretion of the Mayor or designate.

6.6 Notice of Meeting

- (1) Regular Council meetings: Notice to the members of Town Council and the public is not required unless there is a change in meeting date, time and place in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least one business day prior to the day of the Council meeting.
- (2) Special Council meetings shall be called in accordance with Section 194 of the *Municipal Government Act*.
- (3) Notice of committee meetings shall be given to participants and the public at least one business day in advance.

6.7 Meeting Etiquette

- (1) Accepted conventions of meeting protocol shall be used to facilitate respect, orderly progression, and attentiveness.
- (2) The designated Chair shall start the meeting on time; explanation of a late start shall be included in the minutes.
- (3) Speakers shall raise their hands to be recognized by the Chair, and shall then have the floor.
- (4) Respect for all participants and guests shall be shown at all times, there shall be no side comments or private conversations.
- (5) When addressing any participants in a meeting, the use of official titles is required. (eg. Councillor Miller, Mrs. Whalen or Mr. Brown).
- (6) Active participation is expected, with the intent of arriving at the best solutions for the Town.
- (7) The next meeting must be scheduled (date, time, and location).
- (8) The meeting must be formally adjourned.

6.8 Regular, Special, Organizational and Council Committee Meetings

- (1) All Town meetings shall be open to the public, except for any In Camera portions.
- (2) All Council and committee meetings shall be held in accordance with the provisions of the *Municipal Government Act*.
 - (a) The CAO or designate shall record the minutes of all Council and committee meetings, and provide the required written reports of committee activities to the next regular Council meeting.
- (3) Council shall hold its regular meetings on the second and fourth Tuesday of each month at 5:30 p.m. in Town Council Chambers, with the exception of July, August and December, where there will be one meeting held on the second Tuesday of these months.
- (4) When a regular Council or committee meeting falls on a legal holiday, the meeting shall be rescheduled to the next business day following the regular meeting date.
- (5) Any regular meeting may be cancelled or postponed by resolution of Council.
- (6) Special Council meetings shall be called in accordance with the *Municipal Government Act*.
- (7) Council may establish Council committees and other bodies as necessary under the *Municipal Government Act* and shall determine Terms of Reference for each.
- (8) Committee members shall be appointed annually by Council at the annual organizational meeting.
- (9) Each committee is responsible for reviewing and making recommendations to Council on all bylaws and policies dealing with subject matter germane to that committee.
- (10) Committee meetings shall set date, time and location.
- (11) Committees may pass no resolutions other than a motion to report to or make recommendations to Council.
- (12) No committee has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- (13) Evening meetings shall be adjourned by 9:00 p.m., unless a resolution to continue is passed by simple majority.
- (14) The annual Organizational Meeting must be held at a designated time in accordance with the *Municipal Government Act*.
- (15) When one (1) or more elected officials participate in Council or committee meetings through an electronic device or other communication facilities, the meeting will be deemed an electronic meeting as per the *Municipal Government Act*.

- (16) In any case where a member of a committee is absent from the Town or is otherwise unable to attend meetings of the committee of which he/she is a member, the Mayor may temporarily appoint a member to that committee, with such appointment being restricted to one meeting unless authorized by Council.

6.9 Order of Business

- (1) Council and Town committees shall use the following order of business unless changed by unanimous consent. Council will address confidential (in camera) items where possible at the monthly Committee of the Whole meeting. The order of business established in this section shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- (2) Councillors shall provide verbal or written committee reports at the next Council meeting following a committee meeting.
- (3) The following is the template that will be used for all Council meeting agendas:
 - (1) Call to Order
 - (2) Adoption of Agenda
 - (3) Adoption of Minutes
 - (4) Public Hearings
 - (5) Delegations
 - (6) Old Business
 - (7) New Business
 - (8) Councillor Reports
 - (9) Minutes
 - (10) Bylaws
 - (11) Correspondence
 - (12) For the Good of Council
 - (13) Tabled Items
 - (14) In Camera
 - (15) Adjournment

6.10 Public Hearing Procedures

- (1) The Mayor or designate declares the Public Hearing open and states that the Hearing is held pursuant to the relevant sections of the Municipal Government Act, 2000, as amended.
- (2) The Mayor requests the Municipal Secretary to confirm:
 - (a) What the purpose of the Public Hearing is:
 - (b) That the Public Hearing notice was advertised in the local newspaper and on the Town's Website.
 - (c) That any written submissions received and not included in the Public Hearing agenda package are read into the record.
- (3) The Mayor or designate states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
- (4) The order for the Public Hearing presentation will be:
 - (a) Administrative staff
 - (b) Those in favour
 - (c) Those opposed
 - (d) Any other person deemed to be affected and wishes to be heard
- (5) The Mayor or designate may allow questions from members of Council after each presentation.
- (6) The Mayor or designate may allow a concluding statement from those who have made a presentation.

- (7) After all presentations are made the Mayor or designate will declare the Public Hearing Closed.
- (8) Pursuant to Section 199 (2.1) of the *Municipal Government Act*, Public Hearings under Part 17 may be conducted electronically in accordance with this Section of the Bylaw.
- (9) Public Hearings may be conducted by the following electronic means:
 - (a) Telephone; or
 - (b) Zoom or other electronic platform approved by Council.
- (10) Where an attendee of a Public Hearing wishes to attend the Public Hearing electronically, notice must be provided to administration at least one (1) week prior to the commencement of the Public Hearing.
- (11) Where administration receives a request to conduct a Public Hearing electronically, administration shall issue a notice to the public via the Town's website no less than two (2) days before the commencement of the Public Hearing that the Public Hearing will be conducted via electronic means, with such notice setting out the website link, or telephone number required to access the Public Hearing.
- (12) Where the *Municipal Government Act* requires information to be publicly available in respect to the Public Hearing, it will be included as part of the Notice of Hearing and posted on the Town's website until the hearing is closed.
- (13) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at an electronically-conducted Public Hearing the names of all Council members present.
- (14) Council members may also attend a Public Hearing via electronic means, in accordance with Section 6.8(15) of this Bylaw.
- (15) Electronic access to a Public Hearing may be restricted or suspended in accordance with Section 197 of the *Municipal Government Act* and Section 6.11(4) of this Bylaw.

6.11 In Camera

- (1) Any In Camera items are approved by the Mayor and CAO in accordance with the provisions of the *Municipal Government Act* the *Freedom of Information and Protection of Privacy Act*.
- (2) The In Camera portion of the agenda will be distributed to members of Council and other essential persons at a Council meeting.
- (3) In accordance with the *Municipal Government Act*, Section 153 and the *Freedom of Information and Protection of Privacy Act*, all members are required to keep in confidence matters discussed In Camera until the item is discussed at a meeting held in public.
- (4) In Camera meeting is closed to all members of the public and staff, except at the discretion of Council.
- (5) Under the *Freedom of Information and Protection of Privacy Act* (FOIP), Boards may close all or part of their meetings in accordance with the *Municipal Government Act*.
- (6) Any meeting of Council will go In Camera by motion and the times going in and coming out of camera shall be recorded in the minutes.
- (7) Council shall not pass resolutions or bylaws during In Camera meetings. Any decisions reached by consensus during the In Camera meeting must be passed as motions when the regular meeting resumes.
- (8) No record of discussion taking place In Camera will be kept.

6.12 Rights in Debate

- (1) Debate shall follow Roberts Rules of Order

6.13 Motions

- (1) Motions shall be made according to Robert Rules of Order
- (2) Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
- (3) The following motions are not debatable by members:
 - (a) Adjournment
 - (b) To take a recess
 - (c) Question of privilege
 - (d) Point of order
 - (e) To limit debate on a matter before members
- (4) A Point of Privilege pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable.
- (5) A Parliamentary Inquiry is a query as to the correct motion, to accomplish a desired result, or to raise a Point of Order.
- (6) A Point of Information generally applies to a question asked of the speaker.
- (7) A Point of Order refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.
- (8) To Amend is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member. There will be no more than two (2) amending motions on the table at any one time.
- (9) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.
- (10) To Withdraw or Modify a Motion can be done only after a motion is stated; mover can accept an amendment without obtaining the floor.
- (11) To Refer is to state which committee or administration sector is to receive the motion for research/further information, and shall include terms, timelines, and necessary explanations.
- (12) To Limit Debate is to close debate at a set time, or limit it to a set period.
- (13) To Postpone is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the agenda for the meeting date specified as an item of unfinished business.
- (14) To Table is to temporarily set aside an issue and bring it back at the same meeting.
- (15) To Reconsider can be made only by an individual on the prevailing side who has changed position or view.
- (16) To Appeal the Decision of the Chair is an appeal which the assembly must decide, and must be made before other business is resumed; NOT debatable if it relates to decorum, violation of rules, or order of business.
- (17) To Suspend the Rules allows a violation of the assembly's own rules; the object of the suspension must be specified.
- (18) A Motion to Adjourn is not subject to debate and will be voted on immediately.

6.14 Voting

- (1) Voting shall be made in accordance to Robert's Rules of Order.

6.15 Bylaws, Resolutions and Policies

- (1) Bylaws and resolutions shall be created and dealt with according to the provisions of the Municipal Government Act and Roberts Rules of Order.

- (2) Draft policies shall be prepared at the request of Council or a committee by the appropriate committee or Town staff, and shall be reviewed by the appropriate committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to Town procedure.
- (3) Policies shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.

6.17 Minutes

- (1) Minutes of all proceedings of regular and special Council and committee meetings shall be recorded in accordance with the *Municipal Government Act*.

6.18 Spokespersons

- (1) The Mayor speaks for the Town unless that power is designated to another person, on a case-by-case basis only.
- (2) Individual Councillors or committee members have no authority to act outside established bylaws and policy.
- (3) Democratic process includes the right to debate, question, and discuss, but once a decision is made, that is the recognized decisions of Council.
- (4) Councillors and committee members should remember that advocacy and information for ratepayers are part of their responsibilities, but always within parameters set by Council decisions.
- (5) No special interests shall be promoted over the common interest.
- (6) Councillors and committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to Council, and not attempt to resolve them; Council shall forward them to Administration or committee, as appropriate.

6.19 Repeal

Bylaw 06-2014 of the Town of Barrhead and any amendments are hereby repealed.

6.20 Coming into Force

- (1) The attached “Schedule A” forms part of this Bylaw
- (2) This bylaw shall come into full force and effect upon the final passing thereof.
- (3) Upon third reading of Bylaw 04-2025, Bylaw 06/2014 and all amendments thereto are hereby repealed.

Read a first time this _____ day of _____, 2025

Read a second time this _____ day of _____, 2025.

Read a third time this _____ day of _____, 2025 and passed.

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

Making a Presentation at a Council Meeting

Council encourages members of the public to express their views and concerns on municipal issues and believes that the procedures for public input should be fair to all those who attend Council meetings.

- (1) Any person wishing to appear before Council or to address an agenda item not designated as a public hearing shall provide written notice to the Municipal Secretary no later than noon on the Wednesday proceeding the meeting day.
- (2) Approval of a presentation is subject to the Mayor's or designates discretion.
- (3) Any person or delegation addressing Council shall state name(s), address(es), and the purpose of the presentation, if requested by Council.
- (4) Presenters/delegates shall speak only on the matters for which they have submitted to Council and have been included on the agenda.
- (5) Presenter/delegates may be limited in the time they are permitted, but shall generally be allowed 15 minutes for presentation and discussion, which time can be extended or decreased at the discretion of Council.
- (6) Council may ask questions of the presenter/delegation which are relevant to the subject of the presentation.

Presenters/delegates shall respect the formal nature of the Council meeting and abide by the underlying parliamentary principles associated with dignity and decorum in public assemblies. Presenters/ delegates shall refrain from making negative references to any individual or group including but not limited to, members of Council, Town staff, boards or committees etc. and shall use polite and respectful language when addressing Council.