



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JANUARY 27, 2026 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – January 13, 2026
4. Public Hearings
 - (a) None
5. Delegations
 - (a) Delegation at 5:30 p.m. Northwest of 16 Regional Tourism Association – Walter Preugschas and Cindy Day
 - (b) Delegation at 5:45 p.m. Barrhead Public Library – Lindsey Juke Turnbull,
6. Old Business
 - (a) None
7. New Business
 - (a) Public Appointments Barrhead Public Library Board
 - (b) December Bank Statement
 - (c) Request for Donation: Rosie's BFFS Society Silent Auction
 - (d) Pembina Arts Festival Showcase Committee: Request for Subsidy
 - (e) Minister of Municipal Affairs Dan Williams: Meeting Opportunity
 - (f) Council Motion Request: Letter to AHS re: Accessibility at Barrhead Hospital

8. Reports
 - (a) Council Reports
9. Minutes
 - (a) Community Futures Yellowhead East November 20, 2025
 - (b) Barrhead & Regional FCSS November 20, 2025
10. Bylaw
 - (a) Bylaw 06-2025 Procedural Bylaw Amendment
11. Correspondence Items
 - (a) Barrhead Regional Fire Services December 2025 Report
12. For the Good of Council
13. Tabled Items
 - (a) None
14. In-Camera Session
 - (a) Section 19 of the Access to Information Act: Disclosure harmful to Third Party Business Interests - Offer to Sell – Agreement Extension Part of SE 29-59-03-W5, Lot 1, Block 1, Plan 1323264 .
 - (b) Section 26 of the Access to Information Act: Disclosure harmful to Intergovernmental Relations – Barrhead FCSS Letter
 - (c) Section 19 of the Access to Information Act: Disclosure harmful to Third Party Business Interests – Agricultural Society Agreements
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 13, 2026,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor Assaf, S. Fylyshtan, D. Kluin, R. Klumph, A. Oswald, and D. Smith

ABSENT C. Botros, and D. Sawatzky

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; Shallon Touet, Director of Parks and Recreation; Sheldon Flett, Director of Public Works; Stacey Irwin, Health and Safety Coordinator; and Jodie Lyons, Municipal Coordinator.

OTHERS Barry Kerton, Barrhead Leader, and Jackie Miller, President and Neil Branden, Director of the Barrhead Exhibition Association and Agricultural Society.

CALL TO ORDER Mayor Assaf called the meeting to order at 5:31 p.m.

AGENDA The agenda was reviewed.

001-26 Moved by Cr. Smith that the agenda be accepted as amended.

Remove and Replace: 4(a) - Remove Hearings from Item 4 and replace with
Notice of Motion: Letter of Advocacy
Addition: 6(b) - In-Camera FCSS Item – Section 26 of ATIA

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES
The Minutes of the Regular Town Council Meeting of December 9, 2025, were reviewed.

002-26 Moved by Cr Kluin that the Minutes of the Regular Town Council Meeting of December 9, 2025, be approved as presented.

CARRIED UNANIMOUSLY

NOTICE OF MOTION

**LETTER OF ADVOCACY TO AHS
RE: ACCESSIBLE WASHROOMS AT
BARRHEAD HOSPITAL**

Councillor Kluin presented a Notice of Motion: Requesting a letter of advocacy to Alberta Health Services for the support for accessible washrooms at Barrhead hospital.

ACCEPTED INTO THE MINUTES

DELEGATIONS

**BARRHEAD EXHIBITION ASSOC.
AND AGRICULTURAL SOCIETY**

Mayor Assaf and Council welcomed Jackie Miller and Neil Branden Barrhead Exhibition Association and Agricultural Society at 5:38 p.m.

Jackie Miller and Neil Branden of the Barrhead Exhibition Association and Agricultural Society provided information on the needed services and requested commitment from the Town of Barrhead

EXITED Mayor Assaf and Council thanked Jackie Miller and Neil Branden from the Barrhead Exhibition Association and Agricultural Society and they exited Chambers at 5:52 p.m.

003-26 Moved by Cr. Smith that Council accept the presentation from Barrhead Exhibition Association and Agricultural society as presented.

CARRIED UNANIMOUSLY

IN-CAMERA

**SECTION 19, ATIA –
3RD PARTY BUSINESS INTERESTS
BARRHEAD EXHIBITION ASSOC.
AND AGRICULTURAL SOCIETY AGREEMENTS**

**SECTION 26, ATIA –
INTERGOVERNMENTAL RELATIONS
BARRHEAD FCSS**

004-26 Moved by Cr. Kluin that Council go in to closed session at 5:52 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

005-26 Moved by Cr. Smith that Council come out of closed session at 7:02 p.m.

CARRIED UNANIMOUSLY

006-25 Moved by Cr. Smith that Council direct Administration to draft a five-year facility use agreement with the Barrhead Exhibition Association and Agricultural Society for facility use and bring it back to the next Council meeting for review.

CARRIED UNANIMOUSLY

007-25 Moved by Cr. Oswald that Council direct Administration to write a letter to FCSS as discussed.

CARRIED UNANIMOUSLY

OLD BUSINESS

**BARRHEAD REGIONAL WATER
COMMISSION ROAD CULVERT
TENDER AWARD**

Sheldon Flett, Director of Public Works presented to Council to review the tenders received for the Water Treatment Plant access road culvert repair and award the contract.

008-26 Moved by Cr. Oswald that Council award the contract for the Water Treatment Plant access road culvert repair to Barsi Enterprises at a cost of \$294,570.00, plus a 20% contingency, for a grand total cost of \$353,484.00.

CARRIED UNANIMOUSLY

EXITED: Sheldon Flett, Director of Public Works exited chambers at 7:06 p.m.

NEW BUSINESS

**WORKPLACE VIOLENCE AND HARRASSMENT
PREVENTION: POLICIES AND PROCEDURE**

Stacey Irwin, Health and Safety Coordinator presented to Council to review and approve the Workplace Violence and Harassment Prevention Policies and corresponding Procedure in compliance with our Health and Safety obligations.

009-26 Moved by Cr. Fylyshtan that Council approve the summary review and adopt the Workplace Violence Prevention Policy, Workplace Harassment Prevention Policy, and the Workplace Violence and Harassment Prevention Procedure, as presented.

CARRIED UNANIMOUSLY

EXITED: Stacey Irwin, Health and Safety Advisor exited chambers at 7:12 p.m.

**SPECIAL EVENT APPLICATION
BARRHEAD BLUE FINS SWIM
CLUB UNOFFICIAL SWIM MEET**

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

010-26 Moved by Cr. Oswald that Council approve the Special Event Application from the Barrhead Blue Fins Swim Club for an unofficial swim meet to be held on February 21, 2026, at the Barrhead Regional Aquatic Centre, and authorize the Recreation Department to provide the required facility equipment and operational support.

CARRIED UNANIMOUSLY

EXITED: Shallon Touet, Director of Parks and Recreation exited chambers at 7:16 p.m.

RECESSED:

011-26 Moved by Cr. Smith that the Council Meeting be recessed at 7:16 p.m.

CARRIED UNANIMOUSLY

RECONVENED:

012-26 Moved by Cr. Oswald that the Council Meeting reconvene at 7:37 p.m.

CARRIED UNANIMOUSLY

**REVISED POLICY 12-005
PROCUREMENT**

Jennifer Mantay, Corporate Services Director presented to Council to accept revised Policy 12-005, the Procurement Policy.

013-26 Moved by Cr. Oswald that Council approve revised Policy # 12-005, the Procurement Policy.

CARRIED UNANIMOUSLY

**PUBLIC APPOINTMENTS –
COMMITTEES AND BOARDS**

Jodie Lyons, Municipal Coordinator presented for Council to consider Public Member appointments to the following Committees and Boards:

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

014-26 That Council appoint Ross Pentney as a member-at-large to the Barrhead Regional Fire Services Committee, for a one-year term from January 13, 2026 to December 31, 2026.

CARRIED UNANIMOUSLY

015-26 That Council appoint Chris Bruns as a member-at-large to the Barrhead Regional Water Commission, for a one-year term from January 13, 2026 to December 31, 2026.

CARRIED UNANIMOUSLY

016-26 That Council appoint Patricia Noble as a member-at-large to the Barrhead Public Library Board, for a three-year term from January 13, 2026 to December 31, 2029.

CARRIED UNANIMOUSLY

017-26 That Council appoint Pia Greig and Craig Plitt as members-at-large and Liam Sorenson as alternate to the Municipal Planning Commission, for a one-year term from January 13, 2026 to December 31, 2026.

CARRIED UNANIMOUSLY

**PROPOSED 2026 CALENDAR –
SCHEDULED DELEGATIONS**

Jodie Lyons, Municipal Coordinator presented two options for scheduling community board and agency delegations to speak at Council meetings in 2026.

018-26 Moved by Cr. Fylyshtan that Council approve option # 1 as the 2026 Calendar of Council Meeting Delegations.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT –
TO NOVEMBER 30, 2025**

Jennifer Mantay, Director of Corporate Services presented the Monthly Bank Statement to November 30, 2025.

019-26 Moved by Cr. Oswald that Council accepts the Monthly Bank Statement to November 30, 2025 as presented.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of January 13, 2026, were reviewed:

- (a) Family and Community Support Services – Cr. Oswald
- (b) Barrhead Chamber of Commerce – Cr. Oswald
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald

- 020-26 Moved by Cr. Kluin that the following Reports to Council as of January 13, 2026 be accepted as information:
- (a) Family and Community Support Services – Cr. Oswald
 - (b) Barrhead Chamber of Commerce – Cr. Oswald
 - (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald

CARRIED UNANIMOUSLY

BYLAWS

**ANIMAL CONTROL BYLAW 01-2026
URBAN HEN PROGRAM**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services presented a revised Animal Control Bylaw to include Urban Hens as directed by Council.

- 021-26 Moved by Cr. Smith that Bylaw 01-2026, the Animal Control Bylaw, be given first reading.

CARRIED UNANIMOUSLY

- 022-26 Moved by Cr. Kluin that Administration set a public hearing for the proposed changes to the Animal Control Bylaw for Tuesday February 24, 2026.

CARRIED UNANIMOUSLY

**RESIDENTIAL TAX INCENTIVE
BYLAW 02-2026**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services presented to Council a Residential New Build Tax Incentive Bylaw that provides a short-term municipal property tax incentive for new residential dwelling units constructed within the Town of Barrhead.

- 023-26 Moved by Cr. Smith that Bylaw 02-2026, the Tax Incentive Bylaw, be given first reading.

CARRIED UNANIMOUSLY

- 024-26 Moved by Cr. Oswald that Administration set a public hearing for the proposed Tax Incentive Bylaw for Tuesday February 24, 2026.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

- Cr. Kluin congratulated the Fire Department and Town staff for the fireworks and the organization of the First Night festivities.
- Cr. Kluin congratulated Kolton Schmidt for his second-place performance at the National Finals Rodeo.
- Mayor Assaf commended the Public Works crew for their dedicated work to locate and fix the water break during Christmas and responding to the extreme weather changes and large volume of snow requiring removal on our streets. Everyone is doing a fantastic job.

ADJOURN

25-026 Moved by Cr. Kluin that the Council Meeting be adjourned at 8:33 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

COUNCIL DELEGATION REQUEST

Personal Information severed inline with Section 20 of ATIA.

CONTACT INFO Walter Preugschas (NAME) [REDACTED] (TELEPHONE NUMBER) [REDACTED] (EMAIL ADDRESS) [REDACTED]	CONTACT INFO Cindy Day (NAME) [REDACTED] cell (TELEPHONE NUMBER) [REDACTED] (EMAIL ADDRESS) [REDACTED]
MAILING ADDRESS [REDACTED] (STREET OR BOX ADDRESS) Bloomsbury, AB T0G-0G0 (CITY, ALBERTA, POSTAL CODE)	MAILING ADDRESS [REDACTED] (STREET OR BOX ADDRESS) Barrhead, AB T7N-1N4 (CITY, ALBERTA, POSTAL CODE)
REPRESENTING (BUSINESS, COMMITTEE, GROUP, OR BOARD) Northwest of 16 Regional Tourism Association 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 27th January 2026 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) Present purpose of Northwest of 16	
<input checked="" type="checkbox"/> INFORMATION SHARING <input checked="" type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
IF YES, PLEASE INDICATE WHAT IS REQUIRED: Power Point	
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. [Signature] 01/19/26	
SIGNED DATE (MM/DD/YY) SIGNED DATE (MM/DD/YY)	
The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 - 62A Avenue, Barrhead, AB, T7N1A2	

FOR OFFICE USE ONLY		
<input checked="" type="checkbox"/> ADDED TO AGENDA	IN CAMERA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REFERRED TO:
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
APPROVED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	CAO'S APPROVAL January 9, 2026	MAYOR'S APPROVAL
ADDITIONAL COMMENTS/NOTES:		



WORKING TOGETHER TO SUPPORT AND GROW REGIONAL TOURISM

northwestof16.com

WHO ARE WE?

We are a group of businesses, volunteers and stakeholders committed to celebrating and promoting the unique attributes of the Northwest of Highway 16 region.

By connecting travellers with local businesses and cultural experiences, we aim to foster a sense of community pride while enhancing the overall appeal of our region. With diverse attractions ranging from stunning landscapes to rich history, our organization endeavours to position Northwest of 16 as a premier destination for those seeking adventure and authentic experiences.

Mission

Our mission is to promote sustainable tourism that enriches the lives of both visitors and locals by showcasing the natural beauty, cultural heritage, and unique attractions of our region.





WHAT WE OFFER

- Attracting tourists to the region from Edmonton and surrounding areas
- Economic Boost
- Social Media Presence
- Attractive Website
- Interactive Map - to be developed
- Trade Show Exhibitor Participation
- Provide a forum for networking, support and mentoring
- Dedicated team of operators, volunteers and stakeholders.

Goals

- Region to work together
- Promote Community & Collaboration
- Increase Membership
- Hire staff when funding becomes available.
- Promote businesses, attracting events like Open Farm Days
- Fun Tours with Passport to receive discounts and prizes
- Board that listens to the needs of operators and assist with promoting their business in the region. (Website, brochures etc).





Progress Update

What we have accomplished to date

- Registered Non-profit Association
- Mission & Vision Statement
- Website
- Active Social Media presence
- Videos & Podcasts
- Brochures completed for distribution
- Tradeshow Presence
- Networking sessions
- Newsletters
- Mentoring
 - from Travel Alberta, Christopher Smith
 - from Lacombe Regional Tourism, Austin Weaver
 - from Go East, Kevin Kisilevich
- Board Established at AGM March 24, 2025

What we are asking from you?

1

- **2026 Membership:** We want you to become an active member. Municipal Membership \$1150 for 2026, smaller municipalities \$575, Summer villages \$115, and Business and Association Memberships \$58
- **Collaborative Promotion & Resource Allocation:**
We invite you to join us in promoting the region as a viable tourism destination. We request your support in sharing your marketing materials—brochures, digital assets, and promotional content—that highlight the region's sustainable tourism initiatives. By aligning our efforts, we can present a unified message that reflects both the municipality's commitment to sustainability and the region's unique appeal to travelers. Together, we can amplify our collective impact and attract more visitors to the region.
- **Economic Development Support:** Tourism is a key driver of local growth. Your backing will help ensure that tourism-related businesses thrive, creating job opportunities, fostering local entrepreneurship, and generating long-term benefits for the community.

We believe that, with your support, we can build a future where tourism flourishes in harmony with nature, culture, and the local economy. Together, we can make our region a model of sustainable tourism and community prosperity.

WHO WE ARE

Board Members

Chair - Walter Preugschas

Vice Chair - Cindy Day

Secretary - Michelle Nielsen

Treasurer - Kim Barabas

Board Member - Marvin Polis

Board Member - Ilse van Loon

Board Member - James Spellman

Board Member - Alan O'Brien

Board Member - Barb Kostiw

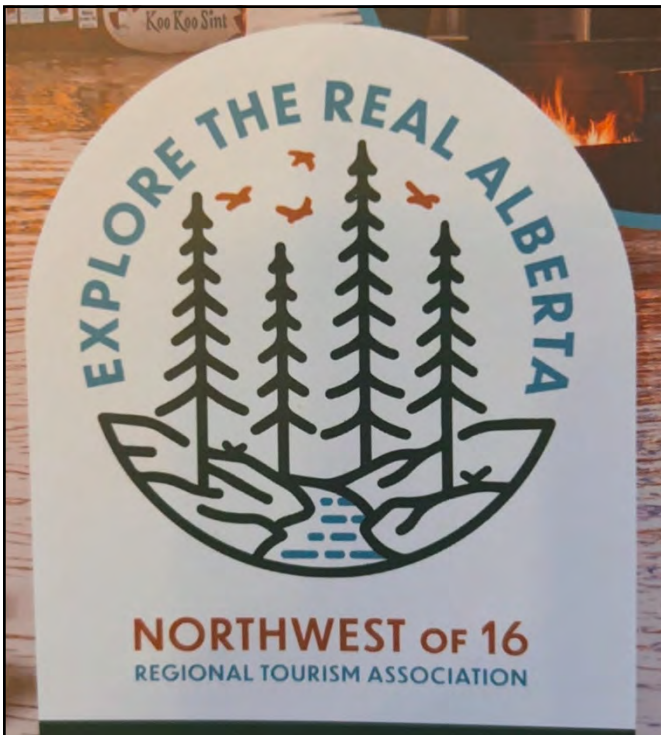
Board Member - Brittany Schuurman

Board Member - Jacqueline Hamoen

Members

7 Municipal Members

40 Operator and Association Members



Our Website....

northwestof16.com

COUNCIL DELEGATION REQUEST

CONTACT INFO	
(NAME) Lindsey Juke Turnbull <i>Turnbull</i>	(NAME)
(TELEPHONE NUMBER) 780-674-8524	(TELEPHONE NUMBER)
(EMAIL ADDRESS) lindsey@barrheadpubliclibrary.ca	(EMAIL ADDRESS)
MAILING ADDRESS	
5103 53 Avenue	
(STREET OR BOX ADDRESS) Barrhead, Alberta T7N 1N9	
(CITY, ALBERTA, POSTAL CODE)	
REPRESENTING	
(BUSINESS, COMMITTEE, GROUP, OR BOARD) Barrhead Public Library	
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL <i>Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting</i>	
27 (DAY)	January (MONTH)
2026 (YEAR)	OR
PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION) Scheduled update to Council	
<input checked="" type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
IF YES, PLEASE INDICATE WHAT IS REQUIRED:	
<i>Please note: Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Town of Barrhead reserves the right not to hear such delegations.</i>	
I/WE ACKNOWLEDGE THAT ONLY THE ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION.	
SIGNED <i>[Signature]</i>	DATE (MM/DD/YY) 01/21/26
SIGNED	DATE (MM/DD/YY)
<i>The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 - 62A Avenue, Barrhead, AB T7N 1A2</i>	

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

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: January 27, 2026

Re: Public Appointments – Barrhead Public Library Board

1.0 PURPOSE:

After the appointment of public members at the January 13th Regular Council Meeting, Legislative Services was informed:

Library Board Members must be appointed by the Council of each municipality that is a party of the intermunicipal agreement as per Libraries Act 12(1).

Therefore, Administration is presenting three additional Public Board Members for re-appointment.

2.0 BACKGROUND AND DISCUSSION:

Letters of Interest were received from the following Board members for re-appointment:

- Margaret Krikke (Neerlandia)
- Jane Kusal (County of Barrhead)
- David Rowe (County of Barrhead)

3.0 ALTERNATIVES:

None

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Legislative Services to communicate appointments with public members and the Barrhead Public Library Board.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

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

8.0 ATTACHMENTS:

8.1 Letters of Interest from Public members for reappointment.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council re-appoint from the public members who expressed interest to continue their participation in the Barrhead Library Board:

- Jane Kusal
- David Rowe
- Margaret Krikke

10.0 PROPOSED MOTION(S):

- 10.1 That Council re-appoint Jane Kusal as a member-at-large to the Barrhead Public Library Board, for a final three-year term from January 27, 2026 to December 31, 2028.
- 10.2 That Council appoint David Rowe as a member-at-large to the Barrhead Public Library Board, for second three-year term from January 27, 2026 to December 31, 2028.
- 10.3 That Council appoint Margaret Krikke as a member-at-large to the Barrhead Public Library Board, for a second three-year term from January 27, 2026 to December 31, 2028.

(original signed by the CAO)
Collin Steffes
CAO

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: January 27, 2026

Re: Monthly Bank Statement to December 31, 2025

1.0 PURPOSE:

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

2.0 BACKGROUND AND DISCUSSION:

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

3.0 ALTERNATIVES:

- 3.1 Council receives the Monthly Bank Statement to December 31, 2025, as information.
- 3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to December 31, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to December 31, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to December 31, 2025, as information.

10.0 PROPOSED MOTION:

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

(original signed by the CAO)
Collin Steffes
CAO

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

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	3,753,472.93	6,500,000.00
Receipts	1,048,553.37	
Interest	9,102.30	
Transfers from/to Term Deposits		
Cancelled Cheques		
SUBTOTAL	4,811,128.60	6,500,000.00
Disbursements	1,570,172.72	
Debentures/Interest	0.00	
School Requisition	396,250.60	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	2,844,705.28	6,500,000.00

PER BANK:		
Balance at end of month	3,322,082.71	6,500,000.00
Outstanding Deposits	69,681.44	
SUBTOTAL	3,391,764.15	6,500,000.00
Outstanding Cheques	547,058.87	
NET BALANCE AT END OF MONTH	2,844,705.28	6,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED NOVEMBER 30, 2025

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	2.45	10-Dec-25	Maturity Date Mar. 9, 2026
Servus	\$	4,500,000.00	2.75	10-Nov-25	Maturity Date Feb. 8, 2026

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: January 27, 2026

Re: Request for Silent Auction Donation

1.0 PURPOSE:

For Council to consider donating a silent auction item to the Heart for Hooves fundraising event.

2.0 BACKGROUND AND DISCUSSION:

Rosie's Best Friends Farm Sanctuary Society is a registered non-profit organization. They are planning a fundraiser on February 14, 2026, at the Rich Valley Agriplex, and are requesting a silent auction donation. All proceeds from the auction will support their efforts to provide care, shelter, and medical treatment for rescued pigs.

3.0 ALTERNATIVES:

- 3.1 Council donates a monetary donation of \$100.00, to be funded from the Miscellaneous Grants to Organization budget.
- 3.2 Council donates an item for the silent auction (ie One Month Family Pool Pass valued at \$147.90, Branded Items valued at \$100.00, etc).

4.0 FINANCIAL IMPLICATIONS:

In the range of \$0.00 to \$150.00, dependent on Council's decision.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable.

8.0 ATTACHMENTS:

Letter from Rosie's BFFS Society requesting the donation of a silent auction item.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council declines the request from Rosie's BFFS Society and discusses all monetary and auction requests at the spring budget meeting. At this time, Council may direct that a policy be developed for these types of requests.

10.0 PROPOSED MOTION:

That Council deny the request from Rosie's BFFS Society and discuss all monetary and auction requests at the spring budget meeting.

(Original signed by the CAO)
Collin Steffes
CAO

RECEIVED

JAN 14 2026

Rosie's BFFS Society

rosiesbffs@gmail.com

780-360-3799



December 29, 2025

Good Day,

I hope this letter finds you well. Rosie's Best Friends Farm Sanctuary Society is a not-for-profit sanctuary dedicated to rescuing, rehabilitating, and providing a safe haven for pigs in need as well as other farm animals.

Our mission is not only to offer these incredible animals a second chance at life but also to educate the community about animal welfare and the therapeutic benefits of interacting with them. We are currently planning our upcoming fundraising event, Heart for Hooves on February 14, 2026 at the Rich Valley Agriplex. As part of this event, we are organizing a silent auction to raise much needed funds for the sanctuary. The proceeds from this auction will directly support our efforts to provide care, shelter, and medical treatment for our rescued pigs.

We are reaching out to generous businesses and individuals like you to request a donation for our silent auction. Your contribution could be anything from a gift certificate or a product from your business to a unique experience or service. By donating, you will not only be helping us continue our vital work but also gain exposure to a diverse and engaged audience of animal lovers and community members. In recognition of your support, we will prominently feature your business in our event program, on our social media channels, and on the auction display itself. We believe this partnership will be mutually beneficial, offering you the opportunity to showcase your commitment to animal welfare and community engagement.

If you are able to contribute, please let us know by January 24, 2026. We are happy to arrange the pickup of your donation at your convenience. Should you have any questions or need additional information, please feel free to contact us at rosiesbffs@gmail.com.

Thank you in advance for considering our request. Your generosity will make a significant difference in the lives of the pigs at our sanctuary, and we would be honored to have your support.

Warm regards,

REQUEST FOR DECISION

To: Town Council

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

Date: January 27, 2026

Re: Barrhead Artist Showcase Committee Request for Subsidy

1.0 PURPOSE:

For Council to consider a request for a \$2,000 subsidy to offset the cost of production of the Pembina Arts Festival.

2.0 BACKGROUND AND DISCUSSION:

The Pembina Art Festival is a community-based initiative that promotes local arts, culture, and creative expression within the Town and surrounding region. The upcoming festival is intended to:

- Showcase the work of members of the Barrhead Art Club
- Provide performance opportunities for local and regional musicians
- Encourage community participation and attendance
- Enhance the Town's cultural and recreational offerings

Organizers have requested municipal funding assistance to help offset event-related costs such as venue setup, performer support, promotion, and logistical expenses.

Supporting the Pembina Art Festival aligns with priorities related to:

- Community vibrancy and quality of life
- Support for arts, culture, and recreation
- Encouraging community-led initiatives
- Economic development through local events, including increased local spending, attraction of visitors, and support for local artists and musicians.

3.0 ALTERNATIVES:

- 3.1 Council may choose to approve the funding request as recommended.
- 3.2 Approve with conditions, such as a reduced funding amount or reporting requirements.
- 3.3 Deny the funding request.

4.0 FINANCIAL IMPLICATIONS:

Funding for this request is available within the Grants to Community Organizations budget, which is intended to support eligible non-profit and community-based initiatives that provide a benefit to the Town.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

No implications.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

No implications.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Supports publicly driven initiatives.

8.0 ATTACHMENTS:

8.1 Town Artist Showcase Summary

8.2 Town Artist Showcase Artists

8.3 Pembina Arts Festival Promo Videos

8.3.1 First Cut:

https://drive.google.com/file/d/1gYSjoYHT4_h78FI5FiVociQZCB7DRyZC/view

8.3.2 Recap:

<https://drive.google.com/file/d/1rf0b30bH9wZ9F7FytIJKk0Dq3FKk6Kas/view>

8.3.3 Art Club Contributions:

https://drive.google.com/file/d/1gYSjoYHT4_h78FI5FiVociQZCB7DRyZC/view

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the request for subsidy to offset the cost of production of the Pembina Arts Festival.

10.0 PROPOSED MOTION(S):

That Council approve the request for subsidy to offset the cost of production of the Pembina Arts Festival in the amount of \$2000.

(original signed by the CAO)
Collin Steffes



Barrhead Artist Showcase Committee



Site 18, Comp 1 Gunn, AB T0E 1A0

Phone: Jade 403-909-5233

January 19, 2026

Email: barrheadartistsshowcase@gmail.com

Town Council of Barrhead,

Barrhead Art Club & Artist Showcase Committee hosts the Pembina Arts Festival LIGHTS (Visual Art) / CAMERA (Film) / ACTION (Music); at the Roxy Theatre from March 17-22, 2026.

The Barrhead Art Club in collaboration with the Artist Showcase Committee is proud to host the first annual Pembina Arts & Music Festival! It has rebranded this year from the stand-alone Barrhead Artist Showcase live music event. The weeklong arts festival now includes a fine art gallery and display, arts & crafts market, film festival, and live music festival. The only ticketed part of the festival is the live music fest. The film fest, as well as the other arts related events, 3 days out of 4 are free to the public! The entire event is still being held in Barrhead Alberta at Barrhead's own legendary Roxy Theatre!

Lights, Camera, Action March 17-21, 2026

PEMBINA ARTS FESTIVAL MARCH 16-22 EVENT CALENDAR						
	3/16 MONDAY	3/17 TUESDAY	3/18 WEDNESDAY	3/19 THURSDAY	3/20 FRIDAY	3/21 SATURDAY
VALID MUSIC FEST TICKET PURCHASE = ONE HOLE PUNCH AT THE BARRHEAD ROXY THEATRE	FINAL DEADLINE FOR VISUAL ART 10:00-11am Set up and Curate Art	LIGHTS Visual Art Showcase FREE! Roxy Theatre OPEN Noon - 9:00pm Grand Opening of Pop-Up Art Gallery 7:00pm Wine and cheese & Live Entertainment	Regular Movie Showings Art will be up both days to view FULL EVENT DETAILS AT  PEMBINAARTSFESTIVAL.COM	CAMERA Film Festival Gala 6:30-10pm All Ages Welcome Admission by Donation ART CLUB	ACTION! Music Festival Doors: 1pm Show: 1:30-4:30pm Doors: 7pm Show: 7:30pm- 10:30pm	ACTION! Part 2 Visual Art Showcase FREE ADMISSION Open to public 11 am - 4 pm ART MARKET & Live Entertainment & Gallery

The Pembina Arts Festival unites community through art, inspiring all ages with creativity and connection. A Week-long arts festival.

We are seeking support from the town to subsidize this growing event in the amount of \$2,000.

These funds would go towards:

\$500 Art Galleries rent contribution for the free events,

\$950 musical fees to cover the free events March 17, 22nd

\$1050 advertising costs bringing people to Barrhead, facebook poster, radio, print ads.

Our event advertises the Town of Barrhead to surrounding communities bringing everyone spin off benefits.

The town's contribution, combined with our continued volunteer efforts, will ensure another successful event.

2026 Objectives

This year, we have created a weeklong festival! **4 days of events**, combining the power of the Barrhead Art Gallery, the Barrhead Artist Showcase committee, filmmakers of Canada and the Crafters of Northern Alberta to create a 4 part event:

“LIGHTS” Tue March 17 **Visual Arts** Gallery **FREE entry.**

Theater space has been hung with art from Northern Alberta

Themes of lights, in towns, villages and natural spaces and nature's lightshow phenomena. Visiting artists pay \$15 for art entry (3 painting max) Acoustic music, Kids Colouring Contest, Teen youth drawing contest, hung in the lobby, Awards and presentation (theater offers prizes), In partnership with the Barrhead Art Gallery.

Show opens on Tuesday March 17 NOON

Noon opening for public viewing

7:00 wine and cheese official opening of the festival.

“CAMERA” Friday March 2 **Film Festival** All day film **FREE**

Current applications: 1 hour 30 mins

Start time to be announced (dictated by entries)

Gala movie opening night!

Categories: Comedy, Drama, Thriller/Horror, Experimental, Animation, Documentary, Sci Fi/Fantasy, Student Production, Music Video, Sound Design

“ACTION” Sat March 21 **Music** The Barrhead Artist Showcase **Ticketed**

1:30 Folk Music

7:30 Pop and Rock

Advanced ticket price:\$20 per 3 hour show or \$35 for Day Pass

March tickets: \$25 per 3 hour show \$40 for Day Pass

featuring **16** local bands across two shows, totaling approximately 6 hours of entertainment. Yearly we provide a high-quality, family-friendly music experience for the Barrhead community, reducing the need for travel out of town. We expect up to 1000 people to attend the week-long event, and we will employ 6 people while providing performance and paid opportunities for **41** musicians.

“ACTION” part 2 Sun March 22 Art & Craft FREE

11:00am to 4:00pm

Theater space has been hung with art from Northern Alberta

10 craft tables, Acoustic music, final day of the art exhibit

With rising gas prices and increasing living costs, this event offers a much-needed opportunity for our community to come together. It serves people of all ages, from youth to seniors, fostering a vibrant cultural atmosphere and supporting the local economy.

2026 Economic Development

The Pembina Arts Festival not only offers live entertainment but also drives revenue for local businesses. The event expands yearly gaining wider recognition, especially with the valuable video content and positive word-of-mouth.

- **Direct income for the area:** brings \$10,000 to the community a year
- **Charitable contributions:** The event always contributes its 50/50 to a local charity groups
- **Sustainability & Employment:** Establish a self-sufficient annual event that creates local job opportunities.
- **Cultural Hub:** Transform Barrhead into a premier destination for art, film, and music in Western Canada.
- **Economic Impact:** Attract 1,000+ visitors over four days to boost local businesses, hotels, and restaurants.
- **Community Revitalization:** Support local infrastructure, specifically the **Barrhead Movie Theater**, to ensure existing assets thrive before investing in new tax-funded projects.
- **Creative Migration:** Motivate artists from Alberta and beyond to relocate to the area, enriching the community's social and cultural fabric.
- **Family Enrichment:** Provide diverse activities for farming and business families—particularly women and children—to foster skill-building, confidence, and local pride.

Last Year's Recap: featured **15** local bands, with 27 unique artists across **2 shows**, totaling approximately 6 hours of entertainment. 6 Volunteers provided 211 hours of work. We provided a high-quality sound, family-friendly music experience for the Barrhead community, reducing the need for travel out of town. 301 people attended the event, and we employed paid opportunities for **33** people, providing promotion for 17 businesses, \$180 in 50/50 for the Blue Heron Society, and created a customer base for local businesses through out-of-town visitors travelling as far as Whitecourt. **We fell short of completely funding the event by \$1275.52** which was donated by the Weisinger family to assure no negative balance was carried forward. The true cost of the event is

\$16,100. Tickets cost \$20-25, without community contributions the price per person would rise to (\$54-58). \$9,900 entered the local economy.

History **2023:** The event was led by volunteers, funded by the Town of Barrhead, and supported by paid town employees and volunteers. The first show was sold out, featuring 7 artist groups. Food was collected for the Food Bank. It became the only recreational event in 2023 to make a profit for the town.

2024: The second year saw the event run entirely by volunteers, with 8 volunteers contributing over 211 hours. The event was supported by six business sponsors and a \$500 bursary from the town for Roxy Theater rent. \$200 and 100 pounds of food was collected for the Food Bank. We also introduced sponsorships for discounted advertising, and a high-quality video production allowed artists to purchase videos of their performances. Despite running entirely on volunteer power, we kept ticket prices affordable at \$15-\$20 per person. The event hosted 9 acts with 15 participants, and the value of community contributions was invaluable. Without sponsors or town support, the cost per ticket would have risen to \$77.

How You Can Help

We encourage you to purchase tickets for your family in advance. Tickets are available at the Roxy
Pre-sold tickets will help us secure financing for the event.

Volunteers Needed for:

Ticket sales

Day of set up and back stage help

Saturday Morning Clean up and Market set up

Please contact Jade Munck to help!

We look forward to attending the town council meeting on January 27, 2026

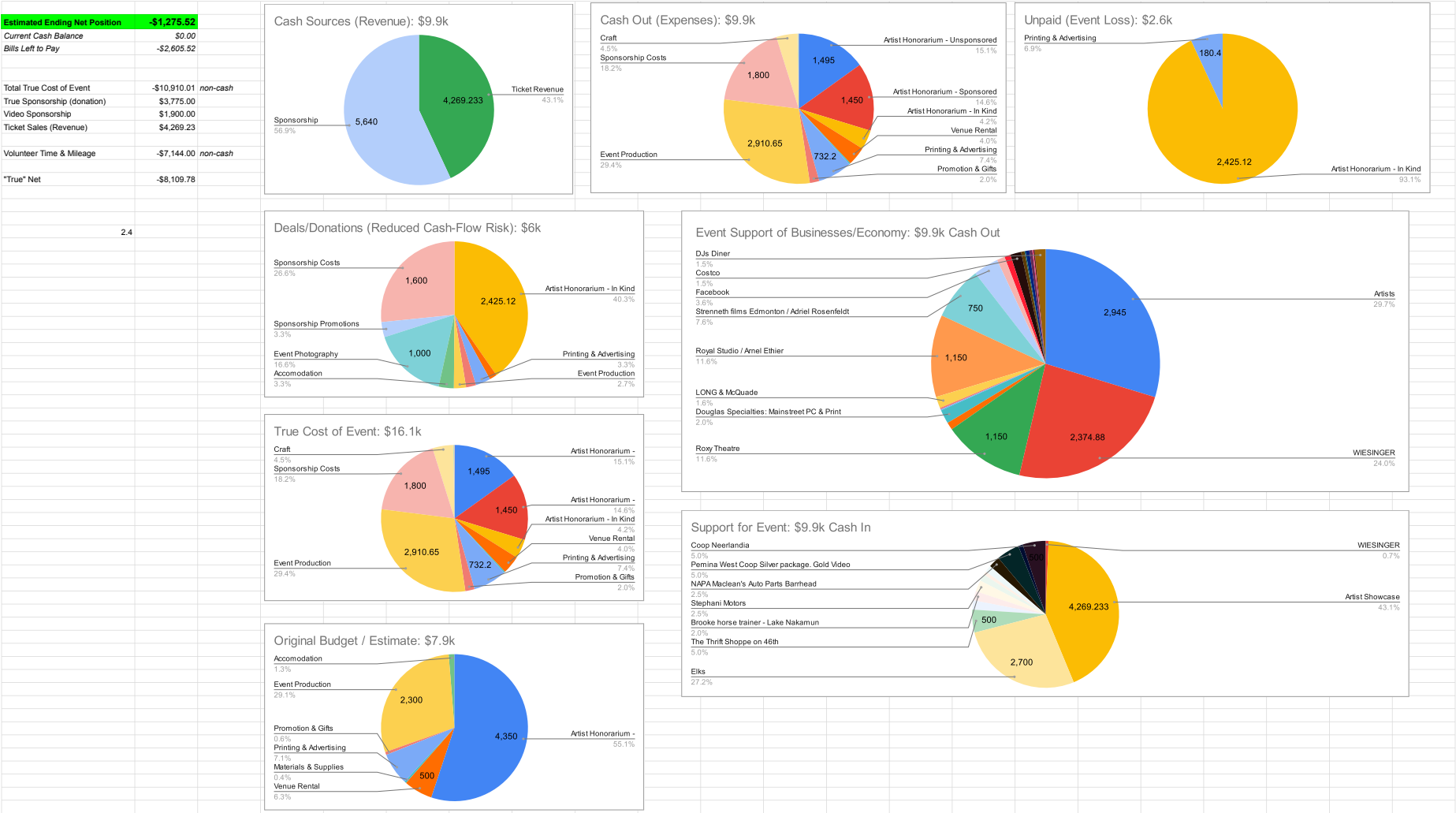
Sincerely,

Jade Munck 403-909-5233

Community Volunteer

Attached:

1. **2026 Accounting Summary** *(Please respect the privacy of our financials. Only to be shared with town employees involved in decision making regarding our event, or for needed reporting to town officials)*
2. **Last Year's Video Recap**
3. **This year's promo reel**



2025 Artist Data			<i>Avg cost per person per stage appearance</i>		<i>-\$173</i>	
			<i>avg. cost per Act</i>		<i>-\$385.67</i>	
			<i>Avg cost per Hour</i>		<i>-\$943</i>	
			<i>Sponsored</i>		<i>-\$1,925</i>	
			<i>Un-sponsored</i>		<i>-\$3,860</i>	
		TOTAL	15 Acts	27 Unique artists	(Daniel 3 x, O'Shane x 2. La'Sean x2, Justin x2, Tenille x.5)	
Count	Artist / Band Name	Genre	Coming From	# of Members	Names	Show
1	Preston VanAssen	Trumpet	Barrhead	1	Preston VanAssen	Afternoon
2	Marina Michaelides	Contemporary Pop	Fort Assiniboine	2	Marina Michaelides + Justin surprise drumming	Afternoon
3	Nolan Larson	Pianist	Westlock	1	Nolan Larson	Afternoon
4	Cab'Ral	Retro-Futuristic	Edmonton	3	Cab'Ral + drummer O'Shane and Bass La'Sean	Afternoon
5	Jessa Sky	Pop (Indigenous)	Edmonton	3	Jessa Sky + drummer O'Shane and Bass La'Sean	Afternoon
Intermission			Place	Name		
6	Day Break	Pop Rock	Westlock	3	Gerard Bishop, Drew Kolotyluk, Asher?	Afternoon
7	WIESINGER	Pop Rock	Barrhead County and Town	4	Justin Wiesinger, Chelsey Wiesinger, Daniel Bellerose	Afternoon
8	Travina Robinson	Folk/Country	Town of Barrhead	2	Travina Robinson and drummer Daril or Darvil.	Evening
9	Geinger	Country	Westlock	3	Amanda Benson (Vocals), Tennille (Vocals), Daniel	Evening
10	Mila Connolly	Fiddler	Place	1	Mila Connolly	Evening
11	Glen Potter	Country	Calaway onoway	1	Glenn Potter	Evening
12	Drew Kolotyluk	Folk	Westlock	1	Drew Kolotyluk	Evening
13	Edward Pimm	Country	Mayerthorpe	1	Edward Pimm	Evening
Intermission			Place	Name		
14	Sauvage Plain	Folk	Town of Barrhead	2.5	Bethany Kryger and Daniel Bellerose, guest Tennille	Evening
15	Joe Ireland Band	Folk Rock	Carvel	4	Francis Kavanagh, Ron, Jerry, Dennis	Evening
	* Video / In-kind is the way we are reducing cash flow risk while providing great value for the artists: Justin Wiesinger is offering a video package with sound production					
	This way we don't need the cash to pay the artists: Justin takes on more of the risk of the show not making money, but artists still being compensated					

		-\$1,800.00	Elks		
		-\$125.00	K&N	sponsored cash	-\$1,450.00
		-\$3,860.00	un-sponsored	un-sponsored cash	-\$1,495.00
		\$0.00		check	\$0.00
	6.1 hrs				
	368 min	-\$5,785.00	-1,925.00	2,840.00	-\$2,945.00
🕒 ShowTime	Minutes	📺 Honorarium	Sponsored By	Video/In Kind*	📺 Net Cash
2:55-2:56 PM	3	-\$80.00		\$40.00	-\$40.00
3:00-3:15	15	-\$200.00		\$200.00	\$0.00
3:20-3:30	10	-\$80.00		\$40.00	-\$40.00
3:30-4:00	40	-\$1,150.00		\$750.00	-\$400.00
4:00-4:45	45	-\$1,200.00	Elks		-\$1,200.00
4:45-5:00					\$0.00
5:00-5:10	10	-\$120.00		\$60.00	-\$60.00
5:15-6:05	50	-\$750.00			-\$750.00
7:20-7:40	20	-\$125.00	K&N	\$125.00	\$0.00
7:35-8:00 PM	25	-\$300.00		\$175.00	-\$125.00
8-8:10	10	-\$80.00		\$40.00	-\$40.00
8:10-8:30	20	-\$300.00		\$300.00	\$0.00
8:30-8:40	10	-\$100.00		\$60.00	-\$40.00
8:40-9:05	25	-\$250.00	Elks		-\$250.00
					\$0.00
9:15-9:55	40	-\$350.00	Elks	\$350.00	\$0.00
10:00-10:45	45	-\$700.00		\$700.00	\$0.00
1 of the live performances of the artists so that they can have it as a portfolio and promotions asset					

	-4,350.00				
Original Budget	Notes				
	Oh Canada on Trumpet (from Hum 'n Strum)				
-600.00	From GEMS				
	age? (10, 12?) Winner of "Battle of Talents" at True				
-400.00	Had \$500 budgeted for Indigo City but they backed				
-600.00	Jess \$600, Band \$600. Justin ended up also giving				
-100	via Gerard's mom Gloria:				
-600.00	cut set down to 35? minutes due to justin's voice an				
-150.00	time adjusted after/at show from 10 min (7:25-7:35				
-200.00	Cash \$125 for Daniel Bellerose as session guitarist				
	age? (14?) Winner of "Battle of Talents" at True Nor				
-250.00					
-150.00					
-250.00					
-350.00	Booking a full day session with Justin in the Fun Cl				
-700.00					

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes, CAO

Date: January 27, 2026

Re: Meeting Opportunity for Council with Minister Williams.

1.0 PURPOSE:

To present to Council for consideration a meeting request with Minister Williams.

2.0 BACKGROUND AND DISCUSSION:

The 2026 Spring Municipal Leaders' Caucus (MLC) is scheduled for March 26 to March 27, 2026. It is scheduled to take place at the Edmonton Convention Centre.

The Honourable Dan Williams, Minister of Municipal Affairs is offering a potential opportunity for Council to meet with him in person either at the Edmonton Convention Centre or the Alberta Legislature during the Caucus (as scheduling permits).

The following message was received:

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Edmonton Convention Centre from March 26 – 27, 2026. These meetings will be in person at the Edmonton Convention Centre or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister Williams during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than January 30, 2026.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- *Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.*
 - *It is highly recommended to provide details on the discussion topics.*
- *Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Williams has not yet had an opportunity to meet.*
- *Meeting requests received after the deadline will not be considered for the convention.*

All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Action Required:

1) Meeting Scheduling:

- a. If Council wishes to meet with Minister Williams, Administration will submit a request.
- b. The request must include topics Council wishes to discuss.
- c. The request must be submitted by January 30, 2026

2) Meeting Particulars:

- a. Identify three key topics with specific details for discussion
- b. Identify meeting participants

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Council may choose to direct Administration to submit topics as discussed.

3.2 Council may choose to accept the invitation as information.

4.0 FINANCIAL IMPLICATIONS:

Financial implications include the cost to travel and attend the Caucus.

Member Price: \$275 per person

Hotel Accommodations \$134 per night

Parking \$25 per night

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration with Corporate Communications to prepare and submit meeting request template and key speaking points to use during meeting opportunity.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Increased visibility with Municipal Affairs and an opportunity to build relationships with the Minister and other attendees.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Council's participation at the Leaders Caucus brings increased visibility to Barrhead and an opportunity to share its successes and challenges. It provides an opportunity for Council to build relationships with other municipal leaders and levels of government.

8.0 ATTACHMENTS:

N/A

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council identify the key topics and specific details they wish to discuss with the Minister in alignment with the strategic plan and the Town's current challenges.

10.0 PROPOSED MOTION(S):

That Council direct Administration to prepare and submit a meeting request with the Honourable Dan Williams, Minister of Municipal Affairs, to occur at the 2026 Spring Municipal Leaders' Caucus to discuss a maximum of three topics directed by Council.

(original signed by the CAO)
Collin Steffes
CAO

Council Member Motion

To: Town Council

From: Councillor Dausen Kluin

Date: January 27, 2026

Re: Letter of Support for Washroom Accessibility at Barrhead Hospital

1.0 PURPOSE:

To present Council with a proposed motion to write a letter of support for improved accessibility at Barrhead Hospital.

2.0 BACKGROUND AND DISCUSSION:

In previous years, discussions had occurred between Barrhead AHS and the Town Administration to consider advocating for accessibility improvements.

Residents using wheelchairs or mobility aids experience difficulty accessing and using public washrooms at Barrhead Hospital because the doors lack required accessibility features.

3.0 ATTACHMENTS:

3.1 None.

4.0 PROPOSED MOTION(S):

4.1 That Council direct Administration to prepare a letter from Council advocating the need for accessibility improvements to the public washrooms at Barrhead Hospital, as discussed by Council.

(original signed by the CAO)
Collin Steffes
CAO



CFYE Regular Board & IRC Meeting Minutes

Thursday November 20, 2025

1:00 – 5:15 PM

Community Futures Yellowhead East

In Attendance:	Serena Lapointe - Whitecourt ,Tyson Bergsma – County of Barrhead, DecolynneJo Burns- Alberta Beach, Patricia MacNeil – Woodlands County, Terry Kuyek – Swan Hills, Charmaine Botros – Barrhead, Grant Johnson – Oneway, Esther Sonnenberg - Mayerthorpe,
Regrets:	Edward Gifford – Lac Ste Anne County No director assigned: Fox Creek
1) Call to Order	Meeting Called to Order: 1:00 PM- Assumption of Chair – Serena Lapointe Round table Introductions:
2) Regular Agenda	Adoption of Regular Meeting Agenda: Motion # 42 Moved by: Charmain Botros <i>That the agenda be accepted as Amended, change Item 5 under elections to include the word Vice Chairperson in the motion. changes to first motion under new business to ready Motion to accept items 11.1-11.2 as information only. New Business Item 11.3 & 11.4 to each have their own motions.</i> CARRIED
3) Minutes of Meeting	Approval of Regular Board Meeting Minutes Motion # 43 Moved by: Patricia MacNeil <i>That the minutes of the Regular October 16, 2025 Board Meeting be accepted as presented.</i> CARRIED
4) Swearing In of New Board Members	4.1 Assumption of Chair: Serena Lapointe to proceed assuming the role of Chair for the interim. 4.2 Overview & Signing: Oath of Confidentiality, Conflict of Interest, Code of Conduct 4.3 Roles & Responsibilities: Executive Directors, Regular Board Members, IRC Committee: Items 4.1-4.3 completed

5) Election of Officers

Election of Officers: performed by interim Chair: Serena Lapointe
Position of Vice Chair:

Patricia MacNeil Nominated **Patricia MacNeil** for position of Vice Chair. **Patricia** accepted the nomination for vice chair.

DecolynneJo Burns, Nominated by **DecolynneJo Burns**, for position of Vice Chair. **DecolynneJo** accepted the nomination for vice chair.

Motion # 44 Moved by Tyson Bergsma

That the nominations for the position of Vice Chairperson cease, and that Patricia MacNeil be elected as per vote conducted.

CARRIED

Interim Chair: passes the meeting over to newly elected vice chair Patricia MacNeil, to proceed with election of chairperson.

Position of Chairperson

Charmaine Botros Nominated **Serena Lapointe** for position of board chairperson. **Serena Lapointe** accepted the nomination for board chairperson.

Motion # 45 Moved by: Patricia MacNeil

*That the nomination for board chairperson cease and that **Serena Lapointe** be appointed Chairperson as elected.*

CARRIED

Return Meeting to Chairperson Meeting returns the chairing of the meeting to **Serena Lapointe** board chair, to continue with election of officers

Position of Secretary:

Charmaine Botros Nominated **Charmaine Botros** for position of Secretary. **Charmaine Botros** Accepted the nomination for the position of secretary

Motion # 46 Moved by: Serena Lapointe

*Motion that the nominations for the position of secretary cease and that **Charmaine Botros** be appointed as elected.*

CARRIED

Position of Treasurer:

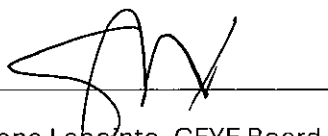
Esther Sonnenberg Nominated **Esther Sonnenberg** for position of treasurer. **Esther Sonnenberg** accepted the nomination for position of treasurer.

	<p><u>Motion # 47</u> <u>Moved by: Serena Lapointe</u> <i>Motion that the nominations for the position of treasurer cease and that Esther Sonnenberg be appointed as elected.</i></p> <p style="text-align: right;">CARRIED</p>
6) Appointment of IRC Committee Members:	<p>IRC Committee Members: IRC Chair: Patricia MacNeil Nominated DecolynneJo Burns for IRC Chair. Accepted as nominated.</p> <p><u>Motion # 48</u> <u>Moved by: Patricia MacNeil</u> <i>That the nominations for position of IRC Committee Chair cease, and that DecolynneJo be appointed as accepted.</i></p> <p style="text-align: right;">CARRIED</p> <p>IRC Vice Chair: Terry Kuyek Nominated Terry Kuyek for IRC Vice Chair. Accepted as nominated.</p> <p><u>Motion # 49</u> <u>Moved by: Charmaine Botros</u> <i>That nominations for the position of IRC Vice Chair cease, and that Terry Kuyek be appointed as elected.</i></p> <p style="text-align: right;">CARRIED</p>
7) Confirmation of Signing Authorities	<p>7.0 CFYE Signing Authority:</p> <p><u>Motion # 50</u> <u>Moved by: Esther Sonnenberg</u> <i>That the signing authorities for all CFYE legal and financial matters shall be any two of the following, authorized individuals:</i> Chairperson: Serena Lapointe Vice Chairperson: Patricia MacNeil Treasurer: Esther Sonnenberg Secretary: Charmaine Botros Woodlands County Director: Patricia MacNeil Executive Director: MICHELLE JONES</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> • <i>Signing arrangements will be made with CIBC for execution at the next regularly scheduled board meeting.</i>
8) IRC Committee	<p>8.0 IRC Loan/Client Updates: Delinquency Report</p> <p><u>Motion # 51</u> <u>Moved by: Patricia MacNeil</u> <i>Motion to accept client updates as presented.</i></p> <p style="text-align: right;">CARRIED</p> <p>8.1 IRC Loan Requests: The Garage Brewery</p> <p><u>Motion # 52</u> <u>Moved by: Patricia</u> <i>Motion to accept the proposed loan request as presented, with the following conditions being put in place. Client to receive first 6 months interest plus 10% percent only payments on the \$100,000 loan, along with</i></p>

	<p>the requirement to provide monthly financials statements for review and to provide monthly project updates as requested by CFYE Executive Director and or Business Analyst</p> <p style="text-align: right;">CARRIED</p> <p>8.2 In House Loan Approval: The Garage Brewery – Quick Cash Loan</p> <p><u>Motion # 53</u> <u>Moved by: Serena Lapointe</u> <i>Motion to ratify in house loan for \$ 25,000 approved by executive director.</i></p> <p style="text-align: right;">CARRIED</p> <p>8.3 Updated IRC Loan Policy & Procedures Manual <i>FYI: Newly approved policy manuals will be provided once final copy has been updated & submitted.</i></p> <p>8.4 Whitecourt Water Truck Loan Update & Request: As presented by BA</p> <p><u>Motion # 54</u> <u>Moved by : Terry Kuyek</u> <i>Motion to accept loan payment amendment as requested by loan client and recommended by Business Analyst. Client received board approval to make interest only plus 10% loan payments for upto 6 months, at the discretion of the Executive Director and or the Business Analyst, pending submission of monthly financial statements and monthly business updates and coaching sessions as recommended by CFYE staff on an ongoing basis.</i></p> <p style="text-align: right;">CARRIED</p> <p>8.5 Logging Company Loan Request</p> <p><u>Motion # 55</u> <u>Moved by: Patricia MacNeil</u> <i>Motion to approve client loan request in the total amount of One Hundred & Fifty Thousand Dollars (\$ 150,000.) with Fifteen Thousand Dollars (\$15,000) to be provided in youth loan, and the remaining \$135,000 to be provided in regular term loan. Client will receive the bonus of first three months interest only plus 10% payments, with the condition that monthly financial statements be provided for a minimum of 6 month period, as per CFYE staff discretion.</i></p> <p style="text-align: right;">CARRIED</p>
9) Financial Reports	<p>9.0 Financial Reports</p> <p><u>Motion # 56</u> <u>Moved by: Esther Sonnenberg</u> <i>Motion to accept the financial statements as presented.</i></p> <p style="text-align: right;">CARRIED</p>
10)Old Business	<p>10.1: HR Pilot Policy Approval – Four Day Work Week Schedule</p> <p><u>Motion # 57</u> <u>Moved by: Patricia MacNeil</u> <i>Motion to accept the Interim HR Pilot Policy- Staff Work Schedule presented, according to board motion # 40, 2025 approved at October</i></p>

	<p>16, 2025, board meeting, providing the executive director, the authority to formalize and implementing a new four-day work week policy. Full Policy implementation upon three-month review and recommendation of the executive director.</p> <p style="text-align: right;">CARRIED</p>
11) New Business	<p>11.1 Consideration of New Board Structure Recommendation</p> <ul style="list-style-type: none"> RFD will be presented in the new year to Board and Stakeholders once final research has been completed <p>11.2 CFYE Annual Budget – Board Per Diem Expenses</p> <ul style="list-style-type: none"> RFD will be provided breaking down the cost of per diems to the existing stakeholder investment fund, and zero increase to CFYE operating dollars. Budget Details will be provided at January Meeting for 2026 Budget Approval. <p><u>Motion # 58</u> <u>Moved by:</u> <i>Motion to accept items 11.1 & 11.2 as information only.</i></p> <p>11.3 CFYE – Building Purchase Proposal</p> <ul style="list-style-type: none"> Request for interim approval to move forward with next step – meeting with the town of Whitecourt. Draft Project Proposal Attached <p><u>Motion # 59</u> <u>Moved by: Charmaine Botros</u> <i>Board made the motion providing direction to the Executive Director, to move forward with requesting an expression of interest meeting with the Town of Whitecourt, to discuss Business Hub Partnership Project Proposal and possible purchase or joint purchase of the Town office.</i></p> <p style="text-align: right;">CARRIED</p> <p>11.4 Board Orientation/Training Plan – As presented</p> <p><u>Motion # 60</u> <u>Moved by: Esther Sonnenberg</u> <i>Motion to accept as information, with the understanding that Executive Director will provide an overview of the training options available and bring back training costs and training schedule for decision.</i></p> <p style="text-align: right;">CARRIED</p> <p>11.5 CFNA - NW Open Positions NW Region – CFNA Board Vacancy</p> <ul style="list-style-type: none"> 1 Volunteer Director – 3 year term (2025-2028) 1 Volunteer Director – CFYE- Chair remaining Term (Sept 2026) 1 Manager Representative – Nancy Robbins elected; 3 year term (2025-2028). <p><u>Motion # 61</u> <u>Moved by: Tyson Bergsma</u></p>

	<p><i>Motion to table until next meeting to determine if any other NW region representatives step up to take on the CFNA Board Roles.</i></p> <p>CARRIED</p> <p>11.6 Board Meeting Schedule Motion # 62 Moved by: Tyson Bergsma <i>Motion to approve continuation of the annual regular board meeting schedule; being every third Thursday of the month for those months in which regular CFYE business is held. (no regularly scheduled board meetings are held in July and August)</i></p> <p>CARRIED</p>
12) In-Camera	<p>12.0 Executive Director – Annual Performance Review Motion # 63 Moved by: Tyson Bergsma <i>Motion to move into camera.</i></p> <p>CARRIED</p> <p>Motion # 64 Moved by: Serena Lapointe <i>Motion to revert from in camera</i></p> <p>CARRIED</p> <p>Motion # 65 Moved by: <i>Motion to rescind the proposed performance improvement plan for the executive director 2025 performance review, based on their indication the previous board chair did not fulfill his obligation to conduct a complete annual performance review.</i></p> <p>CARRIED</p>
13) Attached Correspondence	RIAMS – Monthly Newsletter – FYI -
14) Adjournment:	Meeting adjourned by Tyson Bergsma @ 5:15 PM
15) Next Meeting:	December 18th - Lunch will be provided for Christmas Meeting



Serena Lapointe, CFYE Board Chair

Regular Board Meeting Minutes

Thursday, November 20th, 2025

Present	Jean Loitz, Leslie Penny, Tara McQueen, Walter Preugschas, Anthony Oswald, Lorrie Jespersen, Kavitha Kamalahasan, Peter Kuelken, Savannah Belyk, Em Shibley	
Absent/ Regrets	Ben Kellert, Steven Fylyshtan	
	1) Call to Order: The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order by Jean Loitz at 9:42 am	
	2) Land Acknowledgment	
25/09-01	3) Acceptance of Agenda - Additions/Deletions Addition - Item for Info - Municipal Update from Town of Barrhead Moved by Leslie Penny to accept the agenda. Seconded by Tara McQueen.	Carried
25/09-02	4) Board Presentation Rickie Sutherland - Client Support Coordinator - Food Bank Update Rickie Sutherland gave an update on the Food Bank. On average 30 to 40 people access the Food Bank on the days we are open. Rickie showcased what an Emergency Hamper looks like as well as a Hamper for a single person household. The Food Bank is supplied primarily through donations and the allotment from Food Banks Alberta. Barrhead FCSS also utilizes the allotment to supply Pregnancy Care and Amber's Hope with baby formula.	
25/09-03	5) Items for Approval a) Minutes of the FCSS Regular Board Meeting from October 16th Moved by Leslie Penny. Seconded by Tara McQueen	Carried

	<p>b) Financial statements for October 2025</p> <p>Moved by Leslie Penny. Seconded by Kavitha Kamalahasan</p>	Carried
25/09-04	<p>6) New Business</p> <p>Committee Review</p> <p>Lorrie to sit on Finance Committee, Jean will ask Doug to stay on Personnel Committee as well as Chair, Peter to sit on Personnel Committee, Jean will ask Elizabeth to sit on Policy Committee, Peter to sit on Policy Committee, Walter to sit on Policy Committee</p> <p>ALWN Update</p> <p>New living wage has gone down due to childcare affordability subsidy, living wage rose in 15 of 21 communities. The living wage for the Barrhead region has gone down. More accurate data has been used in this years calculation to better represent the overall region. Savannah will circulate ALWN update package.</p>	
25/09-05	<p>7) Old Business</p> <p>Board Evaluation Summary</p> <p>Raw comments to be sent out, table for December</p>	
25/09-06	<p>8) Items for Information</p> <p>a) Directors Report</p> <p>Crystal has continued to coordinate 55+ programming. The weekly cards group had 12 attendees, including 4 new participants, and the "Snackers & Crafters" coffee time saw 2 attendees. The monthly 55+ dinner on November 20 had 80 attendees, supported by 9 volunteers who contributed a total of 38 hours. The Blood Pressure Clinic had 5 attendees. Meals on Wheels delivered 23 meals to two clients in September, with the help of 18 volunteers contributing 22 hours. Crystal has also been active in committees including Festival of Trees, Coordinated Community Response to Elder Abuse, Connecting People and Community for Living Well, Intergenerational Alberta, and the Good Grief Walking Group.</p> <p>Rickie and Zany have been busy with client services and the Food Bank. They supported 22 clients, with 12 new and 10 existing. Sixteen were from the Town of Barrhead, 4 from the County, and 3 from other communities. The</p>	

	<p>Food Bank distributed 4 emergency hampers. In October, the Food Bank served 203 individuals, including 65 children, 119 adults, and 19 seniors. Of these, 198 were existing clients and 5 were new.</p> <p>Transportation services in September included 6 in-town runs and 5 out-of-town medical runs. There were 6 new clients and 17 recurring clients. In total, there were 5 regular in-town trips and 10 medical runs, with no van rentals or emergency transportation.</p> <p>Housing insecurity support was provided to 5 clients, with 4 new and 1 recurring.</p> <p>Em has overseen office administration. In October, there were 92 volunteers contributing 261 hours. Phone tracking recorded 297 calls, there were 170 walk-ins, and 7 welcome baskets were distributed.</p> <p>Terri-Lynn has been leading Family and Youth Programs. Family programming saw 142 attendees in October, with numbers steadily increasing. During the school strike, Babysitting and Home Alone courses were offered, resulting in 21 youth graduating. Staff are completing Triple P training and will be facilitating parenting workshops in Barrhead and surrounding areas. Eight new families registered for FCSS family programs, with caregivers expressing appreciation for opportunities to connect. Advertising and community outreach have played a key role in this growth.</p> <p>Vernice has continued to support community initiatives in Fort Assiniboine. October was slower due to the office move and the ongoing teacher strike, which impacted engagement. The “I Can Feel Good” emotional regulation program was smoothly transitioned to Crystal and Rickie. A new partnership with the Barrhead Agricultural Society has been formed to deliver the Empowering Minds mental health workshop. Home Support is currently serving 33 clients.</p> <p>b) Municipal Update AB Muni made a resolution to increase FCSS funding to \$161.5 million.</p>	
25/09-07	<p>9) Board Development</p> <p>Food Bank Volunteering</p> <p>17 - 19 December, Santa’s Toy Box Volunteering</p>	
25/09-	10) Committee Updates	

08	<p>Executive Committee had two applications come in for the board. A motion was made to elect new members, Elizabeth Warren and Doug Drozd, to the Board.</p> <p>Moved by Leslie Penny, Seconded by Tara McQueen</p>	Carried
25/09-09	<p>11) In-Camera None at this meeting</p> <p>Out of Camera None at this meeting</p>	
25/09-10	<p>12) Next Meeting December 22nd 2025</p>	
25/09-11	<p>13) Adjournment Motion to adjourn made by Tara McQueen at 11:20 am</p>	

Barrhead & District Family and Community Support Services Society
Regular Board Meeting of November 20th, 2025

Chairperson _____

Recording Secretary _____

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons

Date: January 27, 2026

Re: Amendment to Council Procedural Bylaw

1.0 PURPOSE:

To present Council with the proposed amendment to the Council Procedural Bylaw to include Notice of Motions and update the Council Delegation Form.

2.0 BACKGROUND AND DISCUSSION:

2.1 Delegations:

Earlier in 2025, Administration introduced a new delegation form to be used when scheduling boards, agencies, or the public wishing to present to Council.

The purpose of the form is to ensure proper scheduling and agenda volume, as well as to inform Council of upcoming delegations and their topics being brought forward. The form also includes instructions for delegations on proper meeting protocol and formalities.

Administration is proposing replacing the existing Schedule A, with the delegation form and instructions.

2.2 Notice of Motions:

During the January 13, 2026 Regular Council Meeting, Administration put the process of Council members presenting Notices of Motion into practice.

A Notice of Motion provides an opportunity notice that a Councillor would like a topic added to a future Council meeting for deliberation/decision. It also serves as an alert of a proposed item to ensure members and staff have sufficient time to prepare. It also promotes transparency and facilitates orderly debate.

2.3 Council Procedural Bylaw:

While the bylaw currently defines notice of motion, it does not prescribe the steps to proceed with a notice of motion.

Administration proposes to amend the Procedural Bylaw to define this process.

2.4 Supporting Legislation:

Section 191 of the *Municipal Government Act* Council may pass or amend or repeal a bylaw.

Section 63 of the *Municipal Government Act* permits the revision of a municipality's bylaw in accordance with the provisions under the section.

63(2)(d): A bylaw under this section may alter the citation and title of a bylaw and the numbering and arrangement of its provision, and add, change or omit a note, heading, title, marginal note, diagram or example to a bylaw;

63(2)(g)(ii) ... make changes, without materially affecting the bylaw in principle or substance, to bring out more clearly what is considered to be the meaning of a bylaw.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Council may choose to direct Administration to make requested changes to the presented amendments.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

If approved, Legislation Services will implement and communicate the changes.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Changes to the Procedural bylaw promote transparency and improved processes to support better governance.

8.0 ATTACHMENTS:

8.1 Proposed Amending Bylaw 04-2026

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council review, discuss, and support the recommended amendments to the Procedural Bylaw.

10.0 PROPOSED MOTION(S):

That Council approve Bylaw 04-2026 to amend the Council Procedural Bylaw 06-2025

10.1 That Bylaw 04-2026, the Amendment Bylaw, be given first reading.

10.2 That Bylaw 04-2026, the Amendment Bylaw, be given second reading.

10.3 That Bylaw 04-2026, the Amendment Bylaw, be presented for third reading.

10.4 That Bylaw 04-2026, the Amendment Bylaw, be given third reading.

(original signed by the CAO)
Collin Steffes
CAO

TOWN OF BARRHEAD

BYLAW NO. 04-2026

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AMEND THE COUNCIL PROCEDURAL BYLAW NO. 06-2025

WHEREAS pursuant to Section 191 of the *Municipal Government Act*, RSA 20000, Chapter M-26, Council may amend bylaws in the same manner as they were passed; and

WHEREAS Sections 1(f), 145, and 203 of the *Municipal Government Act*, may by bylaw establish Council committees and make rules governing their conduct and procedure;

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

PART 1 - AMENDMENTS

- PURPOSE**
- 1 The purpose of this bylaw is to amend the Council Procedural Bylaw.
 - 2 The following sections of the Council Procedural Bylaw 06-2025, are amended:
 - i. Section 6.0 – insert “Quorum” to read as follows: “(2) Quorum”. The exiting Items 2 through 17 shall be renumbered consecutively as Items 3 through 18.
 - ii. Section 6.0 – add item, “(19) Notice of Motions”
 - iii. Section 6.0 – add sub-section “6.19 Notice of Motions” to include;

“(1) A Member of Council who wishes to introduce a new matter for consideration at a future Regular Meeting must submit a Notice of Motion and any supporting documents via the Notice of Motion Template as per Schedule B to Legislative Services at least one week prior to the Council Meeting that the Member wishes to have the Notice of Motion added to an agenda.

(a) A Notice of Motion must provide:

 - (i) sufficient detail so that the subject of the Resolution and any proposed action can be determined;
 - (ii) the date by which the proposed action is to occur, and
 - (iii) fall within Council’s responsibilities under the *Municipal Government Act*.

(b) Legislative Services shall add the Notice of Motion to the agenda under “New Business”.

(c) At the meeting in which the motion is first introduced, the Member shall provide a brief overview of the subject matter. Members and Administration may only ask clarifying questions; if

 - (i) Council by resolution of a two-thirds (2/3) vote waives the requirement for Notice.

(d) The Member who submitted a written Notice of Motion is not required to be present when the Notice of Motion is first introduced, but the Motion cannot be voted upon unless the member who requested the motion is present or has provided permission to do so.

(2) To present and discuss the Motion at the next Regular Meeting, the Member shall prepare a “Council Member Motion” Schedule “C” to provide a summary of the background information, identifying the topic, desired outcome, and how the motion aligns with Council’s Strategic Plan, to Legislative Services at least one week prior to the subsequent meeting where Council will debate and vote on the matter.

(a) If a motion is not made at the meeting indicated in the notice, it will

- appear on the agenda under “New Business”, Members shall use the “Council Member Motion” template, attached as “Schedule C”.
- (b) If the Member is absent from the Meeting where the motion was placed on the agenda, the motion shall automatically be postponed to the next Regular Council Meeting where the Member is present and able to move their motion.

(c) The Motion may be made at any of the next two Regular Meetings; thereafter, it will be removed from the agenda and may only be made by a new Notice of Motion.

(d) For Notices of Motion which direct Administration to prepare an information report, the report shall be drafted based on information readily available and may or may not include a recommendation.

(e) A Notice of Motion cannot be made at a Special Meeting of Council.”
- iv. Schedule “A” ‘Making a Presentation at a Council Meeting’ shall be removed and replaced with ‘Council Delegation Request’ form.

v. add Schedule “B” ‘Notice of Motion’ form

vi. add Schedule “C” ‘Council Member Motion’ form

Coming into Force

- (1) This bylaw shall come into full force and effect upon the final passing thereof.

Read a first time this 27 day of January, AD, 2026.

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

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

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

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

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

SCHEDULE “A”

COUNCIL DELEGATION REQUEST



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

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

REPRESENTING							
(BUSINESS, COMMITTEE, GROUP, OR BOARD)							
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							
(DAY)	(MONTH)	(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)							
<input type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)							
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input type="checkbox"/> NO <input type="checkbox"/> DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input type="checkbox"/> NO <input type="checkbox"/>							
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		DATE (MM/DD/YY)		SIGNED		DATE (MM/DD/YY)	
The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 – 62A Avenue, Barrhead, AB. T7N 1A2							

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

APPEARING BEFORE COUNCIL AS A DELEGATION

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

PROTOCOL WHILE AT COUNCIL

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

MAKE IT A POSITIVE EXPERIENCE

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

SCHEDULE “B”



NOTICE OF MOTION

To: Town Council

Presented By: Councillor

Date:

Re:

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

This notice of motion is read into the Council record on insert Council Meeting Date.

The motion as read will be debated on insert NEXT Council Meeting Date.

TITLE:

WHEREAS:

AND WHEREAS:

AND WHEREAS;

THEREFORE, THAT Council consider:

- 1.0 Insert Motion.
- 2.0 Insert addition Motions.

SIGNATURE: _____

DATE: _____

SCHEDULE “C”



Item No. ____

Council Member Motion

To: Town Council

From: Councillor _____

Date:

Re:

1.0 **PURPOSE:**

To present Council with a proposed motion

2.0 **BACKGROUND AND DISCUSSION:**

3.0 **ATTACHMENTS:**

4.0 **PROPOSED MOTION(S):**

4.1 Insert Motion

4.2 Insert additional Motion

BRFS Dec 2025

Incidents	Totals	Incident Hrs	Staff Hrs
Fire	5	9 h 49 m	113 h 8 m
Rubbish or grass fire	1	0 h 5 m	0 h 0 m
Ruptured water pipe	1	0 h 43 m	5 h 8 m
Vehicle accident	5	12 h 27 m	94 h 0 m
Ambulance assist	21	16 h 45 m	72 h 38 m
Public service miscellaneous	2	0 h 51 m	4 hr 7 m
Alarm no fire miscellaneous	1	1 h 12 m	2 h 25 m
False alarm miscellaneous	2	1 h 32 m	16 h 56 m
Totals	40	43 h 24 m	308 h 22 m

Date	Call type	Before EMS	Location
Dec 1	10D00 Chest pain	No	County
Dec 1	Choking	No	Town
Dec 6	17D00 Falls	Yes	County
Dec 10	23D00 Overdose	Yes	Town
Dec 10	09E00 cardiac or respiratory arrest/death	Yes	County
Dec 11	31D00 Unconscious fainting	Yes	Town
Dec 14	17B00 Falls, Lift assist	No	Town
Dec 18	17A00 Falls, Lift Assist	No	Town
Dec 19	23C00 Overdose	Yes	County
Dec 20	23D00 Overdose	Yes	Town
Dec 21	10D00 Chest pain	Yes	Town
Dec 21	30D00 Traumatic injury	Yes	County
Dec 21	06D00 Breathing problems	Yes	County
Dec 22	10D00 Chest pain	No	Town
Dec 23	10D00 Chest pain	No	Town
Dec 24	09E00 Cardiac or Respiratory arrest/death	Yes	Town
Dec 24	17A00 Falls, Lift assist	No	County
Dec 26	06D00 Breathing problems	No	Town
Dec 27	10D00 Chest pain	Yes	Town
Dec 29	2C00 Allergies	No	County
Dec 31	31D00 Unconscious fainting	No	Town

Training

- NFPA 1001 leve2 is completed, all student pass
- Ice rescue ropes and throw bags
- Medical, stretchers, spine boards and ambulance orientation.

Other

- Members attend the Polar parade and supply Santa
- Supply water to the skating track.

Membership total 54, 49 responding, 6 are juniors, 1 new recruit, 3 on leave, 1 left due to work responsibilities.

2025 Year End Totals

Incidents	Totals	Incident hrs	Staff Hrs
Fire	31	70 h 42 m	780 h 0 m
Rubbish or grass fire	38	71 h 27 m	578 h 21 m
Ruptured water pipes	1	0 h 43 m	5 h 8 m
Rescue miscellaneous	1	0 h 21 m	0 h 25 m
Vehicle accidents	35	56 h 0 m	448 h 53 m
Public hazard gasoline or fuel down	2	2 h 10 m	11 h 21 m
Public hazard toxic chemical spill	1	1 h 10 m	8 h 40 m
Public hazard power line down	6	8 h 29 m	44 h 43 m
Gas leak natural gas	1	2 h 53 m	20 h 19 m
Gas leak propane	1	1 h 22 m	4 h 18 m
Gas leak Carbon monoxide	4	4 h 6 m	20 h 55 m
Public service trapped in elevator	1	0 h 42 m	1 h 51 m
Public service first aid	1	0 h 43 m	5 h 8 m
Public service assist police	1	1 h 9 m	8 h 12 m
Public service Ambulance assist	240	174 h 41 m	726 h 11 m
Public service miscellaneous	4	2 h 12 m	12 h 44 m
Alarm no fire accidental	13	4 h 28 m	13 h 39 m
Alarm no fire smoke or steam mistaken	7	2 h 21 m	10 h 45 m
Alarm no fire detector activated	15	7 h 21 m	34 h 5 m
Alarm no fire Unknown odours	1	0 h 59 m	16 h 12 m
Alarm no fire miscellaneous	29	13 h 3 m	57 h 16 m
False alarm miscellaneous	22	14 h 1 m	112 h 54 m
Totals	455	441 h 3 m	2922 h 0 m

Training – 2600 staff hrs + Volunteer 2982.25 hrs + Other – 1576.25 hrs = 7158.5 hrs



In-Camera

Council Agenda Item 14(a)

RE: Offer to Sell – Agreement Extension Part of SE 29-59-03-W5, Lot 1 Block 1, Plan 1323264

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

Disclosure harmful to business interests of a third party.



In-Camera

Council Agenda Item 14(b)

RE: Letter to Barrhead Regional Family & Community Support Services
(Previous Motion 007-26)

Severed in line with Section 26, Access to Information Act.

Disclosure harmful to intergovernmental relations.



In-Camera

Council Agenda Item 14(c)

RE: Facility & Service Agreements – Barrhead Agricultural Exhibition Association & Agricultural Society (Previous Motion 006-26)

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

Disclosure harmful to business interests of a third party.