



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, SEPTEMBER 29, 2026 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – September 8, 2026
4. Public Hearing
 - (a) None
5. Delegations
 - (a) Barrhead RCMP – Sgt. Hack
6. Old Business
 - (a) None
7. New Business
 - (a) Aquatics Hours of Operation – Shallon Touet
 - (b) Request for Temporary Discretionary Tax Relief – Jennifer Mantay
 - (c) Monthly Bank Statement Ended August 31, 2026 – Jennifer Mantay
 - (d) Surveillance Policy – Jodie Lyons
 - (e) Pembina Hills School Division Joint Use Planning Agreement – Jodie Lyons
 - (f) Direct Control District Development Permit 2026-030 – Jenny Bruns

8. Reports
 - (a) Council Reports
9. Minutes
 - (a) None
10. Bylaw
 - (a) None
11. Correspondence Items
 - (a) None
12. For the Good of Council
13. Tabled Items
 - (a) None
14. Closed Session
 - (a) Resident Inquiry
Section 20 Access to Information Act (ATIA – Harmful to personal privacy)
Section 29 Access to Information Act (ATIA – Advice from Officials)
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 8, 2026,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

ABSENT

OTHERS Barry Kerton, Barrhead Leader

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

AGENDA The agenda was reviewed.

256-26 Moved by Cr. Smith that the agenda be accepted as amended.

Addition: 11(c) – Letter – Resilience across Canada Request for Declaration

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Regular Town Council Meeting of August 25, 2026, were reviewed.

257-26 Moved by Cr. Botros that the Minutes of the Regular Town Council Meeting of August 25, 2026, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

**BARRHEAD & DISTRICT
SOCIAL HOUSING ASSOCIATION
UPDATE**

Mayor Assaf welcomed Tyler Batdorf, CAO, and Su Macdonald, Deputy CAO & Corporate Services Manager, from the Barrhead & District Social Housing Association to the meeting at 5:32 pm.

Tyler Batdorf and Su Macdonald provided an updated presentation to provide awareness of BDSHA’s role in the community to Council.

ENTERED Cr. Kluin entered Council at 5:36 pm.

EXITED Mayor Assaf and Council thanked Tyler Batdorf and Su Macdonald; they exited the meeting at 5:51 p.m.

258-26 Moved by Cr. Sawatzky that Council accept the Barrhead & District Social Housing Association information as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

**ECONOMIC DEVELOPMENT
UPDATE**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services, and Gwen O'Mahony, Economic Development Officer, provided an Economic Development update to Council.

259-26 Moved by Cr. Sawatzky that Council accept the update as information.

CARRIED UNANIMOUSLY

**COMMUNITY GRANT
FUNDING RECOMMENDATION**

Jennifer Mantay, Director of Corporate Services, presented Council with the Community Grant Committee's recommendations for the awarding of funding to successful applicants from the August 2026 intake.

260-26 Moved by Cr. Kluin that Council approve the August 2026 Community Grant funding allocations, as recommended by the Community Grant Committee, for the Barrhead & District FCSS – Make the Connection: in-kind funding of \$240.00 for curling rink rental.

CARRIED UNANIMOUSLY

261-26 Moved by Cr. Fylyshtan that Council approve the August 2026 Community Grant Funding allocations, as recommended by the Community Grant Committee, for the Barrhead Steelers Alumni – 2nd Annual Steelers Alumni Tournament: financial funding of \$2,000.00.

CARRIED UNANIMOUSLY

262-26 Moved by Cr. Oswald that Council approve the August 2026 Community Grant Funding allocations, as recommended by the Community Grant Committee, for the Barrhead Community Garden Society – Dedication and Recognition Event: financial funding of \$1,500.00.

CARRIED UNANIMOUSLY

263-26 Moved by Cr. Oswald that Council approve the August 2026 Community Grant Funding allocations, as recommended by the Community Grant Committee, for the remaining \$1,510.00 be carried forward to the October 31, 2026, Community Grant intake.

CARRIED UNANIMOUSLY

**RESCHEDULING OF
SEPTEMBER 22 REGULAR
COUNCIL MEETING**

Jodie Lyons, Municipal Coordinator, requested for Council to consider a recommendation to reschedule the September 22nd, 2026, Council meeting to September 29th, 2026.

264-26 Moved by Cr. Botros that Council adopt that the September 22, 2026, Regular Council meeting is rescheduled to September 29, 2026, at 5:30pm at the Town of Barrhead Council Chambers.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of September 8, 2026, were reviewed:

- (a) Barrhead Attraction & Retention Committee – Cr. Botros
- (b) Twinning Committee – Cr. Botros
- (c) Barrhead & Area Regional Crime Coalition (BARC) – Cr. Kluin
- (d) Barrhead Exhibition Assoc. & Agricultural Society – Cr. Oswald
- (e) Barrhead & District Indigenous Committee – Cr. Oswald

265-26

Moved by Cr. Kluin that the following Reports to Council as of September 8, 2026 be accepted as information:

- (a) Barrhead Attraction & Retention Committee – Cr. Botros
- (b) Twinning Committee – Cr. Botros
- (c) Barrhead & Area Regional Crime Coalition (BARC) – Cr. Kluin
- (d) Barrhead Exhibition Assoc. & Agricultural Society – Cr. Oswald
- (e) Barrhead & District Indigenous Committee – Cr. Oswald

CARRIED UNANIMOUSLY

BYLAW

**NON-RESIDENTIAL
TAX INCENTIVE
BYLAW 08-2026**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services, presented to Council to consider the Non-Residential Tax Incentive Bylaw that provides a short-term municipal property tax incentive for new or expanded commercial and industrial development within the Town of Barrhead.

266-26

Moved by Cr.Kluin that Council give Bylaw 08-2026, Non-Residential Tax Incentive Bylaw, first reading.

CARRIED UNANIMOUSLY

267-26

Moved by Cr. Kluin that Council set a public hearing date for October 27, 2026, at 5:30 p.m.

CARRIED UNANIMOUSLY

CORRESPONDENCE

The following correspondence to Council was reviewed:

- Barrhead Regional Fire Services – August Report
- Minister Assisted Living & Social Services – ADAP
- Resilience across Canada Request for Declaration Letter

268-26

Moved by Cr. Oswlad that the correspondence to Council is accepted as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

- Cr. Oswald noted that the recent Make the Connection night organized by Barrhead CARES Committee and Barrhead & District FCSS was another success this year.

IN-CAMERA

**THIRD PARTY BUSINESS INTEREST
ATIA SECTION 19**

**TSI CONSULTING
BARRHEAD & DISTRICT FCSS
ADVICE FROM OFFICIALS
ATIA SECTION 29**

269-26 Moved by Cr. Oswald that Council move in-camera at 6:43 p.m. for two items pursuant to Section 19 and 29 of the Access to Information Act.

CARRIED UNANIMOUSLY

**OUT OF CLOSED
SESSION**

270-26 Moved by Cr. Oswald that the Regular Council Meeting move out of closed session at 7:56 p.m.

CARRIED UNANIMOUSLY

ADJOURN

271-26 Moved by Cr. Sawatzky that the Council Meeting be adjourned at 7:56 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

COUNCIL DELEGATION REQUEST



<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1;">CONTACT INFO</td> </tr> <tr> <td>Sgt. Colin Hack</td> </tr> <tr> <td>(NAME) 780-674-4848</td> </tr> <tr> <td>(TELEPHONE NUMBER)</td> </tr> <tr> <td>(EMAIL ADDRESS)</td> </tr> <tr> <td style="background-color: #e0f2f1;">MAILING ADDRESS</td> </tr> <tr> <td>4729 - 61 Avenue</td> </tr> <tr> <td>(STREET OR BOX ADDRESS) Barrhead, AB T7N 1A3</td> </tr> <tr> <td>(CITY, ALBERTA, POSTAL CODE)</td> </tr> </table>	CONTACT INFO	Sgt. Colin Hack	(NAME) 780-674-4848	(TELEPHONE NUMBER)	(EMAIL ADDRESS)	MAILING ADDRESS	4729 - 61 Avenue	(STREET OR BOX ADDRESS) Barrhead, AB T7N 1A3	(CITY, ALBERTA, POSTAL CODE)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1;">CONTACT INFO</td> </tr> <tr> <td> </td> </tr> <tr> <td>(NAME)</td> </tr> <tr> <td>(TELEPHONE NUMBER)</td> </tr> <tr> <td>(EMAIL ADDRESS)</td> </tr> <tr> <td style="background-color: #e0f2f1;">MAILING ADDRESS</td> </tr> <tr> <td> </td> </tr> <tr> <td>(STREET OR BOX ADDRESS)</td> </tr> <tr> <td>(CITY, ALBERTA, POSTAL CODE)</td> </tr> </table>	CONTACT INFO		(NAME)	(TELEPHONE NUMBER)	(EMAIL ADDRESS)	MAILING ADDRESS		(STREET OR BOX ADDRESS)	(CITY, ALBERTA, POSTAL CODE)
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REPRESENTING																			
(BUSINESS, COMMITTEE, GROUP, OR BOARD)																			
Royal Canadian Mounted Police																			
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL																			
Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting																			
29	September																		
(DAY)	(MONTH)																		
2026	(YEAR)																		
OR	(DAY) (MONTH) (YEAR)																		
PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION)																			
Bi-Annual Update																			
☒ 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:																			
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.																			
 SIGNED	09/24/26 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																			
☐ ADDED TO AGENDA	IN CAMERA: YES ☐ NO ☐																		
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?																			
APPROVED: YES ☐ NO ☐	CAO'S APPROVAL MAYOR'S APPROVAL																		
ADDITIONAL COMMENTS/NOTES:																			

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director of Recreation

Date: September 29, 2026

Re: Barrhead Regional Aquatics Centre Hours of Operation

1.0 **PURPOSE:**

To seek Council approval to move the Aquatic Centre from all-day public swim access during scheduled school rentals, school swimming lessons, curriculum-based aquatic programming, and swim club training times to a scheduled public swim model, effective November 1, 2026.

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

2.0 **BACKGROUND AND DISCUSSION:**

The Aquatic Centre serves several different user groups, including the public, local schools, swimming programs, and swim clubs. These groups have different operational and programming requirements that can be difficult to accommodate effectively when public swim access is maintained throughout the day regardless of scheduled facility rentals or organized programming.

Schools require a controlled and predictable environment for students, teachers, instructors, and other supervisors. School swimming lessons and curriculum-based aquatic programming often require dedicated pool space and appropriate supervision so instructors can safely manage students and deliver the intended programming.

Similarly, swim clubs require reliable access to designated lanes and pool space for structured training. Allowing public swimming to continue throughout organized swim club training can reduce the amount of usable space available to the club and may interfere with the delivery of its programming.

At the same time, public swimmers should continue to have access to the Aquatic Centre at times when sufficient space is available. Public swim is most beneficial when patrons can reasonably use the pool without significant restrictions, overcrowding, or competing with large, organized groups for limited pool space.

Administration is therefore recommending a scheduled-use model that better separates organized programming from public swim opportunities.

2.1 Improved Facility Use and Program Delivery:

a.) Organized programming:

Scheduled school rentals, swimming lessons, curriculum-based aquatic programming, and swim club training would be provided with the dedicated space and predictable access required to deliver their programs effectively.

b). Public Swim Experience:

Public swim would be scheduled during designated periods when sufficient space is available. This would allow patrons to have a more predictable and positive experience rather than attending during a time when much of the facility is occupied by a rental or organized program.

c.) Safety and Supervision:

Separating public access from higher-volume organized programming would allow aquatic staff to better manage the number and type of users in the facility. This supports appropriate supervision and reduces the potential for conflicts between different user groups.

d.) Customer Service:

A clearly scheduled system would make it easier for patrons to understand when public swim is available and what type of programming is occurring at other times. Staff would also have clearer direction when communicating facility availability to the public. The goal is not to eliminate public access, but to provide public swim during periods when the facility can offer a safe, reasonable, and positive experience while also meeting the needs of organized users.

2.2 Operational Benefits:

a.) The scheduled-use model would create operational periods that can be used for cleaning, maintenance, inspections, emergency response drills, and staff training.

b.) Providing dedicated operational windows would allow staff to complete required tasks without competing with public users or organized programming.

c.) A more structured schedule would also reduce confusion and conflict between user groups and facility staff.

2.3 Communication and Transition:

a.) The proposed change may initially be viewed by some patrons as a reduction in public access. Administration recognizes that public communication will therefore be important to the successful implementation of the new model.

3.0 ALTERNATIVES:

- 3.1** Council may choose to approve the proposed scheduled-use model and discontinue all-day public swim access during scheduled school rentals, school swimming lessons, curriculum-based aquatic programming, and swim club training times, effective November 1, 2026.
- 3.2** Council may choose to direct Administration to maintain the current all-day public swim access model.
- 3.3** Council may choose to direct Administration to develop an alternative public swim schedule or operating model and return to Council with a revised recommendation.

4.0 FINANCIAL IMPLICATIONS:

The proposed change is not expected to result in significant direct financial implications. However, changes to public swim scheduling may affect admission revenue depending on changes in public attendance.

The scheduled-use model may also provide operational efficiencies by creating dedicated periods for cleaning, maintenance, inspections, staff training, and other facility requirements.

Any significant financial impacts identified through implementation would be monitored by Administration and reported through the appropriate budget or reporting process.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Implementation would require coordination between Aquatic Centre staff and the Town departments responsible for maintenance and communications.

The public swim schedule, organized programming schedule, facility maintenance requirements, and staffing needs would need to be coordinated to ensure the facility schedule is practical and clearly communicated.

Prior to implementation, the Town would clearly communicate the change, including the effective date of November 1, 2026, the designated public swim times, and the reasons for reserving certain periods for organized programming and facility operations.

Public education through posted schedules, facility signage, online information, and direct communication with regular users would help patrons understand when public swim is available and allow them to plan their visits accordingly.

SENIOR GOVERNMENT IMPLICATIONS:

- 6.0** There are no anticipated direct senior government implications associated with this decision. The proposed model would continue to operate within applicable provincial requirements and standards relating to aquatic facility operations, public safety, supervision, and facility maintenance.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The proposed change may result in some public concern because patrons who are accustomed to all-day public swim access may perceive the scheduled-use model as a reduction in service.

However, the change is intended to improve the quality and reliability of public swim rather than eliminate public access. Providing designated public swim periods when adequate space is available would allow patrons to better understand when they can expect a reasonable level of access to the pool. The proposed approach would also support positive working relationships with local schools and swim clubs by providing these groups with more reliable access to the facility for their intended programming.

8.0 ATTACHMENTS:

- 8.1** Proposed Barrhead Regional Aquatics Centre Operational Schedule
- 8.2** Lacombe Kinsmen Aquatic Centre Schedule
- 8.3** Brazeau County Ricochet Oil Corp Aquatic Centre Schedule
- 8.4** Edson and District Leisure Centre Pool Schedule
- 8.5** Vegreville Pool Schedule

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends the transition to a scheduled-use model for public swimming at the Aquatic Centre, with public swim offered during designated blocks when sufficient pool space is available, and discontinue all-day public swim access during scheduled school rentals, school swimming lessons, curriculum-based aquatic programming, and swim club training times, effective November 1, 2026.

10.0 RECOMMENDED MOTION (Public):

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

(original signed by the CAO)

Collin Steffes
CAO

Barrhead Regional Aquatic Centre							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30		Lane/Public Swim 6:30AM-9:00AM	Lane/Public Swim 6:30AM-12:00PM	Lane/Public Swim 6:30AM-9:00AM	Lane/Public Swim 6:30AM-12:00PM	Lane/Public Swim 6:30AM-9:00AM	
7:00							
7:30		AquaFit 9:00AM-9:45AM Leisure Pool Access		AquaFit 9:00AM-9:45AM Leisure Pool Access		AquaFit 9:00AM-9:45AM Leisure Pool Access	
8:00		Lane/Public Swim 10:00AM-12:00PM		Lane/Public Swim 10:00AM-12:00PM		Lane/Public Swim 10:00AM-12:00PM	
8:30	Rental Space 11:00AM-12:00PM						
9:00		Lane/Public Swim 10:00AM-12:00PM	Lessons/School Groups 12:00PM-2:30PM CLOSED TO PUBLIC	Swim Club CLOSED TO PUBLIC (lessons in the leisure pool) 5:00PM-7:00PM	Lane/Public Swim 2:30PM-5:00PM	Lane/Public Swim 10:00AM-12:00PM	
9:30							
10:00							
10:30							
11:00	Rental Space 11:00AM-12:00PM	Lane/Public Swim 10:00AM-12:00PM					Rental Space 11:00AM-12:00PM
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3:00	Public Swim 12:00PM-6:00PM						
3:30							
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							

KINSMEN AQUATIC CENTRE SCHEDULE

Schedule in effect from October 13th to December 20th, 2026
www.lacombe.ca/pool

Aquatic Centre: 403.782.1278 Schedule Hotline: 403.782.1277
 Schedule subject to change. Please call 403-782-1277 for current daily schedule or
 visit the website for up to date information at lacombe.ca/pool

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lane Swim & Parent & Tot 7:00-8:30am	Lane Swim 6:00-8:45 am *1 lane available 7:30-8:45 am Water Fitness 7:45-8:45am	Lane Swim 6:00-8:45 am *1 lane available 7:30-8:45 am Water Fitness 7:45-8:45am	Lane Swim 6:00-8:45 am *1 lane available 7:30-8:45 am Water Fitness 7:45-8:45am	Lane Swim 6:00-8:45 am *1 lane available 7:30-8:45 am Water Fitness 7:45-8:45am	Lane Swim 6:00-8:45 am *1 lane available 7:30-8:45 am Water Fitness 7:45-8:45am	Lane Swim & Parent & Tot 7:00-8:30am
Swim Lessons 8:45-11:00 am	Schools 9:00-11:00am ★	Schools 9:00-11:00am ★	Schools 9:00-11:00am ★	Schools 9:00-11:00am **Parent & Tot Swim 9:00-11:00 am	Swim Lessons (Fri Only) 8:45-11:00am ★	Swim Lessons 8:45am-11:30am
Private Pool Rental 11:00-12:00 pm ★	Parent & Tot Swim 11:00am- 1:00pm	Preschool Lessons (T/Th) 11:10am- 12:50pm	Preschool Lessons (W/F) 11:10am- 12:50pm	Preschool Lessons (T/Th) 11:10am- 12:50pm	Preschool Lessons (W/F) 11:10am- 12:50pm	★
Public Swim 12:15-4:00 pm	Low Impact Fitness 11:10-11:55am	Low Impact Fitness 11:10-11:55am	Low Impact Fitness 11:10-11:55am	Low Impact Fitness 11:10-11:55am	Low Impact Fitness 11:10-11:55am	★
Swim Lessons 4:15-6:15 pm ★	Lane Swim 12:00-1:00pm	Lane Swim 12:00-1:00pm	Lane Swim 12:00-1:00pm	Lane Swim 12:00-1:00pm	Lane Swim 12:00-1:00pm	Private Pool Rental 12:00-1:00 pm ★
JLC 4:15-8:30 pm	Schools 1:00-3:00pm ★	Schools 1:00-3:00pm ★	Schools 1:00-3:00pm **Parent & Tot Swim 1:00-3:00pm	Schools 1:00-3:00pm ★	\$3 Public Swim 1:00-3:00pm	Public Swim 1:15-3:15pm
Swim Lessons 4:15-6:15 pm ★	Swim Lessons 3:30-6:30 pm ★	Swim Lessons 3:30-6:30 pm ★	Swim Lessons 3:30-6:30 pm ★	Swim Lessons 3:30-6:30 pm ★	Swim Lessons 3:30-6:30 pm *1 lane available 4:00-6:30 pm	Private Pool Rentals 3:30-4:30pm 4:45-5:45pm ★
Public Swim 6:30-8:00pm *1 lane available 6:30-9:00 pm	JLC 4:15-6:30 pm	JLC 3:45-6:30 pm	JLC 3:45-6:30 pm	JLC 4:15-6:30 pm	WIBIT Public Swim 6:30-9:00pm	WIBIT Public Swim 6:00-8:30pm
Water Fitness & Lane Swim 8:00-9:00pm ★	Public Swim 6:30-8:00pm *1 lane available 6:30-9:00 pm	Public Swim 6:30-8:00pm *1 lane available 6:30-9:00 pm	Water Walkway Public Swim 6:30-8:00pm	\$3 Public Swim 6:30-8:00pm *1 lane available 6:30-9:00 pm	★	★
Water Fitness & Lane Swim 8:00-9:00pm ★	Water Fitness & Lane Swim 8:00-9:00pm ★	Water Fitness & Lane Swim 8:00-9:00pm ★	Water Fitness & Lane Swim 8:00-9:00pm *1 lane available 8:00-9:00 pm ★	Water Fitness & Lane Swim 8:00-9:00pm ★	★	★

 Statutory Holiday Swim Time 1:00-5:00pm

**Parent and tot swim is subject to cancelation due to school bookings. Please check the schedule hotline or our website for up to date information

The pool will be closed for scheduled maintenance from September 1st-October 12th, 2026

SAVE THE DATE! Halloween Bash-October 30th, Time TBD, volunteers needed.

★ Hot Tub is unavailable during the above programs.



Ricochet Oil Corp. Aquatic Centre Public Swimming Schedule

June 29 - August 30, 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	<i>Contact Us</i> 4700 West Valley Park Road Drayton Valley, AB P. 780.515.7946 pooladmin@draytonvalley.ca	
Gentle Aquasize 8:00-8:45am	Aquapump 8:00 - 8:45am	Gentle Aquasize 8:00-8:45am	Aquapump 8:00 - 8:45am			
Swim for Life Lessons 9:00am- 12:30pm	Swim for Life Lessons 9:00am- 12:30pm	Swim for Life Lessons 9:00am- 12:30pm	Swim for Life Lessons 9:00am- 12:30pm	Swim for Life Lessons 9:00am- 12:30pm		
					Public Swim 11:00am - 5:00pm	Public Swim 11:00am - 5:00pm
Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Public Swim 6:00am - 8:00pm	Schedule Changes: Wednesday July 1: 11am-5pm Monday August 3: 11am-5pm Monday September 7: 11am-5pm	
  						
Watch our Facebook page for Lesson Schedule!						

Visit us online: www.draytonvalley.ca • 4700 West Valley Park Road, Drayton Valley, AB
 Phone: 780.515.7946 • Email: pooladmin@draytonvalley.ca



EDSON AND DISTRICT LEISURE CENTRE

Pool Schedule June 26 - August 8, 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
Lane/Lagoon 6:00-8:00AM <i>Membership Required</i>	Lane/Lagoon 6:00-8:00AM <i>Membership Required</i>	Lane/Lagoon 6:00-8:00AM <i>Membership Required</i>	Lane/Lagoon 6:00-8:00AM <i>Membership Required</i>	Pool Maintenance 6:00 - 9:00 AM	Lane/Lagoon/Lessons 9:30-11:00AM
Pool Maintenance 8:00 - 10:45AM	Lessons 8:00 - 9:45AM	Pool Maintenance 8:00 - 10:45AM	Lessons 8:00 - 9:45AM	Public Swim/2 Lanes 9:00 - 10:45AM	Private Rental 11:30-12:30PM
	Aqua Gentle/2 Lanes 9:45-10:30AM <i>Sauna/Lagoon Unavailable</i>		Aqua Gentle/2 Lanes 9:45-10:30AM <i>Sauna/Lagoon Unavailable</i>		Public Swim 12:45-4:45PM
Aqua Fit 11:00-11:45AM <i>Sauna/Lagoon Unavailable</i>	Aqua Fit 11:00-11:45AM <i>Sauna/Lagoon Unavailable</i>	Aqua Fit 11:00-11:45AM <i>Sauna/Lagoon Unavailable</i>	Aqua Fit 11:00-11:45AM <i>Sauna/Lagoon Unavailable</i>	Aqua Fit 11:00-11:45AM <i>Sauna/Lagoon Unavailable</i>	Lane/Lagoon 5:00-6:00PM
Lane and Lagoon 12:00-1:00PM	Lane and Lagoon 12:00-1:00PM		Lane and Lagoon 12:00-1:00PM	Lane and Lagoon 12:00-1:00PM	
Public Swim 1:15-3:15PM	Public Swim 1:15-3:15PM	*Water Smart* Public Swim 12:00 - 3:15PM	Public Swim 1:15-3:15PM	Public Swim 1:15-3:15PM	
Lessons 3:30-5:30PM	Lessons 3:30-5:30PM	Lessons 3:30-5:30PM	Lessons 3:30-5:30PM	Lessons 3:30-5:30PM	
Aqua Fit/2 Lanes 5:45- 6:30PM		Aqua Fit/2Lanes 5:45- 6:30PM			
Public Swim/2Lanes 6:30 - 8:00PM	Public Swim/2 Lanes 5:45-8:00PM	Public Swim/2Lanes 6:30 - 8:00PM	Public Swim/2 Lanes 5:45-8:00PM	Public Swim/2 Lanes 5:45-8:00PM	

Water Smart Wednesdays: Lifeguard-led Activities

Pool Schedule Modifications:

- July 1 - Canada Day Public Swim 12-5pm
- August 3 - Civic Holiday Public Swim 12-5pm

For the most up to date information visit our Facebook page

"Edson & District Leisure Centre" OR our website www.edson.ca/lc OR call 780-723-7665

Pool Schedule subject to change

POOL SCHEDULE
SEPTEMBER 8 TO DECEMBER 31, 2025 (subject to change)

SUN	MON	TUES	WED	THURS	FRI	SAT
	Lane Swim 6-9am		Lane Swim 6-9am		Lane Swim 6-9am	
		Aquafit 8:45-9:45am starts Oct. 7		Aquafit 8:45-9:45am		
Available for Rent 10:45-11:45am (No Wibit)	School Bookings 9-12pm	School Bookings 10am-12pm	School Bookings 9am- 12pm	School Bookings 10am-12pm	School Bookings 9am- 12pm	
Parent & Tot Lane Swim 12-1pm	Parent & Tot Lane Swim 12-1pm	Parent & Tot Lane Swim 12-1pm	Parent & Tot Lane Swim 12-1pm	Parent & Tot Lane Swim 12-1pm	Parent & Tot Lane Swim 12-1pm	Available for Rent (Wibit) 11:45-12:45pm
Public Swim 1-3pm	Adaptive Swim 1-2pm	School Bookings 1-2pm	Adaptive Swim 1-2pm	School Bookings 1-2pm		Public & Wibit Swim 1-3pm
	Adult & Senior Swim 2-3:15pm	Adult & Senior Swim 2-3:15pm	Adult & Senior Swim 2-3:15pm	Adult & Senior Swim 2-3:15pm		
Available for Rent 3-4pm (No Wibit)	Preschool to Swimmer 2 Swim Lessons 4:00-5:30pm	Swim Club 3:45-5:15pm	Preschool to Swimmer 2 Swim Lessons 4:00-5:30pm	Swim Club 3:45-5:15pm	Toonie Swim 3:30-5pm	Available for Rent 3-4pm (Wibit)
Family Swim 4-6pm		Swim Lessons 4:30-6:30pm	Swim Club 4:15-5:15pm	Swim Lessons 4:30-6:30pm	Available for Rent 5:15-6:15pm (No Wibit)	Public & Wibit Swim 4-6pm
	Aquafit 5:30-6:30pm		Aquafit 5:30-6:30pm starts Sept.17			
	Public Swim 6:30-8pm	Toonie Swim 6:30-8:00pm	Public Swim 6:30-8pm	Public Swim 6:30-8pm	Public Swim 6:30-8:30pm	
	Lane Swim 8-9pm	Water Walkers Lane Swim 8-9pm	Lane Swim 8-9pm	Water Walkers Lane Swim 8-9pm		
FACILITY HOURS (WEIGHT + CARDIO ROOM/RACQUETBALL COURT/FITNESS STUDIO)						
SUN	MON	TUES	WED	THURS	FRI	SAT
8am-8pm	6am-9pm	6am-9pm	6am-9pm	6am-9pm	6am-9pm	8am-8pm
See the back of this page for important information.  TOWN OF VEGREVILLE PARKS, RECREATION & FACILITIES 4509 48 Street PO Box 640 Vegreville, AB T9C 1K8 780.632.6403 vegreville.com						

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: September 29, 2026

Re: Request for Temporary Discretionary Tax Relief

1.0 PURPOSE:

To present a request for temporary relief from the municipal portion of property tax on a vacant non-residential property and seek direction for a quantified assessment of the request.

2.0 BACKGROUND AND DISCUSSION:

On August 31, 2026, the property owner wrote to Mayor and Council requesting a temporary reduction in the municipal portion of property tax while their purpose-built office building remains vacant. The owner reports that the building has been vacant for approximately two years, has been maintained and insured, and has been actively marketed without securing a tenant. The owner attributes the leasing difficulty to its office configuration in an industrial area. These statements are the owner's account and have not yet been independently verified for this report.

The owner requests relief for as long as the building remains vacant, or another form of relief Council considers appropriate. The request gives no proposed percentage, dollar amount, start date or maximum term. It does not request a reduction of education or other requisitioned tax.

The owner had also described ongoing efforts to maintain and market the property despite its prolonged vacancy. Council may consider those circumstances under section 347(1) of the Municipal Government Act. Administration does not recommend relief based on vacancy and leasing challenges in this instance, as doing so could create an expectation of comparable relief for other vacant commercial properties.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1** Council may direct Administration to return with a defined, costed option and recommendation (recommended).
- 3.2** Council may decline the request at this time or request further information before providing direction.

4.0 FINANCIAL IMPLICATIONS:

The municipal tax amounts, including the Aquatic Centre requisition, for the past two years are as follows:

- 4.1** 2026 YEAR: \$10,086.62
- 4.2** 2025 YEAR: \$ 9,704.66

A reduction or cancellation would reduce Town revenue; a deferral would affect the timing of collection and may create collection risk.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Finance would confirm ownership and the tax account, verify the municipal tax amount, review any assessment or tax classification issue, and calculate the impact of options. Administration may seek evidence of vacancy, marketing activity and the proposed duration of relief.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The request is limited to the municipal portion of property tax. Education and other requisitioned amounts should be identified separately. No senior-government approval is necessary for Council to consider relief under section 347 of the *Municipal Government Act*.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Granting relief to one property owner because a commercial property is vacant could prompt similar requests from other owners. This may increase public scrutiny of the criteria Council uses to grant relief and whether those criteria are applied consistently. Maintaining the taxes as levied supports equitable treatment of property owners while recognizing the applicant's efforts to maintain and market the building.

8.0 ATTACHMENTS:

- 8.1** Owner's email dated August 31, 2026 (Severed inline with Section 19 of the *Access to Information Act*.)

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council decline the request for temporary discretionary relief and maintain the municipal property taxes as levied. This recommendation recognizes the owner's efforts to maintain and market the property while supporting a consistent approach to municipal taxation.

10.0 PROPOSED MOTION:

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

(original signed by the CAO)

Collin Steffes
CAO



SEVERED ITEM

Council Agenda Item 7(b)

RE: Temporary Discretionary Tax Relief
Letter from Owner

Severed in line with Section 19 and 20, Access to Information Act.

Sec 19: Disclosure harmful to business interests of a third party

Sec 20: Disclosure harmful to personal privacy.

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: September 29, 2026

Re: Monthly Bank Statement to August 31, 2026

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to August 31, 2026, 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 August 31, 2026, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to August 31, 2026, 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 August 31, 2026

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to August 31, 2026, as information.

10.0 PROPOSED MOTION:

That Council accepts the Monthly Bank Statement, to August 31, 2026, as information.

(original signed by the CAO)
Collin Steffes
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED AUGUST 31, 2026**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	9,918,506.00	3,000,000.00
Receipts	1,739,791.42	
Interest	23,167.93	
Transfers from/to Term Deposits	0.00	0.00
Cancelled Cheques		
SUBTOTAL	11,681,465.35	3,000,000.00
Disbursements	2,147,127.79	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	9,534,337.56	3,000,000.00

PER BANK:		
Balance at end of month	9,681,118.57	3,000,000.00
Outstanding Deposits	0.00	
SUBTOTAL	9,681,118.57	3,000,000.00
Outstanding Cheques	146,781.01	
NET BALANCE AT END OF MONTH	9,534,337.56	3,000,000.00

**TERM DEPOSIT SUMMARY
FOR MONTH ENDED AUGUST 31, 2026**

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Servus	\$	3,000,000.00	2.74	23-Jun-26	Maturity Date Sept. 21, 2026

REQUEST FOR DECISION

To: SLT

From: Jodie Lyons, Municipal Coordinator

Date: September 3, 2026

Re: Proper Surveillance Signage and subsequent Policy

1.0 PURPOSE:

For Council to consider approving the draft Surveillance Cameras & Systems Policy as part of the Town's Privacy Management Program implementation.

2.0 BACKGROUND AND DISCUSSION:

Section 25 of Alberta's *Protection of Privacy Act* (POPA) requires public bodies to establish and maintain a Privacy Management Program (PMP) consisting of documented policies and procedures that support compliance with the Act. The Town's PMP framework identifies safeguards and security, public privacy notices, risk management, and ongoing monitoring as key implementation areas.

As part of this work, Administration reviewed surveillance signs located on Town property to confirm that appropriate personal information collection notices were in place where surveillance cameras are used. This review expanded into a broader assessment of the Town's surveillance systems to ensure there is appropriate camera coverage, consistent signage and collection notices, and suitable management of recorded video, including access, use, retention, disclosure, and security controls.

The review highlighted the value of a consistent corporate framework for Town-owned or operated surveillance systems. The draft policy requires a lawful and reasonable purpose, balances operational and security needs with individual privacy interests, requires appropriate notice, and applies to systems that collect, record, store, use, or disclose images or other personal information.

The proposed policy supports the Town's broader PMP by establishing an administrative safeguard and a common basis for consistent surveillance practices across departments, facilities, employees, contractors, service providers, and other authorized users.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1** Council may choose to direct Administration to revise the draft policy.
- 3.2** Council may choose to defer consideration pending further review of the Town's surveillance systems, signage, or operational requirements.

4.0 FINANCIAL IMPLICATIONS:

Financial implications may include the replacement or addition of standardized surveillance collection-notice signage and minor administrative or system configuration changes. Any material surveillance system upgrades or unbudgeted costs identified through implementation would be brought forward separately for budget consideration.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Departments using surveillance cameras will be responsible for consistent application of the policy, including camera purpose and coverage, signage, access to recordings, retention and disclosure practices, and coordination with the Privacy Officer and Corporate Services. Staff and authorized service providers may require role-specific privacy instruction.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The policy supports the Town's Privacy Management Program under section 25 of POPA. Government of Alberta guidance identifies documented policies, reasonable administrative, physical and technical safeguards, and monitoring of information systems as components of privacy management.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Clear collection notices and a consistent surveillance policy support transparency and public awareness of the Town's use of cameras on municipal property. Defined purposes, responsibilities and safeguards can support public confidence, while inconsistent signage or recording practices could create privacy concerns.

8.0 ATTACHMENTS:

- 8.1** Draft Policy #012-034 - Surveillance Cameras & Systems Policy
- 8.2** Privacy Management Program Implementation Sheet & Framework
- 8.3** Government of Alberta Fact Sheet: Privacy Management Program

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council consider the draft Surveillance Cameras & Systems Policy for approval and support continued implementation of standardized collection notices and operational controls for Town surveillance systems under the Privacy Management Program.

10.0 PROPOSED MOTION:

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

(original signed by the CAO)

Collin Steffes

CAO

POLICY # 012-034

SURVEILLANCE CAMERAS & SYSTEMS POLICY

Resolution Number:	TBA
Original Approval Date:	October 13, 2026
Review Due Date:	October, 2028
Revised Policy Date:	

POLICY STATEMENT:

The Town shall only use video surveillance where there is a lawful and reasonable purpose for the collection of personal information and will balance its operational and security requirements against the privacy interests of individuals.

The Town shall provide appropriate notice that cameras are in use.

PURPOSE:

This policy establishes the requirements for the appropriate use of surveillance cameras and systems by the Town to support the safety and security of individuals, municipal facilities, property and assets while protecting personal information and individual privacy in accordance with the Protection of Privacy Act (POPA) and other applicable legislation.

SCOPE:

This Policy applies to all Town-owned or operated surveillance cameras and systems that collect, record, store, use or disclose images or other personal information.

Responsible parties include Town employees, elected officials, contractors, service providers and other delegated people who are authorized to operate, administer or access Town surveillance cameras and systems.

This Policy does not apply to covert surveillance undertaken for an authorized law enforcement purpose or other circumstances where different legislative requirements apply.

Privacy Management Program (PMP)



IMPLEMENTATION SHEET & FRAMEWORK

Protection of Privacy Act - Section 25 of POPIA 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 POPIA.

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).

Fact Sheet: Privacy Management Program

The *Protection of Privacy Act* (POPA) requires public bodies to establish and implement a privacy management program (PMP).

Purpose of a PMP

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.

Key purposes of a PMP include the following:

- Promote accountability by establishing clear roles, responsibilities, and processes for managing privacy risks.
- Foster trust with Albertans, employees, and partners by demonstrating a commitment to privacy.
- Specify safeguards to protect personal information, data derived from personal information and non-personal.
- Enable risk management tools to identify, assess, and mitigate privacy risks proactively.
- Support Business Objectives by integrating privacy into business operations, enabling innovation while respecting individuals' rights.

Requirements

POPA requires public bodies to make reasonable security arrangements to protect the personal information, data derived from personal information and non-personal data. The Protection of Privacy Regulation section 1(c) defines reasonable security arrangements as administrative safeguards, physical safeguards and technical safeguards to protect personal information, data derived from personal information and non-personal data in the custody or under the control of a public body that:

- (i) are appropriate and proportional with the security classification level of the information or data, and
- (ii) in the case of non-personal data, ensure, to the extent possible, that the identity of an individual who is the subject of the non-personal data cannot be re-identified from the data.

Administrative safeguards are a policy, procedure or practice to manage a public body's conduct that protects the privacy of personal information, data derived from personal information and non-personal data;

Physical safeguards are a measure to protect a public body's physical assets, including electronic information systems, from natural and environment hazards and unauthorized intrusion;

Technical safeguards are a measure to protect a public body's electronic information and control access to it.

Implementation

Section 25(5) requires that each public body must implement a PMP within 1 year of enactment of the POPA, and the public body is not required to provide a person with a copy of its PMP or with directions on where to access a copy until 1 year after enactment of the POPA.

PMP Components

A PMP must be proportional to the volume and sensitivity of personal information in the custody or under the control of the public body. Section 6 of the Protection of Privacy (Ministerial) Regulation details the requirements for PMPs.

All public bodies

A designated or identification of a privacy officer

The head of a public body must designate or identify a privacy officer for the public body. This contact is responsible for ensuring the public body's compliance with the POPA. There are times where a head may assign one or more privacy contacts depending on several factors, including the size and structure of the organization.

The privacy officer should be responsible for the development, implementation and maintenance of the PMP, and ensuring the tasks and responsibilities set out in the PMP are incorporated in the organizational structure. Best practices also include reporting back to senior leadership on compliance with POPA and any privacy risks and mitigation strategies.

Internal policies and procedures that address the public body's duties under POPA

Specific policies and procedures need to be developed for the following:

- Responding to requests for the correction of an individual's personal information (see fact sheet on correction of personal information);
- Responding to privacy incidents (see fact sheet on privacy incidents);
- Responding to privacy complaints;
- Creation, use and disclosure of non-personal data, if the public body will create, use or disclose non-personal data (see fact sheets on non-personal data and data matching); and
- How automated systems will use personal information, including any security or technical safeguards and to generate content or make decisions, recommendations.

Establish a security classification system

All public bodies are required to establish a security classification system for personal information, data derived from personal information and non-personal data.

Security classification levels should be reflective of the sensitivity of personal information (see section 2 of the Protection of Privacy (Ministerial) Regulation). The classification should ensure that sensitive information is adequately protected in relation to the context in which the information exists. Security classification systems are required for the application of security and other measures, such as more stringent rules around collection, use and disclosure, to ensure it will be adequately protected.

It is important to effectively manage the information by applying appropriate retention and destruction policies to the information.

Mandatory training for employees

Privacy training and awareness help keep privacy and security top of mind for employees. Training ensures knowledge of policy or legislative requirements and helps prevent and detect privacy incidents or other POPA compliance issues.

Employees in the context of a public body includes a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body. This means that contractors and other individuals providing a service to a public body are required to be compliant with POPA and understand their responsibilities under the Act. Training requirements ensure these individuals understand their responsibilities.

Timelines for the periodic review

Regular review, assessment and updates to timelines for public bodies to revisit PMPs should be documented. This ensures a public body is monitoring, assessing and revising their PMPs to ensure it remains relevant and effective. Time frames can be developed by the public body based on their size and handling of personal information, data derived from personal information and non-personal data.

Public bodies with high volume of personal information or highly sensitive personal information

Any public body that manages a high volume of personal information or highly sensitive personal information is required to have more components in their PMPs. Public bodies need to exercise their judgement on when a more detailed PMP is required.

Where considering if the public body meets the requirement based on high volume of personal information the public body should take into consideration the size of the public body, the amount of individuals the public body services and the types and amount of personal information the public body has in its custody or under its control.

High-sensitivity information is defined in section 1 of the Protection of Privacy (Ministerial) Regulations to include personal information related to biometric information, financial information, or personal information respecting a minor, senior or vulnerable individual.

These PMPs include additional documentation for their internal privacy management structure and internal policies and procedures.

Documentation of the public body's internal privacy management structure

A public body should ensure roles, responsibilities and accountabilities of employees are clearly documented and ensuring privacy compliance of third-party service providers that handle personal information (contract management, auditing, performance monitoring). This goes beyond just identification of a privacy officer.

One way to achieve this is through implementing delegation matrix that clearly identifies roles and responsibilities under the Act for example responding to complaints on the collection, use and disclosure of personal information, clear authorities for who can release personal information etc. For more information see Fact Sheet: Delegation.

Completing and submitting privacy impact assessments (PIAs)

A public body should establish and create policies and procedures on when PIAs are required to be completed internally to the public body. While POPA requires PIAs to be completed and submitted to the Information and Privacy Commissioner in certain circumstances, these policies should document internal best practices on privacy risk management and what a public body considers a substantial change to an existing administrative practice, program, project or service.

Additionally, as POPA and the accompanying Ministerial Regulation requires submission of the PIA in certain circumstances to the Information and Privacy Commissioner these policies should document who the point of contact is for submitting PIAs to the Commissioner, responsibilities for responding to requests from the Information and Privacy Commissioner for clarification or more detail related to the PIA and following up on any comments or recommendations.

These policies or procedures should also detail how the public body maintain their PIAs.

Proactive monitoring of information systems to assess security measures and mitigate risks

Incorporate privacy risk assessments (e.g., PIAs and Security Threat Risk Assessments), into organizational risk management, and maintain a privacy risk registry. Reporting of these assessments and management of the risks should happen in accordance with requirements of Act and Regulation, and in accordance with the governance structure.

Oral, electronic and written consent

Public bodies should be developing internal policies compliant with section 2 of the Protection of Privacy Regulation that allows the head of the public body to established rules respecting the purposes for which electronic consent, oral and written consent are considered acceptable.

Artificial Intelligence

Public bodies are required to develop policies related to the use of personal information in artificial intelligence systems, the creation of data derived from personal information and the creation of non-personal data, if applicable to the public body.

Safeguards

Public bodies should have policies and procedures that detail administrative, technical and physical safeguards for managing personal information, data derived from personal information and non-personal data. This should

include monitoring the continued integrity of the program, the data life cycle, and the integrity of the information at any time it is used for purposes other than its destruction.

PMP Program Documentation Available Upon Request

Any person may request a copy of a public body's PMP. A public body must provide a copy or provide directions on where to access a copy of the PMP, within 30 business days of the request. A public body may withhold technical information (e.g., security-related information or other information) that could compromise the security of personal information in the custody or under the control.

As a best practice, public bodies may wish to proactive disclose their PMP on their website.

The requirement for a PMP comes into effect one year after the enactment of POPA.

Additional Policies, Processes and Procedures

The Protection of Privacy (Ministerial) Regulation includes the minimum requirements of what a public body PMP should include. Public bodies may wish to expand their PMP to include additional documentation related to other POPA and regulation requirements. This may include:

- establishing processes for human oversight, auditing and validation measures for systems used to create data derived from personal information or non-personal data (as per section 3(2) of the Protection of Privacy (Ministerial) regulation); and
- processes for ensuring accuracy and reliability of data derived from personal information or non-personal data created by the public body (as per section 3(2) of the Protection of Privacy (Ministerial) regulation).

Reference

Protection of Privacy Act

Protection of Privacy Ministerial Regulations

Protection of Privacy Act Guide

Fact Sheet: Privacy Impact Assessments

Fact Sheet: Common or Integrated Program or Service

Fact Sheet: Artificial Intelligence and Automated System

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: September 29, 2026

Re: Joint Use & Planning Agreement – Pembina Hills School Division

1.0 PURPOSE:

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

2.0 BACKGROUND AND DISCUSSION:

The *Municipal Government Act* and *Education Act* require municipalities and school boards operating within municipal boundaries to enter into a Joint Use and Planning Agreement. The provincial completion deadline was extended to June 10, 2026. PHSD initiated the current review by forwarding a draft agreement and the existing joint-use agreements for consideration.

2.1 Legislative and Administrative Context

PHSD provided the initial draft on June 1, 2026, noting that the template had been used with other municipalities and included information on existing school sites, proposed community use, and future school-site planning. The material was forwarded to Town Administration on July 7, 2026 for review. The draft has since been reviewed and revised through the parties' administrative discussions. PHSD presented the draft JUPA to their Board on September 23, 2026.

2.2 Existing Agreements to be Replaced

The intent is for the new JUPA to consolidate and replace the existing arrangements between the Town and PHSD, including:

- 2000 Town of Barrhead Ball Diamonds Agreement;
- 2012 Town of Barrhead Tennis Courts Agreement; and
- 1988 Joint Use Agreement.

The email correspondence notes that the 1988 Joint Use Agreement also includes the County of Barrhead as a signatory. The final supersession wording should therefore clearly address the status of that agreement and the extent to which it is replaced as between the Town and PHSD.

2.3 Key Provisions of the Draft JUPA

The draft establishes a comprehensive framework for the shared use and long-term planning of municipal and school facilities. Key provisions include:

- principles for cooperation, partnership, efficiency, fairness and transparency;
- a meeting process for Council and the Board, together with an Operating Committee comprised of the CAO and Superintendent (or designates);
- Schedules identifying municipal and school facilities available for joint use, joint-use hours and operating guidelines;
- rules for booking, cancellations, insurance, fees, custodial responsibilities, maintenance and damage to joint-use spaces;
- planning, acquisition, servicing, transfer and disposal of future school sites and reserve lands;
- requirements for site or facility specific agreements where future shared facilities are created; and
- a staged dispute-resolution process involving negotiation, mediation and arbitration.

2.4 Finalization Prior to Execution

The draft contains several administrative and technical items that should be finalized before execution, including the Effective Date, and clear supersession language identifying the three legacy agreements.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1** Council may choose to adopt the Joint Use and Planning Agreement, subject to finalization of non-substantive administrative edits, the Effective Date, and an express clause identifying the legacy agreements being superseded.
- 3.2** Council may direct Administration to negotiate additional amendments with Pembina Hills School Division and return the revised agreement to Council.
- 3.3** Council may defer consideration of the agreement pending additional information or clarification.

4.0 FINANCIAL IMPLICATIONS:

No immediate capital expenditure is identified solely as a result of entering into the JUPA. The agreement does, however, establish ongoing and potential future financial responsibilities. Each party is generally responsible for custodial, janitorial and maintenance costs for its own joint-use spaces. Fees during joint-use hours are limited to specified additional costs such as specialized equipment, specially trained or technical staff, additional custodial services and supervisory staff.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Implementation will involve several Town functions. Recreation/Community Services will be responsible for facility scheduling, operating requirements and maintenance coordination. Planning and Development will be involved in any future reserve-land and future school-site planning and Public Works/Utilities may be involved where municipal servicing is required. Finance, Administration and risk management functions may be involved in cost allocation, insurance, dispute resolution and future site-specific agreements.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The JUPA is intended to satisfy the requirements of section 670.1 of the *Municipal Government Act* and section 53.1 of the *Education Act*. The provincial deadline for completion of these agreements was June 10, 2026. Finalizing the agreement will establish the required local framework for joint use of facilities and the planning, servicing, transfer and disposal of school reserve lands.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

A consolidated JUPA provides a transparent framework for community and school access to publicly funded facilities and clarifies responsibilities for scheduling, maintenance, fees, insurance and future site planning. Public interest may arise where the agreement affects facility availability, user fees, priority of use, maintenance standards or future municipal costs associated with school-site servicing. Replacing multiple legacy agreements with one current framework may improve clarity.

8.0 ATTACHMENTS:

8.1 Draft Joint Use and Planning Agreement - Pembina Hills School Division and Town of Barrhead

8.2 Email correspondence - Joint Use and Planning Agreement

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends the draft Joint Use and Planning Agreement for Council's consideration. If Council chooses to approve the agreement, Administration would finalize the outstanding administrative and technical items, including an express supersession clause identifying the 2000 Ball Diamonds Agreement, 2012 Tennis Courts Agreement and 1988 Joint Use Agreement, confirm the effect of the 1988 agreement in relation to the County of Barrhead, establish the Effective Date, and arrange execution by the authorized representatives of both parties.

10.0 PROPOSED MOTION:

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

(original signed by the CAO)

Collin Steffes
CAO

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of ____, 2026

BETWEEN:

THE PEMBINA HILLS SCHOOL DIVISION

AND

THE TOWN OF BARRHEAD

1. WHEREAS:

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs; and

It is the responsibility of each of the school boards to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school boards; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school boards; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

2. DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a. "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.
- b. "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c. "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d. "Board" means Pembina Hills School Division and any successor board or authority.
- e. "Calendar Day" means any one of the seven (7) days in a week.
- f. "CAO" means the Chief Administrative Officer of the Municipality.
- g. "Community Use" means use by members of the general public and not a User Group.
- h. "Council" means the municipal council of Woodlands County.
- i. "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- j. "Effective Date" means [REDACTED] (insert date).
- k. "Facility Plans" means the capital plan and facility plan prepared by each of the Boards for approval by the Alberta Government.
- l. "Facility Scheduling Coordinator" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the respective Board.
- m. "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- n. "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use.
- o. "Municipality" means the municipal corporation of The Town of Barrhead, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality.
- p. "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.
- q. "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "A".

- r. "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- s. "Operating Committee" means the committee which is comprised of the CAO and Superintendent as established under this Agreement.
- t. "Operating Directives" means any directives formulated by the Operating Committee for specific sites.
- u. "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- v. "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- w. "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a Board and includes those facilities identified in Schedules "B".
- x. "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- y. "Superintendent" means the chief executive officer of the Board.
- z. "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

3. SCHEDULES

The following is the list of Schedules to this Agreement:

- Schedule "A" – Municipal Facilities available for Joint Use
- Schedule "B" – School Board Facilities available for Joint Use
- Schedule "C" – Joint Use Times
- Schedule "D" – Operating Guidelines
- Schedule "E" – School Site Planning Guidelines
- Schedule "F" – Dispute Resolution Process

4. TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a. This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b. The terms and conditions of this agreement shall be reviewed every five (5) years with the first such review scheduled in 2031. The review shall be undertaken by the Operating Committee. Following the review, the Operating Committee shall recommend how the agreement should be amended.
- c. Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

5. WITHDRAWAL AND TERMINATION

- a. No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b. Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c. If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d. Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

6. PRINCIPLES

- a. The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the joint use of municipal and school board facilities:
 - i. ***Respect for Autonomy*** - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.
 - ii. ***Cooperation and Partnership*** - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.
 - iii. ***Efficiency and Effectiveness*** - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.
 - iv. ***Fairness and Equity*** - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.
 - v. ***Transparency and Openness*** - The Parties shall make available to each other such information as is necessary to make this agreement successful.

7. CONSULTATION WITH OTHER MUNICIPALITIES

- a. The Parties acknowledge that the School that is available as Joint Use Space may be accessed by community groups, residents and user groups that are located or reside outside the Municipality in accordance with a Joint Use and Planning Agreement with other municipalities.
- b. The Parties further acknowledge that the School that is located within the Municipality has been designed, built and funded for and by ratepayers within the Municipality's boundaries and ratepayers beyond the Municipality's boundaries.
- c. In lieu of a single agreement involving participation by all of the municipalities in which the Boards operate, the Parties agree to consult and involve other municipalities that are served by the same Board or Boards on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d. When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board(s) and the other municipalities.

8. MEETING OF COUNCIL AND BOARD

- a. Council of the Municipality and the Trustees of the Board shall meet at least every two (2) years, or in such other frequency as agreed upon by the Parties, to discuss issues of mutual interest.
- b. Each meeting shall be chaired by the Mayor/Reeve or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c. Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 working days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Operating Committee in more detailed discussions.
- d. Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

9. OPERATING COMMITTEE

- a. The Operating Committee shall consist of the CAO (or designate) of the Municipality and the Superintendent (or their designate) of the Board.
- b. The Operating Committee shall oversee the operation of this Agreement.
- c. The role of the Operating Committee shall be to:
 - i. formulate policy recommendations related to joint use of Municipal and School Facilities for consideration by Council and the Board;

- ii. provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Board;
 - iii. formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
 - iv. review any approved Operating Directives on an annual basis;
 - v. provide a forum for the operational concerns of the Parties to be discussed;
 - vi. consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
 - vii. where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii. review the Facility Plans of the Board annually;
 - ix. review any proposed amendments or updates of the Municipality's Municipal Development Plan and Area Structure Plans and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x. determine how available or proposed school sites are allocated between the Board based on the annual review of the updated Facility Plans of the Board;
 - xi. develop a draft agenda for any meeting of the Council and the Board; and
 - xii. undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Council for the Town and the Board.
- d. The Operating Committee shall meet as needed. Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing.
 - e. The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
 - f. The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
 - g. All decisions of the Operating Committee shall require the consensus of its members.
 - h. Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties.
 - i. Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Boards or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
 - j. The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

10. JOINT USE SPACE

- a. The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall charge fees for the use of Joint Use Space as allowed by the Operating Guidelines and any applicable Operating Directive(s).

- b. The Board shall make available, to the Municipality and community groups, those portions of the School identified as Joint Use Space in Schedule "B". The Board shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c. The Parties shall not allow Joint Use Space to be used by groups or individuals during the Joint Use Hours identified in Schedule "C" unless such use respects the Operating Guidelines, and any applicable Operating Directive(s), in effect from time to time.
- d. The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- e. The Superintendent of the Board may, upon six (6) months written notice to the Municipality, add to or remove from the list of Joint Use Space provided by the Board, all or any portion of the School.
- f. Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- g. Notwithstanding any other provision in this Agreement or its Schedules, the Principal of the School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h. Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - i. in the case of a School, first to the Principal's Superintendent and thereafter to the Board; and
 - ii. in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i. Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

11. OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the Operating Guidelines which are attached to this Agreement as Schedule "D". The Parties also agree to comply with any Operating Directives established by the Operating Committee for specific Joint Use Facilities.

12. ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a. The Board shall communicate its need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.

- b. The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the respective Board.
- c. Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.
- d. The Municipality shall, to the best of its ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e. The Municipality shall use Area Structure Plans or Concept Plans for designated or planned growth areas involving residential land uses to identify the number, general size and location of existing and future school sites.
- f. In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "E". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g. There shall be no pre-allocation of School sites to each Board nor shall School sites be identified as available to only one Board in the Area Structure Plan or Concept Plan where more than one board exists.
- h. The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use of other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- i. The Boards acknowledge that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- j. The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- k. In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

13.SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a. All School sites shall be serviced to the property line prior to transfer to a Board.
- b. The services to be provided include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.
- c. Where one or more services are not available at the property line of the School site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.
- d. Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site, subject ultimately to the discretion of Town Council which cannot be fettered. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

14.FACILITY AND SITE-SPECIFIC AGREEMENTS

- a. When the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b. The agreement shall address:
 - i. The broad purpose and parameters of the partnership that is being created;
 - ii. The nature of the site and/or facilities that are involved;
 - iii. The financial or in kind contributions to be made by each of the Parties;
 - iv. Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v. Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi. A process for dissolving the partnership, disposing of the site or retiring the facility.

15.TRANSFER OF SCHOOL SITE

- a. All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b. The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c. The School Portion shall be transferred to a Board once:
 - i. The Board has an identified need for the School site;
 - ii. The Board has approval of the funding for the design of the School on the site;
 - iii. The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv. The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.
- d. The Municipality and the Board shall work cooperatively to facilitate the transfer of the School Portion to the Board. The Municipality shall provide such administrative and technical services as may reasonably be required to facilitate the transfer, at no cost to the Board, to the extent

such services can reasonably be provided using the Municipality's existing staff and resources. Any external costs, fees, or disbursements incurred in connection with the transfer, including costs associated with any required subdivision, surveying, preparation and registration of plans or documents, and Land Titles registration fees, shall be paid by the Board.

16.DISPOSAL OF UNNEEDED SCHOOL SITES

- a. If the Board concludes that it no longer requires Reserve Land that was previously transferred to it by the Municipality, the Parties shall meet, and the Board shall determine if they require that Reserve Land.
- b. In the event that the Reserve Land is not needed by the Board, the Board shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation
- c. The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.
- d. If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- e. In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include, without limitation:
 - i. Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii. Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

17.DISPUTE RESOLUTION

- a. Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.

- b. The Parties agree to follow the Dispute Resolution Process outlined in Schedule “F” for non-operational disputes.

18. APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

19. INTERPRETATION

- a. Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b. The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

20. TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

21. NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

22. NON-STATUTORY WAIVER

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

23. SEVERABILITY

- a. If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

24. FORCE MAJEURE

- a. Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i. an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii. any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii. an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv. a strike, lockout, slowdown, or other combined action of works;
 - v. an act of god.
- b. No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

25. INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death,

and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

26. INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

27. NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

28. SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Boards.

29. NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendents using the mailing address for their respective offices as shown below:

Pembina Hills School Division
5310 49 St, Barrhead, AB
T7N 1P3
Superintendent – Brett Cooper
Phone 780-674-8500 – Email: Brett.Cooper@pembinahills.ca

Town of Barrhead

5014 – 50 Avenue; Box 4189
Barrhead, Alberta, T7N 1A2
Chief Administrative Officer – Collin Steffes
Phone: 780-674-3301 Email: csteffes@barrhead.ca

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

THE BOARD OF TRUSTEES OF THE PEMBINA HILLS SCHOOL DIVISION

PER: _____
Victoria Kane, Board Chair

PER: _____
Brett Cooper, Superintendent

THE TOWN OF BARRHEAD

PER: _____
Ty Assaf, Mayor

PER _____
Collin Steffes, Chief Administrative Officer

Schedule “A” – Municipal Facilities Available for Joint Use

Name of Facility	Legal Description of Parcel(s) Containing Facility	Description of Facility and Amenities
Sportsgrounds Outdoor Rink / Pad	SW 28-59-03-W5	5607 47 St. Outdoor skating/hockey surface used for winter recreation and summer activities such as pickleball, beach volleyball
Barrhead Agrena	SW 28-59-03-W5	5607 47 Street Major indoor recreation complex with indoor ice surface, seating, floor seating, dressing rooms, concession, washrooms, accessible facilities, elevator, announcer's booth, meeting/program space and walking track. Regulation indoor ice facility for hockey, skating and other ice activities. Indoor walking track surrounding/associated with the arena facility. Food/beverage concession serving arena users and spectators. Community/program room associated with the Agrena. Wheelchair-accessible.
Barrhead Regional Aquatics Centre	SW 28-59-03-W5	5609 47 Street Indoor aquatic/recreation facility providing swimming lessons aquatic programming, fitness and public recreation., Indoor swimming/aquatic pool facility.

Schedule “B” – School Board Facilities Available for Joint Use

Name of School	Legal Description of Parcel(s) Containing School	Description of Facility and Amenities
École Barrhead Elementary School; Pre-Kindergarten to Grade 6 school facility.	Legal Description: as described below. Short legal: 5;3;59;29;SE LINC: 0028 266 956	Gymnasiums, classrooms, sports fields, playgrounds.
Barrhead Composite High School; Grade 7 to 12 school facility	Legal Description: as described below. Short legal: 5;3;59;29;SE LINC: 0034 366 971	Gymnasiums, classrooms, sports fields, playgrounds.

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums and regular classrooms. Library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

Legal Description for École Barrhead Elementary School

[LINC: 0028 266 956; Short Legal 5;3;59;29;SE; Title Number 002 007 289 +1]:

ALL THAT PORTION OF THE SOUTH EAST QUARTER OF
SECTION TWENTY NINE (29)
TOWNSHIP FIFTY NINE (59)
RANGE THREE (3)
WEST OF THE FIFTH MERIDIAN
AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP
SIGNED AT OTTAWA ON THE 26 DAY OF JANUARY A.D. 1907,
DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST
CORNER OF THE SAID QUARTER SECTION;THENCE WESTERLY
ALONG THE SOUTH BOUNDARY OF THE SAID QUARTER SECTION
A DISTANCE OF FIVE HUNDRED AND TWENTY EIGHT (528) FEET;
THENCE NORTHERLY PARALLEL TO THE EAST BOUNDARY OF THE
SAID QUARTER SECTION A DISTANCE OF THREE HUNDRED AND
THIRTY (330) FEET; THENCE EASTERLY PARALLEL TO THE SAID
SOUTH BOUNDARY A DISTANCE OF FIVE HUNDRED AND TWENTY
EIGHT (528) FEET MORE OR LESS TO THE SAID EAST BOUNDARY;
THENCE SOUTHERLY ALONG THE SAID EAST BOUNDARY A DISTANCE

OF THREE HUNDRED AND THIRTY (330) FEET MORE OR LESS TO
THE PLACE OF COMMENCEMENT, CONTAINING 1.62 HECTARES MORE
OR LESS.

EXCEPTING THEREOUT:

	HECTARES	(ACRES)	MORE OR LESS
A) PLAN 9824525 - ROAD	0.014	0.03	
B) PLAN 0020048 - SUBDIVISION	0.636	1.57	

EXCEPTING THEREOUT ALL MINES AND MINERALS

Legal Description for Barrhead Composite High School:

[LINC: 0034 366 971; Short Legal 5;3;59;29;SE; Title Number 102 214 437 +5]:

MERIDIAN 5 RANGE 3 TOWNSHIP 59
SECTION 29

ALL THAT PORTION OF THE SOUTH EAST QUARTER
COMMENCING AT THE SOUTH EAST CORNER OF THE SAID QUARTER SECTION;
THENCE WESTERLY ALONG THE SOUTH BOUNDARY THEREOF TO THE SOUTH
WEST CORNER OF LEGAL SUBDIVISION 1; THENCE NORTHERLY AND AT RIGHT
ANGLES TO THE SAID SOUTH BOUNDARY A DISTANCE OF 1320 FEET; THENCE
EASTERLY AND AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE TO A
POINT ON THE EAST BOUNDARY OF THE SAID QUARTER SECTION; THENCE
SOUTHERLY ALONG THE SAID EAST BOUNDARY TO THE POINT OF COMMENCEMENT
CONTAINING 16.3 HECTARES (40.25 ACRES) MORE OR LESS

EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS

A) ALL THAT PORTION COMMENCING AT THE SOUTH EAST CORNER OF THE SAID
QUARTER SECTION; THENCE NORTHERLY ALONG THE EAST BOUNDARY THEREOF
835 FEET; THENCE WESTERLY AND PARALLEL TO THE SAID SOUTH BOUNDARY
264 FEET; THENCE SOUTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY
505 FEET; THENCE WESTERLY AND PARALLEL TO THE SAID SOUTH BOUNDARY
264 FEET; THENCE SOUTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY
TO A POINT ON THE SAID SOUTH BOUNDARY; THENCE EASTERLY ALONG THE
SAID SOUTH BOUNDARY TO THE POINT OF COMMENCEMENT

CONTAINING	2.85	7.06
B) PLAN 872KS - ROAD	0.073	0.18
C) PLAN 1023864 - ROAD	0.044	0.109

EXCEPTING THEREOUT ALL MINES AND MINERALS, TOGETHER WITH
FULL POWER TO WORK THE SAME.

Schedule “C” – Joint Use Times

Facility Type	Available Times
École Barrhead Elementary School	Monday through Friday between 16:30 and 21:00 and Saturdays between 08:00 and 17:00
Barrhead Composite High School	Monday through Friday between 16:30 and 21:00 and Saturdays between 08:00 and 17:00
School playgrounds and sports fields	Monday through Friday between 17:00 and 21:00 and Saturdays and Sundays between 07:00 and 21:00.
Municipal Facilities for School Use	Monday through Friday between 08:00 and 15:45
Playing Fields and Playgrounds for School Use	Monday through Friday between 08:00 and 16:00

- a. School Buildings are not guaranteed to be available on Sundays, or during Statutory Holidays, School breaks (including the months of July and August), Division closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.
- b. Community use of School Facilities on Sundays and outside of Joint Use Hours may be considered through special request.
- c. School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.
- d. From time to time it is understood the Schools will be unavailable due to them becoming polling stations for provincial or federal elections.

Schedule “D” – Operating Guidelines for Joint Use Space

User Group Eligibility

To be eligible to use a Joint Use Space in a School, a user group must:

- Engage in activities that are recreational, cultural or educational in nature
- If it is a political group, be a locally based affiliate of a registered provincial or federal party or be for the purpose of local government
- Be non-profit
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group’s prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages which occurred as a result of the group’s prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Principal’s Superintendent and thereafter to the Board of Trustees. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$2 Million.

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Facility Scheduling Coordinator for the Board – in most cases, this will be the School's Administrative Assistant.

While the Board shall take reasonable efforts to avoid scheduling conflicts, School use of Joint Use Space within schools shall take precedence over User Group use.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator in line with the Municipality's current Rates and Fees Bylaw.

While the Municipality shall take reasonable efforts to avoid scheduling conflicts, public use or other scheduled events within Municipal Joint Use Space shall take precedence over School use.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal. The principal shall provide as much notice as reasonably possible to the Facility Scheduling Coordinator of the cancellation. The Facility Scheduling Coordinator shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the respective Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards, theatre technicians, computer lab technicians) necessary for the use of the Joint Use Space

- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking, and must be left in the same condition and location as it was received (i.e., cleaned if applicable, and put away).

Custodial Responsibility and Building/Facility Maintenance Responsibility

The School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the Board that owns the facility that was damaged.

For Joint Use Space in a Municipal Facility, the Board shall be responsible for damage occurring in Joint Use Space during the use of that space by its respective Schools.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

"Playfield or Playing Field" means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

"Playfield Maintenance" means the regular mowing, fertilizing and lining of playfields.

"Playground" means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

"Refurbishment" means to aerate, top dress and over seed taking the playfield off line for a 12 month period.

"Re-development" means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the respective Board. The

Parties agree to ensure that field markings are in place at the commencement of the spring/summer season.

Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Schedule “E” – School Site Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality’s Municipal Development Plan, Area Structure Plan or Concept Plan.

Size of Site

The size of school sites to be included in the Municipality’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

For the Public Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the table above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule “F” – Dispute Resolution Process

Step 1: Notice of Dispute

- a) When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
- b) During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

- a) Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Operating Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
- b) Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
- c) Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

- a) In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
- b) The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- c) The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90)

calendar days from the date the mediator is engaged, without further written agreement of the parties.

- d) All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
- e) If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
- f) If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

- a) In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
- b) If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.
- c) Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the Arbitration Act.
- d) Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

From: [Heather Nanninga](#)
To: [Jodie Lyons](#)
Subject: [EXTERNAL] - Fwd: Joint Use and Planning Agreement
Date: Tuesday, July 7, 2026 1:20:31 PM
Attachments: [2026-XX-XX Pembina Hills and Town of Barrhead.docx](#)
[2000-05-31 Town of Barrhead Ball Diamonds agreement.pdf](#)
[1988-08-17 Joint Use Agreement - Pembina Hills Town and County.pdf](#)
[2012-04-25 Town of Barrhead Tennis Courts - BCHS.pdf](#)

Good afternoon Jodie,

Please see the attachments included in my preliminary e-mail to Collin and Shallon. Feel free to share this with the rest of your team as necessary, and let me know if you need anything else.

Have a great day,

Heather

Heather Nanninga CA, CPA

Secretary Treasurer

heather.nanninga@pembinahills.ca

D 780.674.8504 | **C** 780.853.0031



P 780.674.8500 | **Toll Free** 1.877.693.1333

[Website](#) | [Facebook](#) | [Instagram](#)

TOGETHER WE LEARN

----- Forwarded message -----

From: **Heather Nanninga** <heather.nanninga@pembinahills.ca>

Date: Mon, Jun 1, 2026 at 3:37 PM

Subject: Joint Use and Planning Agreement

To: Colin Steffes <csteffes@barrhead.ca>, <stouet@barrhead.ca>

Cc: Brett Cooper <brett.cooper@pembinahills.ca>

Good afternoon gentlemen,

I suspect that you're aware of the impending requirement for municipalities and school jurisdictions to enter into Joint Use and Planning Agreements (and that, like me, you've been waiting to find a little free time to get the ball rolling).

I've attached a draft Agreement for your review and consideration; this template has worked well with some of my other municipalities. I've included some pertinent details on our existing school sites, and suggested community use of those sites. I don't expect that we'll need to establish *new* school sites in the near future, but site guidelines are included as an appendix for your reference as well.

As a few items to note:

- I've attached some existing agreements related to the Ball Diamonds (dated 2000) and Tennis Courts (2012) - I've included them for reference, but I don't expect they'll affect anything within the JUPA.
- I've also attached what I believe to be the most recent joint use agreement for Town and School Division sites - which actually includes the County of Barrhead as a signatory as well. In signing the new agreement we'll need to formally rescind or supersede the existing agreement from 1988.

Please let me know if you have any questions or concerns. These Agreements are intended to be in place by June 10, 2026 - at least we'll be able to say that we've begun discussions. If it *happens* to work out for you, we could potentially approve this agreement at our June 10 meeting.

In any case, I appreciate your consideration. Please let me know if you have any questions or concerns.

Kind regards,

Heather

Heather Nanninga CA, CPA

Secretary Treasurer

heather.nanninga@pembinahills.ca

D 780.674.8504 | **C** 780.853.0031



P 780.674.8500 | **Toll Free** 1.877.693.1333

[Website](#) | [Facebook](#) | [Instagram](#)

TOGETHER WE LEARN

Pembina Hills School Division acknowledges that our schools are located on Treaty 6, 7, and 8 territories and the Traditional Homeland of the Métis. We honour and respect the history, languages, and cultures of the First Nations, Métis, and Inuit who call these lands home.

This email may contain personal and confidential information. If received in error, please delete and advise the sender.

REQUEST FOR DECISION (Amended)

To: Council

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

Date: September 29, 2026

Re: Direct Control Development Permit Application 2026-030

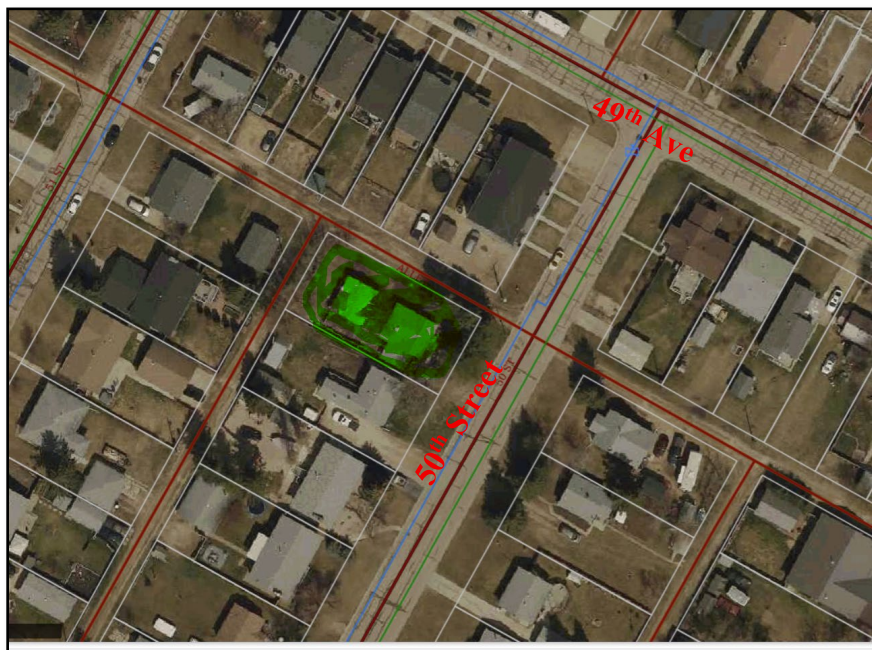
1.0 PURPOSE:

Town has received an application for two single detached dwellings within a Direct Control District, on Lots 23 and 24, Block 19 Plan 262-_____.

2.0 BACKGROUND AND DISCUSSION:

Under Land Use Bylaw 04-2015, the proposed use is considered a single detached dwelling. The intent of this Direct Control district was to consider unique housing options that did not fit within the general residential use districts. As such, the development is generally supported within the intent of the Land Use Bylaw.

2.1 Map of proposed development area:



Direct Control district decisions fall under the Authority of Council within the Land Use Bylaw.

Given the proximity to other residential uses with similar parameters and zoning the development officer supports this application.

- Density can be supported with the existing infrastructure
- Onsite parking can be accommodated
- It compliments the characteristics of the neighboring properties
- It supports the goals indicated within the Housing Strategy to provide affordable accommodations to the community

Decisions made by Council under the Direct Control district are not appealable to neighboring landowners.

Council can determine the conditions to be considered with the approval, or reasons for refusal.

3.0 ALTERNATIVES:

3.1 Council may choose to approve application with conditions.

3.2 Council may refuse application with reasons.

4.0 FINANCIAL IMPLICATIONS:

None anticipated.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None anticipated.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None anticipated.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Approval of the development would provide an additional housing option within the community and supports the objectives identified within the Town's Housing Strategy.

As the property is located within a Direct Control District, Council is the decision-making authority for the development permit. The decision may generate interest from neighbouring property owners due to the proximity of the proposed development to existing residential properties and the limited appeal provisions associated with Direct Control decisions.

Consideration of compatibility with neighbouring properties, on-site parking, drainage, municipal infrastructure and site maintenance provides clear development expectations and assists in mitigating potential impacts on surrounding properties.

8.0 ATTACHMENTS:

8.1 Application and Site Plan

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration supports approval of Development Permit Application 2026-030 for two single detached dwellings within the Direct Control District, as the proposed development is consistent with the intent of the district, can be accommodated by existing municipal infrastructure, provides sufficient on-site parking, is compatible with the characteristics of the surrounding residential area, and supports the Town's Housing Strategy.

Administration recommends the Development Permit Application 2026-030 is approved subject to the following conditions:

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

10.0 PROPOSED MOTION:

That Council approve the application with the following conditions as presented:

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

(original signed by the CAO)
Collin Steffes
CAO

APPLICATION NUMBER: 2026-030

APPLICATION FOR DEVELOPMENT PERMIT

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED AND WHICH FORM PART OF THIS APPLICATION. THE INFORMATION PROVIDED TO THE BEST OF MY KNOWLEDGE IS TRUE.

APPLICANT: 252 7223 ALBERTA LTD.MAILING ADDRESS: 5106 - 48 AVE Barrhead AB T7N - 1G5

PHONE # _____ WORK: _____ HOME: _____ CELL: _____

EMAIL: _____

REGISTERED OWNER (IF DIFFERENT): _____

MAILING ADDRESS: _____

*Personal Information severed inline with
Section 20 of the Access to Information Act.*

LEGAL DESCRIPTION:

LOT: 23 BLOCK: 19 PLAN _____ QUARTER SECTION: _____MUNICIPAL ADDRESS: 4824 50 street TAX ROLL NUMBER: _____

DESCRIPTION OF PROPOSED DEVELOPMENT:

2 story side family home with garageESTIMATED START DATE: Oct 2026ESTIMATED COMPLETION DATE: June 2027ESTIMATED COST OF PROJECT: 250 000

CERTIFICATE OF TITLE NUMBER: _____

FRONT YARD SETBACK: 6.1mSIDE YARD 1: 1.5mSIDE YARD 2: 1.5mREAR YARD: 12.77mHEIGHT OF BUILDING: 7mFLOOR AREA: 2046 796 m² min. 915 x 22 = 1711 ft²% OF SITE COVERAGE: 22.11 %# OF OFF-STREET PARKING STALLS: 2

I GIVE PERMISSION TO CONSENT TO ALLOW ALL AUTHORIZED PERSONS THE RIGHT TO ENTER THE ABOVE LAND AND/OR BUILDINGS WITH RESPECT TO THIS APPLICATION.

Landowner: _____

Date: Sept 2 2024

Applicant (if other): _____

Date: _____

*Personal Information severed inline with
Section 20 of the Access to Information Act.*

ED FOR THE PURPOSE OF PROCESSING DEVELOPMENT PERMIT
UTHORITY OF SECTION 4(c) OF THE PROTECTION OF PRIVACY ACT. FOR
UEST, CONTACT: ACCESS TO INFORMATION AND PRIVACY (ATIP)
5014-50 AVENUE, BARRHEAD, ALBERTA, T7N 1A2. town@barrhead.ca

OFFICE USE ONLY

LAND USE DISTRICT: _____

DATE DEEMED COMPLETE: _____

PERMITTED OR DISCRETIONARY (P/D): _____

RECEIPT NUMBER + AMOUNT: _____

NOTE:
ALL DIMENSIONS SHOWN TO
FOUNDATION WALL, FINAL EXTERIOR
CLADDING MAY ALTER DIMENSIONS

THE ELEVATION OF THIS HOUSE HAS
BEEN DESIGNED SO THAT IT WILL BE IN
CONFORMANCE WITH THE LOT GRADING PLAN.

NOTE:
Building Pocket Based On Building Area Limits
Building Pocket Shown as R2 Based on Lot Designation before Subdividing
Building Pocket Shown Thus



Proposed Lots 23 & 24 are Identical

Lot Area: 334.45 Sq M
House Area: 72.84 Sq M
House Coverage: 21.8 %
Deck Area: 2.97 Sq M
Deck Coverage: 0.9 %
Garage Area: 26.01 Sq M
Garage Coverage: 7.8 %
Total Site Coverage: 30.5 %

Driveway Area: 22.31 Sq M
Amenity Area: N/A
Lot Width at 6.1M Setback = 9.14M

RPL Zoning

NOTE:
Builder/Owner responsible
to ensure back fill
levels meet all codes

PROPOSED CLEAN OUT SHOWN
PROPOSED MANHOLE SHOWN
PROPOSED STREET LIGHT SHOWN
PROPOSED HYDRANT SHOWN
PROPOSED C.C. LOCATION SHOWN
PROPOSED TRANSFORMER SHOWN
PROPOSED SERVICE PEDESTAL SHOWN
PROPOSED POWER SHOWN

HOUSE TYPE
FINISHED FLOOR
BOTTOM OF FOOTING
FINISHED GRADE AT - FRONT STEP
- BACK OF HOUSE
BOTTOM OF - BACK/SIDE DOOR SILL
- BASEMENT WINDOWS
TOP OF CONCRETE BASEMENT WALL
GARAGE FLOOR
SANITARY SEWER SERVICE INVERT
FOOTING SIZE



= P=

TWO STOREY



ALL DISTANCES ARE SHOWN IN METRES AND DECIMALS THEREOF
ALL DIMENSIONS AND SERVICES SHOWN MUST BE CONFIRMED BY CONTRACTOR PRIOR TO EXCAVATION
BUILDER / OWNER IS LIABLE FOR ANY COST INCURRED DUE TO AN ERROR IN THE
ABOVE PLAN IF CONSTRUCTION STARTS PRIOR TO THIS PLAN BEING APPROVED
BY THE LOCAL APPROVING AUTHORITY

MODEL (Standard)

BUILDER/OWNER K.L.R. BUILDING AND RENOVATING

PROPOSED LOCATION OF HOUSES

PROPOSED LOTS 23 & 24 - BLOCK 19 - PLAN 262-

4824 - 50th STREET (Current) - TOWN OF BARRHEAD

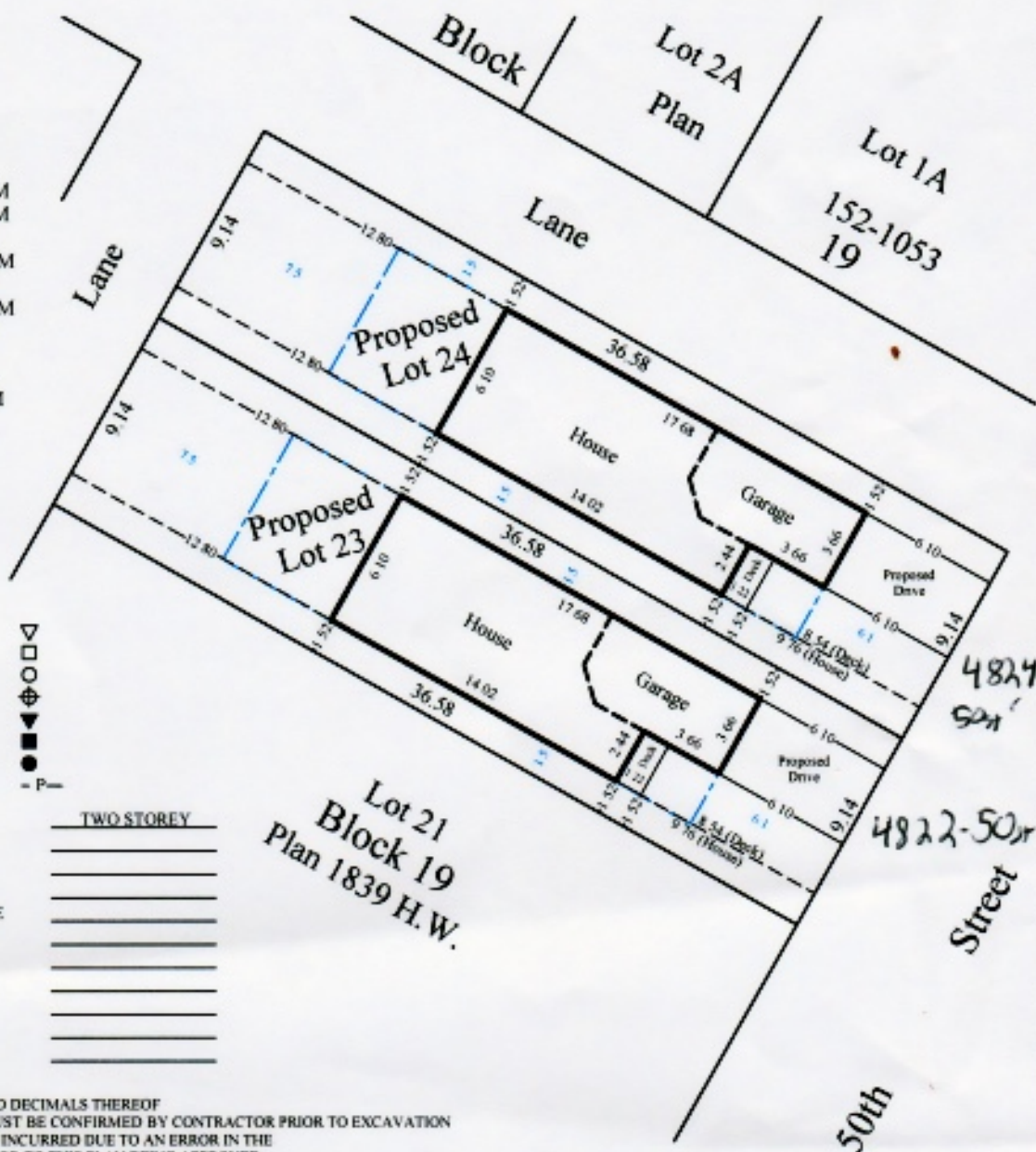
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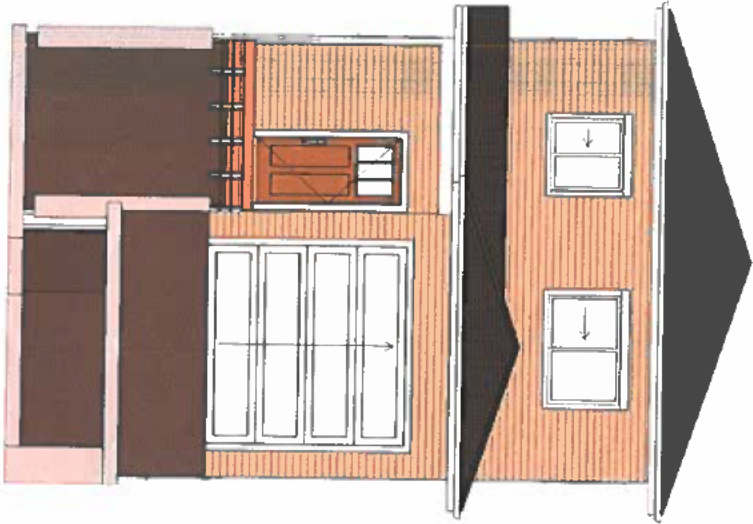
DON WILSON SURVEYS LTD.

BOX 4120, BARRHEAD, ALBERTA

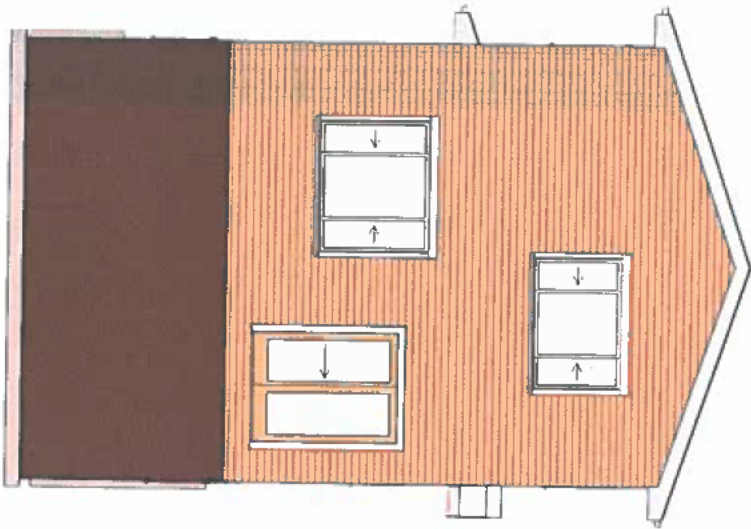
T7N 1A1 PHONE: (780) 674-2287

FILE: 26219 DATE: JUNE 22, 2026



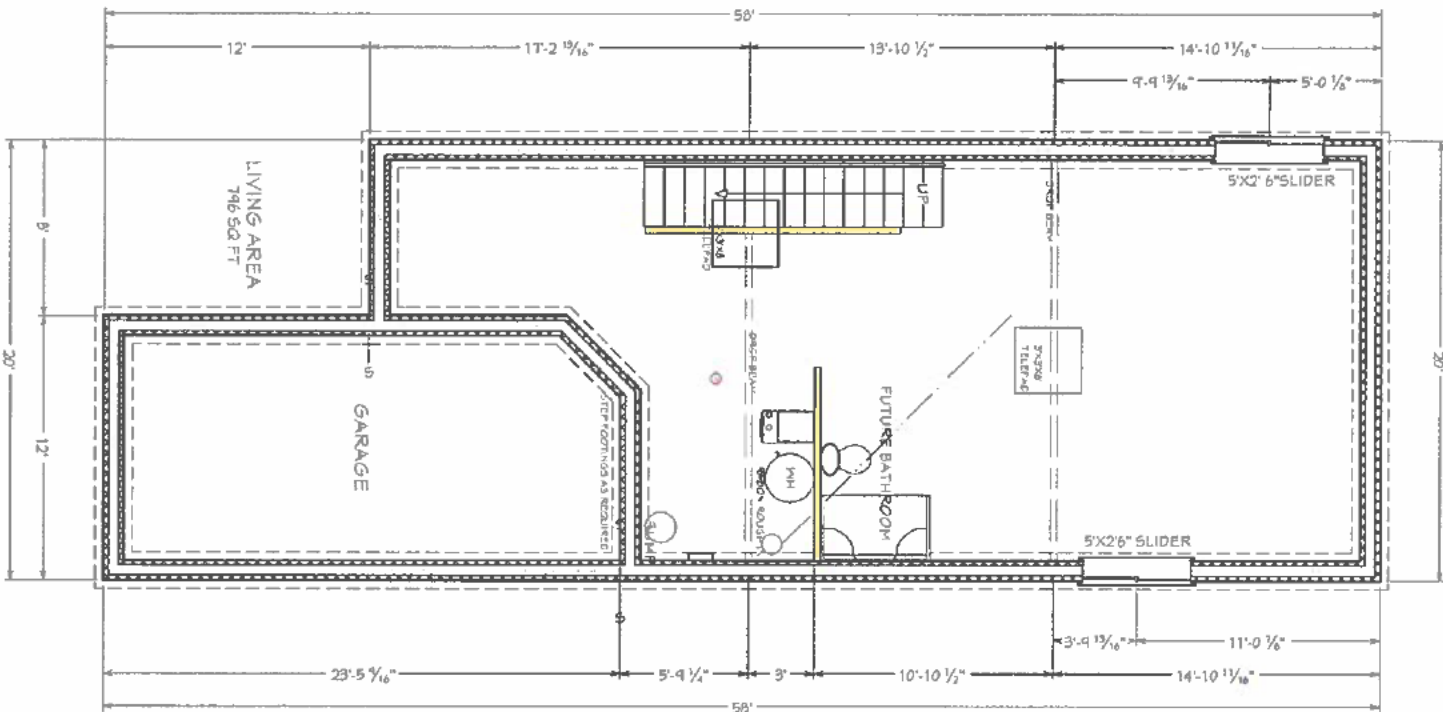


ELEVATION 1



ELEVATION 2

NO.	DESCRIPTION	BY	DATE



ENERGY CODE CALCULATIONS

ZONE 7A - NO HRV

TYPICAL EXTERIOR WALL - 3.08 RSI

AIR FILM EXTERIOR - 0.03

VINYL SIDING - 0.11

TYPAR - 0.00

3/8 OSB 0.09

2X6 @ 24" O/C

CW/R22 BATT 2.67

6MIL POLY 0

1/2 DRYWALL 0.08

INTERIOR AIR FILM 0.12

TOTAL 3.11 RSI

TYPICAL ATTIC RSI - 10.43

R 59 BLOWN IN - 10.43

6MIL POLY 0

1/2 DRYWALL 0.08

INTERIOR AIR FILM 0.11

TOTAL - 10.63 RSI

TYPICAL 2X6 TALL WALL

AIR FILM EXTERIOR - 0.03 RSI

VINYL SIDING - 0.11

TYPAR - 0.00

3/8 OSB SHEETING 0.09

2X6 STUDS C/W R24 BATT 12" O/C 2.60

6MIL POLY 0

1/2 DRYWALL 0.08

INTERIOR AIR FILM 0.12

TOTAL 3.03 RSI

TYPICAL FLOOR OVER GARAGE

INTERIOR AIR FILM - 0.12 RSI

1/2 DRYWALL 0.08

2# SPRAY FOAM 4.5

3/4 OSB 0.17

CARPET AND UNDERLAY 0.22

INTERIOR AIR FILM 0.12

TOTAL 5.21 RSI

DRAWINGS PROVIDED BY:

K.L.R. BUILDING
AND RENOVATING

PROJECT DESCRIPTION:
20' WIDE SPEC

SHEET TITLE:

FOUNDATION

NO.	DESCRIPTION	BY	DATE

DATE:

JUNE 2026

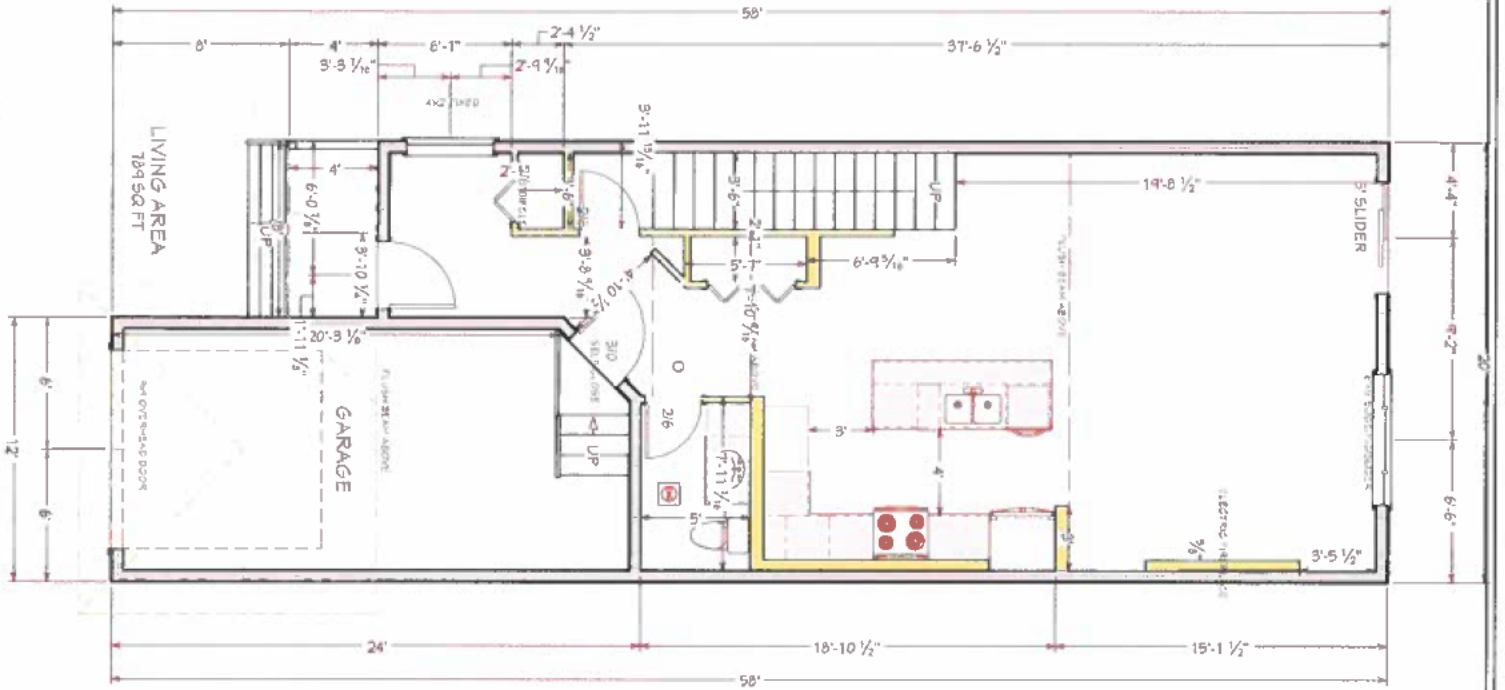
SCALE:

1/4" = 1'

SHEET:

A-3

796



SPECIFICATIONS

TYPICAL ROOF CONSTRUCTION
ASPHALT SHINGLES
EAVE PROTECTION
7/16" OSB SHEETING CMVH CLIP
PRE ENG TRUSSES AT 24" O/C (LAYOUT BY OTHERS)
R20 BLOWN IN INSULATION
6 MIL POLY
1/2" C.D. DRYWALL

TYPICAL EAVE CONSTRUCTION
24" OVERHANG
2X6 FASCIA BOARD
PRE FINISHED FASCIA CONVENTED SOFFIT
ALUM GUTTER AND DOWNSPOUTS

TYPICAL EXTERIOR WALL
EXTERIOR WALL FINISH
TYPAR BUILDING WRAP
7/16" OSB SHEETING
1/2" DENGGLASS WHERE REQUIRED
2X6 STUDS AT 24" O/C
R22 BATT INSULATION
6 MIL POLY
1/2" DRYWALL

TYPICAL INTERIOR WALL
2X4X24" O/C
MATCH JOIST SPACING ON BEARING WALLS
PAINTED 1/2" DRYWALL

TYPICAL FLOOR CONSTRUCTION
3/4" OSB GLOED AND SCREWED
11' 7/8" ENG. FLOOR JOIST (LAYOUT BY OTHERS)

TYPICAL CONCRETE SLAB
4" CONCRETE SLAB
6 MIL POLY
GRANULAR FILL

TYPICAL ICF FOUNDATION
WEAVING TILE CMV SOCK AND MIN 8" CLEAR GRAVEL
APPROVED ICF MEMBRANE
ICF BLOCKS INSTALLED PER MANU SPECIFICATIONS
CONTAINING REBAR
INTERIOR DRYWALL

TYPICAL CONCRETE FOOTING
20' x 8" CONTINUOUS FOOTING
CONTAIN 3# REBAR (2 ROWS)
STEP FOOTINGS AS REQUIRED

DRAWINGS PROVIDED BY:

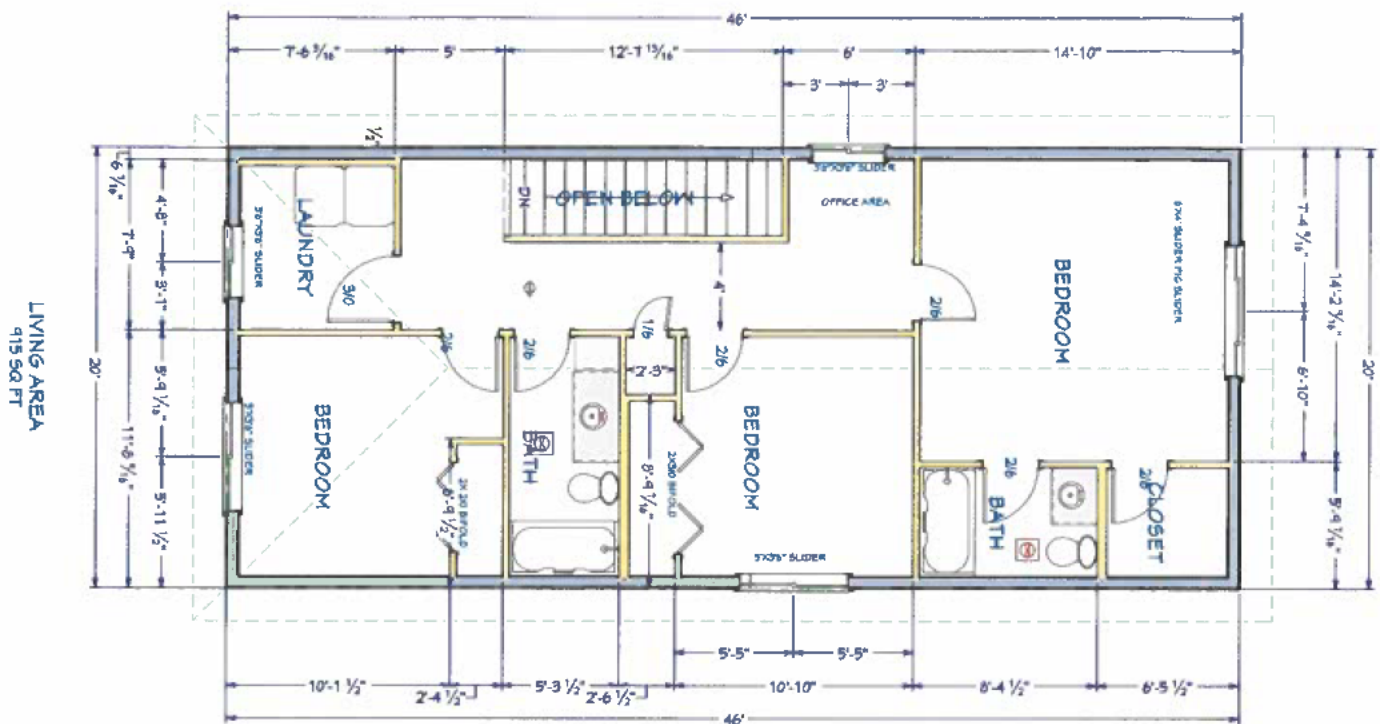
**K.L.R. BUILDING
AND RENOVATING**

PROJECT DESCRIPTION:
20' WIDE SPEC

SHEET TITLE:
MAIN FLOOR

NO.	DESCRIPTION	REV.	DATE

DATE: JUNE 2026
SCALE: 1/4" = 1'
SHEET: **A-4**

A-5

SHEET:

174-7

SCALE:

JUNE 20

DATE:

DRAWINGS PROVIDED BY:
**K.L.R. BUILDING
AND RENOVATING**

PROJECT DESCRIPTION:
20' WIDE SPEC

SHEET TITLE:
SECOND FLOOR

[illegible]



In-Camera

Council Agenda Item 14(a)

RE: Resident Inquiry

Severed in line with Section 20 and Section 29, Access to Information Act.

Disclosure harmful to personal privacy

Advice from Officials.